Barrowby Church of England Primary School

Food Management Policy - Wrap Around Care Provision

1. Policy Statement

1.1 Barrowby CE Primary School is committed to ensuring that all food provided, prepared, handled and stored within the Wrap Around Care provision is managed safely and hygienically. **All staff** share responsibility for maintaining high standards of food safety to protect the health and wellbeing of children and colleagues.

1.2 This policy aims to:

- prevent food contamination and food-borne illness;
- ensure compliance with food hygiene requirements;
- promote safe food handling practices;
- support staff in maintaining a clean and organised food preparation environment; and
- protect children with food allergies, intolerances and special dietary requirements.

2. Responsibilities

2.1 **Wrap Around Care Staff**

All staff working within the Wrap Around Care provision are responsible for maintaining high standards of food safety and hygiene.

2.2 Staff are expected to follow all food hygiene procedures outlined in this policy and maintain excellent standards of personal hygiene when handling, preparing or serving food:

- before any food is served, staff must check relevant use-by and best-before dates and ensure that food remains suitable for consumption;
- once food is opened, food items should be securely resealed or transferred to a clean, food-safe container with a fitted lid where appropriate. Containers should be clearly labelled with the date opened, staff initials and disposal date;
- food should be stored in accordance with the manufacturer's instructions, including any guidance relating to refrigeration and use after opening.

2.3 Staff have a responsibility to ensure that food preparation and serving areas are kept clean and hygienic both before and after use.

2.4 Any concerns relating to food safety, contamination, spoilage or storage must be reported promptly to the Headteacher.

2.5 Staff must also adhere to the school's allergy management procedures at all times, taking appropriate precautions to safeguard children with known allergies, intolerances or special dietary requirements.

2.6 **Wrap Around Care Supervisors**

The Wrap Around Care Supervisors will:

- monitor compliance with this policy;
- ensure staff understand and follow food safety procedures;
- conduct regular checks of food storage areas, refrigerators and freezers;
- monitor stock rotation and date-labelling procedures;
- ensure food that is out of date, contaminated or unsuitable for consumption is disposed of safely;
- maintain any required food safety records; and
- review procedures regularly to ensure they remain aligned with Food Standards Agency guidance and local authority requirements.

3. Personal Hygiene

3.1 All staff handling food must:

- wash hands thoroughly before handling food and after using the toilet, cleaning, sneezing, coughing or touching waste;
- use warm water and soap for at least 20 seconds;
- keep hair tied back;
- cover cuts and grazes with blue waterproof dressings;
- avoid handling food if suffering from sickness, diarrhoea or other contagious illnesses.

3.2 Staff must not:

- prepare food when suffering from vomiting or diarrhoea and should remain away from food preparation duties until 48 hours after symptoms have ceased; or
- smoke, vape or eat whilst preparing food.

4. Food Storage

4.1 **Refrigerated Food**

- refrigerators should be maintained at 5°C or below;
- raw and ready-to-eat foods must be stored separately where applicable;
- opened items should be clearly labelled, dated and initialled; and
- food must be stored in accordance with manufacturer instructions.

4.2 **Freezer Storage**

- frozen foods should remain frozen until required;
- defrosted items must not be refrozen unless cooked;
- frozen items should be clearly labelled where removed from original packaging.

4.3 **Dry Storage**

Food stored in cupboards should:

- be kept in sealed containers labelled with date and signature;
- be protected from contamination;
- be stored off the floor;
- be checked regularly for damage or expiry.

4.4 **Stock Rotation and Food Dating**

The Wrap Around Care provision will operate a **First In, First Out (FIFO)** stock rotation system. Newly delivered items should be placed behind existing stock where appropriate.

4.5 All opened food items should be securely resealed or transferred to a clean, food-safe container with a fitted lid where appropriate and clearly labelled with:

- Date opened
- Staff initials
- Disposal date

4.6 Manufacturer instructions regarding storage and use after opening must always be followed. Food that cannot be confidently identified, dated or verified as safe for consumption should be disposed of immediately.

5. Dating Opened Food Items

5.1 To support food safety and effective stock management, staff should label opened food products immediately after opening.

5.2 **General Principles**

- use-by dates relate to food safety and food must not be served or consumed after the use-by date;
- best-before dates relate to quality rather than safety; however, staff should use professional judgement and follow school procedures when deciding whether food remains suitable for use;
- manufacturer instructions stating "use within X days of opening" must always be followed;
- when in doubt regarding the safety, storage or age of a product, it must be discarded.

5.3 Recommended Guidance

Opened Food Items

All opened food products must be labelled with the date opened, stored according to the manufacturer's instructions and checked regularly for freshness and signs of spoilage.

Milk

- only serve semi skimmed milk;

Yoghurt

- individual portions should remain sealed until use;
- any opened portion should be discarded after the serving session.
- Larger Pots:
    a) record the date opened on the container;
    b) keep the lid securely fastened or transfer to a sealed food-safe container;
    c) refrigerate immediately at 5°C or below;
    d) use a clean serving spoon each time to avoid contamination;
    e) follow any manufacturer's "use within X days of opening" instructions;
    f) discard if there are any signs of spoilage, contamination, unusual odour, mould, or if the use-by date has passed. Food must not be used after its use-by date.

Cooked Foods

- label with preparation date;
- store refrigerated;
- use within 48 hours unless manufacturer guidance states otherwise.

Fresh Fruit and Vegetables

- check daily for freshness;
- remove damaged or spoiled items immediately.

6. Food Preparation

When preparing food, staff must:

- clean and disinfect work surfaces before use;
- use clean utensils and serving equipment;
- avoid cross-contamination between foods;
- wash fruit and vegetables before serving;
- ensure food is served safely and appropriately;
- dispose of food that appears unsafe, damaged or contaminated.

Children should not be involved in food preparation activities unless under direct adult supervision.

7. Cooking and Reheating Food

7.1 Where food is cooked or reheated within the Wrap Around Care provision, staff must ensure that it is thoroughly heated and safe to eat before serving.

7.2 High-risk foods, including meat, poultry and meat products, should be cooked to a core temperature of at least 75°C for 30 seconds, or an equivalent temperature/time combination, to ensure harmful bacteria have been destroyed.

7.3 Where a food probe thermometer is available, staff should check the temperature of cooked or reheated meat before serving. The probe must be cleaned and disinfected before and after each use.

7.4 Food should be served promptly after cooking. Any food that is reheated must be reheated thoroughly and should only be reheated once.

7.5 Practical Application in Wrap Around Care

For many wrap around provisions serving items such as:

- Pizza
- Toasties

It may be sufficient to follow the manufacturer's cooking instructions and visually check that food is piping hot throughout.

However, for larger quantities of food, fresh meat products, or where there is any doubt, a calibrated food probe thermometer should be used to verify the food has reached a safe temperature before serving.

8. Allergy Management

8.1 The safety of children with allergies is of paramount importance.

Staff will:

- check allergen information before serving food;
- never guess ingredients or allergen content;
- read packaging labels every time food is served;
- prevent cross-contamination between allergen and non-allergen foods;
- ensure all staff understand emergency response procedures relating to allergies.

Foods brought in by families must not be shared between children.

8.2 **Accidental Service of an Allergen**

If a member of staff becomes aware that a child has been served food that they should not eat due to an allergy, intolerance or dietary requirement, they must act immediately:

- **Where the food has not been eaten**, the plate and food must be removed immediately; and
- replaced with a fresh serving on a clean plate to eliminate any risk of cross-contamination.
- the child should be reassured;
- the incident reported to the Headteacher or member of the Senior Leadership Team in accordance with school procedures.
- the child's parent or carer should be informed of the incident as soon as reasonably practicable, including the actions taken to prevent the child from consuming the food.
- the incident should be recorded as a near miss and reviewed to identify whether any improvements to procedures or staff training are required.

8.3 Where the child **has consumed**, or **may have consumed**, the food, staff must:

- immediately follow the child's Individual Healthcare Plan and the school's allergy management procedures;
- The Headteacher (or designated senior leader) must be informed without delay;
- Parents or carers should be contacted as soon as practicable.
- If there are any signs of an allergic reaction, emergency medication should be administered where prescribed and trained staff should seek urgent medical assistance in line with the child's healthcare plan.

8.4 All allergen incidents and near misses must be recorded, investigated and reviewed to identify lessons learned and any improvements required to reduce the likelihood of recurrence.

8.5 **Key Principle**

If food is removed from a child due to an allergen concern, it must never be transferred to a new plate. A completely fresh serving should be prepared using clean utensils and a clean plate.

9. Cleaning Procedures

9.1 At the end of each session staff will:

- wipe and disinfect all preparation surfaces;
- clean tables used for food consumption;
- wash utensils and equipment thoroughly;
- check refrigerators and remove expired food items;
- leave food preparation and storage areas clean, tidy and ready for the next session.

10. Food Waste and Disposal

10.1 Food must be disposed of when:

- it has exceeded its use-by date;
- manufacturer guidance on storage or use after opening has not been followed;
- there are signs of spoilage or contamination;
- storage requirements have not been met;
- packaging is damaged;
- staff are uncertain about its safety.

Staff should follow the principle: **"If in doubt, throw it out."**

11. Monitoring and Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2026

Next review: September 2029