



A world in which Autism is celebrated.

Registered Charity No. 1152188

Health and Safety

34. Food Hygiene.

(Including procedure for reporting food poisoning)

Policy statement

In our setting we provide and/or serve food for children, young people and families on the following basis:

- Snacks provided from home are kept following the highest possible food hygiene standards.
- Sunbeams serves meals during some school holidays. These foods are recorded in our HACCP folder and the correct procedures are followed for each ingredient.
- Sunbeams will heat up food, such as tinned beans, that have been brought in from home – all guidelines are adhered too including temperature checking.

Procedures

- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP). The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- At least one person has an in-date Food Hygiene Certificate.
- The person responsible for food preparation and serving, carries out daily opening and closing checks on the kitchen to ensure standards are met consistently through our daily check list. We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mold.
- Packed lunches are stored in a cool place.
- Food preparation areas are cleaned before use, as well as after use.
- There are separate facilities for hand-washing and for washing up.
- Surfaces are clean and non-porous.

- Utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children/young people's reach.
- Children/young people do not have unsupervised access to the kitchen.
- When children/young people take part in cooking activities, they:
 - Are supervised at all times.
 - Staff explain the importance of hand washing and simple hygiene rules.
 - Are kept away from hot surfaces and hot water.
 - Do not have unsupervised access to electrical equipment such as blenders etc.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons. Not all cases of sickness or diarrhea are as a result of food poisoning and not all cases of sickness or diarrhea are reportable.
- Where children/young people and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the setting will report the matter to Ofsted.

Legal Framework

- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuff.

Further guidance

- Safer Food Better Business (Food Standards Agency).

This policy was adopted on

20th April 2015

Policy updated

24th August 2025

Date to be reviewed

April 2027

Signed on behalf of the management committee

Name of Signatory: Susan Carr

Role of Signatory: CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	24/08/2025
Sue Carr	28/04/2026