



Wingbats Food Safety Policy

Wingbats is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times. Staff involved in food handling and preparation have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.

Wingbats follows the guidelines set out in 'Safer Food, Better Business' (FSA) and is registered as a food business with our local authority. We are regularly inspected by Environmental Health to ensure that health and hygiene standards are being met.

All staff involved in food handling have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, and best practice including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet
- Using clean, disposable cloths
- Using the correct colour coded boards (e.g green for salad & fruit)
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing all jewellery, especially rings, watches and bracelets, before preparing food
- Covering spots or sores on the hands and arms with a waterproof dressing
- Keeping fingernails short, clean and free from varnish
- Staff **must** prepare food in a way to prevent choking
- Staff must prepare food in line with allergies, intolerances, and special dietary requirements of the children attending

Supervision whilst eating

Whilst children are eating there **must** always be a member of staff in the room with a valid paediatric first aid certificate.

Children **must** always be within sight and hearing of a member of staff whilst eating.

Wingbats recognises that choking can be completely silent, therefore visual supervision of children's faces whilst eating is part of our everyday practise. Staff will remain vigilant that children are eating in a way that prevents choking and are ready to react to any unexpected allergic reactions.

Allergies and dietary requirements

Before a child is admitted to the setting, Wingbats will obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information will be shared with all staff involved in the preparing and handing of food through staff briefings and a regularly updated children's allergy sheet that is available to all staff in session. The children with special dietary requirements, preferences, allergies and intolerances will be made a special dietary mat that will go to the member of staff preparing the food



and they will make their snack on a separate work top. The child's snack is then placed onto their mat so it is clear that the child has an allergy or intolerance.

At each snack time Wingbats must nominate an individual who is responsible for checking that the food being provided meets all the requirements for each child. This will be communicated by regular staff briefings. Each year group has a member of staff or two who sign the children in at the start of session. These members of staff will then be responsible for checking that the food provided meets all requirements.

Wingbats will have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and intolerances. This information will be kept up to date by the setting and shared with all staff.

Wingbats communicates allergen information to parents through menus and allergens chart on the website. We have a printed copy of the allergen chart in the food safety folder in the servery.

Staff Training and Allergen Awareness

Wingbats ensures that all staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time. We do this through food hygiene training on Flick Learning.

Incident Recording

When a child experiences a choking incident that requires intervention, Wingbats staff must record details of where and how the child choked and make parents and/or carers aware.

Wingbats will review records periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking. Appropriate action will be taken to address any identified concerns during this review process and following any incidents of concern during the provision of food within our club.

Food Storage

All foods are stored according to safe food handling and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that quality is maintained.

Fridge temperatures are checked and recorded on a daily basis as part of our environment checks. If there are temperature fluctuations that are not explained by simple user error (e.g failure to close the fridge properly), a new fridge will be purchased.

Cleaning

- The fridge is cleaned thoroughly, with warm, soapy water, on a weekly basis
- Food is checked for freshness – anything past the use by date will be disposed of
- Freezers are defrosted and cleaned every half term
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths



- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed or put in the dishwasher
- Appropriate controls are implemented to reduce the risk of cross contamination

This policy was adopted by: Wingbats	Date: February 2026
To be reviewed: February 2027	Signed: Zena Barclay-White

Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Food and drink [3.62], Safer Eating [3.63 – 3.70] and Food and drink facilities [3.71]