

3Cs FOOD SAFETY POLICY AND PROCEDURES

Policy agreed on:.....9 June 2026.....

Signed:Becky Vousden..... Headteacher

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Introduction and Aims

Chilton Primary School 3Cs club is a registered food retailer outlet. Chilton Primary School is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times and maintained throughout our after-school clubs and breakfast club. This is in order that Chilton Primary School complies with current legislation. We follow the guidelines set out in "Safer food, Better Business" (FSA) and are registered as a food business with the relevant local authorities.

Food Safety records

The school maintains Food Safety records which contain the following:

- This policy
- Food Hygiene Training records
- Medical, food allergies and dietary requirements for all pupils
- Record sheets for fridge temperatures and cleaning schedules

These are kept in the 3Cs building as a point of reference.

Personal Hygiene

Chilton Primary School has high standards of personal hygiene for all members of staff involved in the handling and preparation of food.

Food handlers should wash their hands regularly with soap and hot water, especially:

- After visiting the toilet.
- When entering the kitchen area.
- Between handling raw and cooked food.
- After eating, coughing, sneezing, blowing noses etc.
- After handling waste food or refuse.
- After handling cleaning materials.
- After outside activities e.g., sports.
- After returning from a staff break.

In addition:

- Fingernails must be kept short and clean. Staff must wear plastic gloves during food preparation.
- While preparing food, staff should not chew gum or sweets and must never taste the food by sticking fingers in or eating off of cooking utensils.

- Staff should wear disposable aprons and hair net when preparing food.
- Any cuts, spots or sores on the hands and arms must be covered completely with a blue, waterproof dressing.
- No outdoor equipment or clothing should be brought into the food preparation areas.
- Staff should avoid touching their hair and face while preparing food and tie long hair back.
- Staff should under no circumstances continue to prepare food if they are feeling unwell or show symptoms of illness.
- All staff and visitors must adhere to the Chilton Primary School No-Smoking Policy.
- All staff involved in the preparation and serving of food at 3Cs clubs undertake Level 2 food hygiene training.

Managing children with Food Allergies

Food allergies can affect a child at any time of their life. Parents/carers are required to complete an individual healthcare plan (IHP) when the child starts school or when the child's allergy becomes known to the parent/carer. Completed IHPs are sent to the school office by the parent/carer and managed by the School Office. Allergy details for each child booked into a club are provided by the office to 3Cs.

- The ingredients on all pre-packaged foods should be checked every time before use for allergy information.
- A separate toaster is provided and should be used for children following a gluten free diet.
- Chilton Primary School is a nut free school; no products containing nuts can be consumed on site.
- Children with severe allergies take the appropriate medication to 3Cs.

Food Preparation

- All foods must be prepared as close as possible to the time of display for consumption or the time of delivery. After preparation they should be refrigerated until immediately before service.
- All fruit and vegetables are washed before being served.
- Food should not be left out at kitchen temperature for any longer than 20 minutes whilst being prepared. Once preparation has finished the food should be served, refrigerated or cooked depending on the circumstances.
- Cold food should not be displayed for more than one hour. At the end of service all foods left over which have left on the service counters should be disposed of.
- Colour coded boards must be used for different types of foods as follows:

Bakery & Dairy Products	white
Cooked meat	yellow
Salad & fruit	green
Vegetables	brown

3Cs clubs do not prepare or serve fish or raw meat.

Food service

- Children should always be seated on chairs or benches to eat their food with a table in front of them to rest their food. Snacks may occasionally be eaten while sitting on the floor or outside (e.g., picnic) but where possible, it is better to sit on a chair with a table to eat.
- No child ever eats unsupervised.
- Children remain seated until finished. They are not allowed to leave the table if they have food in their mouths.
- To minimise choking risks, small items such as cherry tomatoes and grapes etc sliced lengthways (and quartered if necessary). Raw carrots and cucumber are cut into batons, not rounds.
- At least one member of staff has Emergency First Aid at Work training and Paediatric First Aid qualifications. All staff undertake Allergy & Anaphylaxis training.

Food Storage

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

- Opened food will be labelled to show the date when it was opened.
- Cooked meats will be thrown away three days after opening. To save food, some cooked meats and other foods may be separated and part of the packet frozen. Food will be contained in plastic containers in the freezer or fridge. Frozen cooked meats will be labelled to show when they were frozen.
- After tinned food has been opened, food must be decanted into a suitable container and not kept in an opened tin. Suitable containers would be plastic bowls covered with cling film or plastic lidded containers.
- When taking food out of the freezer, it will be labelled with the date to show when it was taken out and will be thrown away three days after defrosting.
- Food in the fridge and freezer will be regularly checked to ensure food dates are checked and if appropriate, out of date food will be thrown away.

Cleaning of Food Preparation Areas

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy.

- All surfaces being used to prepare food, including for activities involving food, and eating food should be wiped initially to remove loose debris and then sprayed with an antibacterial. This should be left for the instructed time, before being wiped.
- Chopping boards are cleaned after use with warm soapy water and thoroughly rinsed.
- Washing up sinks should be between 50C and 60C. Monthly water temperature checks are undertaken by the caretaker to ensure suitable temperatures are maintained.
- Floors should be swept regularly after each eating period to avoid build-up of dropped food.

Fridges and Freezers

The club leader logs daily recordings of the fridge temperature. If there are temperature fluctuations that are not explained by simple error (e.g., failure to close the fridge properly), the fault should be reported to the School Business Manager.

Staff also have a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by date.

Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm, soapy water.
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner.
- Cleaning the seals around the fridge door to ensure that there are no spillage or stains.
- Written records of temperature checks must be kept for at least three months and must include chilled and frozen deliveries, chilled and frozen storage, cooking, cooling and hot and cold display. Past temperature logs are kept in the 3Cs building.

Freezers are defrosted, if necessary, and cleaned once every term.

General maintenance and upkeep of 3Cs kitchen area

- The club leader is responsible for ensuring the kitchen area is kept tidy and cleaned as per the cleaning schedule.
- Cleaning materials are kept under the sink. The cupboard door is secured with a child lock.
- Children are not allowed to enter the kitchen area.
- The smoke alarm is tested monthly by the club leader.
- Servicing of fire extinguishers, thermostatic mixing valves (TMVs) and gas boiler is organised by the School Business Manager. Pest control visits take place every 6 weeks.
- Any faults with appliances or maintenance requests are reported to the School Business Manager.