



# Five O'clock Club

Email: [fiveoclockclub@cri.tamat.org.uk](mailto:fiveoclockclub@cri.tamat.org.uk)

Club Contact Number: 01276 27546



Policy reviewed by: BOS & LP  
Policy revised: Autumn 2025  
Date of next review: Summer 2026

## Food and Drink Policy

### Statement of intent

At **Five O'clock Club**, we understand that what children eat and drink is important, and the habits they develop from a young age will impact their future health. We value the importance of providing children with a nutritious, balanced diet that will encourage them to make healthy, informed choices. We share responsibility with parents to give guidance on the health issues and the risks of unhealthy eating practices.

We believe that food can be used in a variety of educational ways. Children are encouraged to celebrate holidays, religious festivals, special events and the various foods associated with these events and are encouraged to experiment with unfamiliar foods.

**Five O'clock Club** meets the requirements of the 'Standards for school food in England' and aims to maintain these standards across all meals provided.

### 1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Public Health England (2017) 'Example menus for early years settings in England'
- DfE (2021) 'School food in England'
- DfE (2013) 'The school food plan'
- DfE (2021) 'Statutory framework for the early years foundation stage'
- Food Safety Act 1990
- The Requirements for School Food Regulations 2014
- School Food Plan (2015) 'School Food Standards'
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)



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This policy operates in conjunction with the following school policies:

- Health and Safety Policy
- Complaints Procedures Policy
- Our food safety management procedures are based on the the HACCP (Hazard Analysis and Critical Control Point) principles.
- We also follow the guidance of SFBB (Safer Food, Better Business)

## 2. Roles and responsibilities

The Local Academy Board is responsible for:

- The overall implementation of this policy.
- Ensuring that this policy does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture or religion.
- Handling complaints regarding this policy, as outlined in the setting's Complaints Procedures Policy.
- Ensuring the setting uses reliable suppliers for the food purchased.
- Informing parents who provide food for their children about the storage facilities available in the setting.

The Club Manager, in conjunction with the headteacher, is responsible for:

- The day-to-day implementation and management of this policy.
- Reviewing menus and mealtimes to ensure children's needs are being met.
- Ensuring equipment is suitable for its use and providing separate facilities for handwashing and for washing up in the kitchen area.
- The Club Manager lead has the responsibility of ensuring all staff members are trained in basic food safety and hygiene.
- Ensuring parents are given adequate notice of any changes to meals, food choices or any other aspect of food provision.



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All staff are responsible for:

- Sitting with children while they eat, where required, and being advocates of healthy eating.
- Discouraging children from sharing or swapping their food in order to protect those with food allergies.
- Treating all children equally, taking account of the eating practices in their cultures.

Parents are responsible for:

- Providing the setting with information on their child's dietary requirements, preferences and food allergies.

### 3. Food and drink served

Over the week, snacks will include a variety of foods from the four main food groups:

- Starchy foods
- Fruits and vegetables
- Meat, fish, eggs, beans and non-dairy sources of protein
- Milk and dairy foods

Foods that are high in fat, salt and sugar will be limited in line with current guidance on healthy eating for the age group of the children concerned.

Portion sizes will be based upon the recommended intake for the age group of the children concerned.

Menus will reflect the diversity of the community, with a variety of flavours and textures.

Fridges and store cupboards will be cleaned regularly to ensure they are clean. Food stored in the fridge will be kept at 5°C or lower and, where necessary, reheated until piping hot throughout. Food will be stored in sealed plastic containers, and tin cans will never be stored in the fridge.

Meal suggestions from parents and children are welcomed during the planning of menus.

Fresh drinking water will be available and accessible at all times and children will be encouraged to drink regularly.

Fresh fruit juice will be offered at breakfast only, along with milk. Juice will be diluted to one parts juice to 10 parts water and will only be given with meals rather than in between.



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Staff will not consume carbonated drinks in the presence of children.

#### 4. Eating environment

The eating environment will be comfortable and relaxed.

Children will be provided with utensils that are appropriate for their age and stage of development.

Where possible staff will sit with children while they eat and encourage interaction at each table. Children will be observed to ensure they are drinking and eating enough, and staff will be aware of the behaviour that may suggest a child is thirsty or hungry.

Children will be encouraged to develop good eating skills and table manners.

Meals times will be used to help children develop independence, through making food choices, serving food and drink, and feeding themselves

#### 5. Celebrations and special occasions

The setting will celebrate certain special events throughout the year where party food will be provided. The party food will take into account those with allergens and provide a variety of choice.

#### 6. Allergies and special requirements

Parents will make the setting aware of any allergies their child has and the actions that need to be taken if a reaction occurs.

A protocol will be established and made accessible to all staff to ensure everyone is aware of a child's allergies and symptoms.

Where it is suspected that a child has an allergy, the setting will encourage the child's parents to seek advice and diagnosis from their doctor.

The setting will ensure children with allergies are not exposed to foods that trigger allergies. Appropriate alternatives will be identified to ensure the child still eats a balanced diet.

All staff will be instructed, where necessary, to ensure they understand how to identify which allergens are present in every meal and snack provided.

All food that is pre-packed for direct sale (PPDS) will have the name of the food and the full ingredients list, with allergens emphasised, e.g. in bold, italics or a different colour, clearly displayed.



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The club has a nut free policy and will respond to other severe allergies.

Separate utensils will be used for the child with any allergies. This child will be served first to prevent any cross contamination.

Food items containing bread and wheat will be stored separately.

Learning activities which involve the use of food will be planned in accordance with children's individual healthcare plans (IHPs), taking into account any known allergies of the children involved.

Children will be discouraged from sharing or swapping their food with other children.

Appropriate provision will be made for parental preferences, including cultural and religious food sensitivities, e.g. providing halal and kosher food as appropriate.

### 7. Food brought in from home

Food that is brought into the setting from home will comply with this policy and include the foods outlined in [section 3](#) of this policy.

Food and drink will be appropriately labelled with the child's details, safely stored until needed and heated properly, if necessary.

Any food that is not consumed during the day will be sent home with the child.

### 8. Eating habits

All children will be supported to manage their own personal needs as far as possible, including understanding the importance of healthy food choices.

At mealtimes, fussy eaters will be seated with children that are more adventurous with their food to encourage the adoption of different food preferences.

Children will be regularly exposed to new foods in order to increase their liking for, and consumption of, a variety of new foods (providing these foods meet their specific dietary requirements).

Favourite foods will not be used as a reward to encourage children to eat foods they do not like.

The setting is aware that some children will have allergies or different dietary requirements; this will be taken into account when encouraging children to try new foods.



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Before a child is admitted, the setting will obtain information about any special dietary requirements, preferences and food allergies – this information will be recorded and acted upon as appropriate.

Children will never be forced to finish everything on their plate. Small servings will be given, with the opportunity to have second helpings if the first serving is finished.

### 9. Food safety and hygiene

Food will be stored, prepared and presented in a safe and hygienic environment which is adequately equipped to provide healthy meals, snacks and drinks for children.

Children will be taught basic hygiene, such as not eating food that has fallen on the floor and washing their hands before eating and after using the toilet.

All staff will receive training in food hygiene before preparing or handling food.

All staff involved in preparing food for young children, or helping them eat, will be aware of the requirements of the Food Safety Act 1990.

### 10. Communication

Parents will be provided with information on the routine meals and snacks that their children are given.

Parents will be given a copy of this policy when their children start to attend the setting and will be consulted via letter when the policy is updated.

Menus will be on display for all parents to see on the notice board.

The setting will consult with parents on the food that is provided and will ask them for feedback as the menus are developed and introduced.

The setting will agree with parents on the methods used to manage fussy eating, ensuring they are consistent with those used at home.

Parents will be encouraged to attend events to celebrate special and cultural occasions.

### 11. Monitoring and review

This policy is reviewed annually by the headteacher and Club Manager.



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Any changes to this policy will be communicated, by the headteacher and Club Manager, to all staff members. Parents of children who attend the setting will receive a letter detailing any changes to the policy.

The next scheduled review date for this policy is date.



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### Appendix 1:

All Staff will therefore endeavour to:

Always wash hands with anti-bacterial soap and hot water before and after handling food and using the toilet.

Using clean, disposable cloths

Wear a clean apron when preparing and serving food

Using the correct colour coded chopping boards (per the table)

Not being involved in food preparation if they are unwell

Making sure all fruit and vegetables are washed before being served

Cut the fruit and vegetables to avoid choking

Remove 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

Food hygiene is kept up to date

They have a good understanding of food allergens and intolerances

They are aware of individual children's dietary requirements

Food temperatures are logged during cooking and before serving

Documenting before the start of the session temperatures of food storage areas to ensure they are running at the correct temperature. All fridges running below 5C and freezers at -5C

Check the thermometers are working properly by using the boiling water test and documenting.

Staff will check food dates and freshness on receiving the weekly food delivery

Any unsuitable substitutes will be returned

Staff will ensure all food is kept according to its storage requirements, and use the FIFO method, (First in, First out)

Staff will label food with open dates and use by dates



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All areas will be cleaned before and after food preparation

Staff will cook food until its core temperature has reached 75 °C and remains that temperature for two minutes to minimise the risk of harmful bacteria being present in food.

The setting staff when reheating food will ensure it is not warmed for any longer than 2 hours and the temperature is 65 C or above

Staff will keep all personal belongs out of the food preparation area to avoid any foreign bodies entering

Colour of chopping board and knife	Food group
Red	Raw meat
Yellow	Cooked meat/fish
Green	Salads and fruit
White	Bakery and dairy
Brown	Vegetables
Blue	Raw fish