Apollo After School Club

Food Safety Policy

Apollo After School Club is committed to ensuring that safe and healthy practises 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.

Apollo After School Club 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 chopping boards (e.g. red for raw meat)
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing 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.

Apollo After School Club recognises that choking can be completely silent, therefore visual supervision of children's faces whilst eating is part of our everyday practice. 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 Apollo After School Club 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 handling of food through shared allergies' registers.

Apollo After School Club 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 must be kept up to date by the setting and shared with all staff.

Apollo After School Club communicates allergen information to parents through: displayed menus showing allergens and weekly meal planners communications

Staff Training and Allergen Awareness

Apollo After School Club 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 online courses and by the setting keeping information up to date and shared with all staff.

Incident Recording

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

Apollo After School Club 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 practices and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained.

Fridge temperatures are checked and recorded on a daily basis as part of our daily environment checks. If there are temperature fluctuations that are not explained by simple user error (eg 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 once a month.
- 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.
- Appropriate controls are implemented to reduce the risk of cross contamination.

Helpful websites:

BSACI Allergy Action Plan
Food allergy - NHS

This policy was updated and adopted by: **Apollo Youth Club**	Date: September 2026
To be reviewed: July 2027	Signed: Jackie Daniel, Chair

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Food and drink [3.63], Safer Eating [3.64 – 3.71] and Food and drink facilities [3.72].*