



# Food Safety Policy

Active Stars – West Sussex

## 1. Statement of Intent

Active Stars is committed to ensuring that safe and hygienic practices are followed at all times in relation to the storage, preparation and serving of food.

We recognise our responsibility to protect children, staff and visitors from food-related illness and to meet all relevant food safety legislation and guidance.

This policy applies to all early years, wraparound care and holiday provision operated by Active Stars.

## 2. Legal and Regulatory Framework

Active Stars:

- Follows the **Food Standards Agency (FSA)** guidance *Safer Food, Better Business*
- Is registered as a food business with the local authority
- Is subject to inspection by Environmental Health Officers

## 3. Staff Training and Health

- All staff involved in food handling receive appropriate food hygiene training
- Staff must maintain high standards of personal hygiene
- Any staff member showing signs of illness or infection will not be permitted to handle food

## 4. Food Preparation and Hygiene

When handling or preparing food, staff will:

- Wash hands thoroughly with antibacterial soap and hot water before and after handling food and after using the toilet
- Use separate sinks for handwashing, food preparation and washing utensils

- Use clean, disposable cloths
- Remove jewellery (including rings, watches and bracelets) before preparing food
- Cover any cuts or sores with waterproof dressings
- Keep fingernails short, clean and free from nail varnish
- Wash all fruit and vegetables before serving

Staff will not prepare or handle food if they are unwell.

## **5. Food Storage**

- All food is stored in accordance with safe food handling practices
- Food is stored at the correct temperature to prevent the growth of bacteria
- Food packaging is labelled with the date of opening and use-by date
- Food that has passed its use-by date is disposed of immediately

Fridge temperatures are checked and recorded daily as part of routine environment checks.

If unexplained temperature fluctuations occur, appropriate action will be taken, including repair or replacement of equipment.

## **6. Cleaning and Cross-Contamination**

- Fridges are cleaned weekly using warm, soapy water
- Freezers are defrosted and cleaned monthly
- Food preparation surfaces are cleaned after use with antibacterial cleaner and disposable cloths
- Chopping boards are cleaned thoroughly after use
- Appropriate controls are in place to reduce the risk of cross-contamination

## **7. Allergies and Dietary Requirements**

Parents/carers must inform the Club of any food allergies or dietary requirements.

Allergy information is recorded and shared with relevant staff.

Where necessary, food handling procedures are adapted to ensure children's safety.

## **Linked Policies**

- Health & Safety Policy
- First Aid, Illness & Medication Policy
- Safeguarding Policy

## **Policy Review & Governance**

This policy has been written in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS) (2025) and relevant Department for Education guidance for wraparound care and holiday provision.

This policy applies to all early years, wraparound care and holiday provision operated by the provider.

**Reviewed:** February 2026

**Next review due:** February 2027

**Approved by:** Director / Registered Provider