

Out of School Club

Food Safety Policy

Cotswold Active Camps 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.

All staff involved in food handling have received food handling and hygiene training. When preparing/serving 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
- Not being involved in food preparation if they are unwell
- Covering spots or sores on the hands and arms with a waterproof dressing

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.

Cotswold Active Camps 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 Cotswold Active Camps 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 ordering of food via the online register.

Cotswold Active Camps 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.

Incident Recording

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

Cotswold Active Camps 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.

Helpful websites:

[Food allergy - NHS](#)

This policy was adopted by: Cotswold Active Camps	Date: 30 th October 2025
To be reviewed: 30th October 2025	Signed: Z.Lovell

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]*.

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