Guidance on Food Management and Hygiene In ELC Settings

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INTRODUCTION

This guidance is designed to assist all Early Learning and Childcare (ELC) staff in understanding the need for good food hygiene practices and healthy nutritious meals and snacks for children, as well as complying with food legislation (January 2006) and allergen legislation (December 2014). Food is an essential part of everyday life and managing its preparation is important to make sure that the food you serve is safe to eat.

TRAINING

Why is training important?

The instruction and training of all food handlers is an essential activity in any food business if staff are to learn how they can contribute to food safety.

New Staff Induction Training

Prior to starting work, it is essential that all food handling staff receive either written or verbal instruction on the 'House Rules' in order to make them aware of food hygiene.

Staff Training

At least one member of staff from each ELC playroom handling food should be trained to Elementary Food Hygiene Standard or equivalent. To account for different shift patterns, there should always be at least one member of staff present who is trained to Level 2 'Food Safety' or above.

REHIS Training

REHIS is the recognised body for the maintenance and outlining of legal requirements surrounding food hygiene standards in Scotland. It is recommended that staff who require training complete the REHIS Elementary Food Hygiene course and exam.

REHIS Elementary Food Hygiene certificates are valid for 5 years. Delegates can maintain their certificate by a further 3 years through completion of REHIS Elementary Food Hygiene Refresher training prior to certificate expiry.

Fife Council staff can apply for REHIS training via Oracle. Funded Providers can find information on how to apply within the Early Years Training Sway.

Ongoing Training

It is vital that staff do not forget what they have learned and continue to put their training into practice. This can be done at staff meetings or during one-to-one coaching/training sessions. Keeping a record of refresher training will become part of the Hazard Analysis & Critical Control Point (HACCP) documentation and will help demonstrate that systems are working effectively.

PERSONAL HYGIENE

Personal hygiene is an important part of food hygiene and applies to everybody who comes into contact with food.

Anyone who works in a food handling area must maintain a high degree of personal cleanliness, as hands are one of the principal agents in transferring harmful bacteria to food. Handling raw and then cooked food is a particular danger.

Hand washing is vital and should be carried out thoroughly to prevent spread of contamination. Disposable gloves provide a false sense of security to the wearer and may prevent frequent hand washing. Cross-contamination can still occur from the person or from objects if touched with the plastic gloves. Therefore, the use of disposable gloves is **NOT** recommended as an alternative to hand washing.

Liquid Hand Wash meeting the BS EN 1499 Standard (with disinfectant properties) is recommended for extra protection against cross contamination. Information on this Standard is found on the product label or by contacting the supplier or manufacturer. Hygienic Hand Rubs meeting the BS EN 1500 standard can provide an additional level of protection against cross contamination and are recommended after hand washing where there is an increased risk of cross contamination, e.g. when raw foods have been handled prior to hand washing.

It should be noted that hygienic hand rubs should never be used as a replacement for hand washing.

It is not recommended that children use antibacterial soap on a regular basis. Therefore, such soap should be clearly labelled for adult use only.

CLEANING

What is the difference between Cleaning and Disinfection?

Cleaning is the process of physical removal of food debris, visible dirt and food particles from surfaces, equipment and fittings using hot water and detergent. Cleaning on its own will not remove all bacteria.

Disinfection is the process of killing bacteria and viruses following general cleaning.

Any disinfectant used must be applied to a visibly clean surface and be of the following standard: **BS EN 1276 (1997) or BS EN 13697 (2011)**

Why do we need to Clean and Disinfect?

Cleaning and disinfection are vitally important for a number of reasons:
• To prevent food poisoning – proper cleaning and disinfection will facilitate the removal of harmful bacteria from surfaces and equipment and will help to reduce the risk of cross contamination
• To remove physical materials which may contaminate food or attract pests.

Cleaning chemicals:
Cleaning chemicals should be stored away from the food preparation areas and should not contaminate food.

Cleaning materials and equipment:

• Separate materials and equipment must be used for cleaning and disinfecting raw food handling areas, from cleaning materials and equipment used in the rest of the kitchen.
• Colour Coding of cleaning materials is recommended to be displayed as this provides visual confirmation of effective cross-contamination controls.
• Dishcloths must be kept clean and should be laundered at a suitably high temperature or be disposable.
• Single-use cloths provide a reliable way of ensuring cleaning and disinfection does not present cross contamination risks and can be used on hand contact surfaces such as light switches, door handles and telephones to prevent spread of contamination.

What needs to be Cleaned and Disinfected?

All equipment and areas within food premises require to be kept clean. However, you must decide when disinfection is necessary. CookSafe provides guidance on how to control cross contamination within ELC settings by means of disinfection. The application of this guidance will also enable you to maintain adequate general hygiene. **Please note, disinfection will always be necessary as part of your cross contamination controls.** You should also clean and disinfect sinks, washbasins, taps and any other items that are liable to come in contact with food

either directly or indirectly. Equipment and surfaces which come into contact with raw foods should be disinfected, for example, chopping boards, utensils, food storage containers and pots. Items that come into contact with food indirectly by hand contact should be disinfected as necessary, for example, light switches, taps, fridge door handles, sinks and wash hand basins. Identify all food areas and equipment used in your business and list them in your Cleaning Schedule. Food waste containers, refuse waste bins and all waste storage areas should also be cleaned as appropriate.

What methods should be used to Clean and Disinfect?
The methods for cleaning and disinfecting equipment, dishes and utensils are:

Either **(1) Dishwasher** or **(2) Two Stage Clean**

The method for cleaning work surfaces, hand contact points, sinks is:
(3) Two Stage Clean

Method 1 – **Dishwasher - HEAT**
(For dishes, utensils, and other small equipment)
A dishwasher must be used and maintained in accordance with manufacturer's instructions. This is the only acceptable method for cleaning and disinfecting both equipment and utensils used for only raw food **and** equipment and utensils used for only ready-to eat foods **together**.
Note 1: There must be evidence that the dishwasher is capable of providing adequate heat disinfection.

Method 2 – **Two Stage Clean – CHEMICAL**
(For dishes, utensils, and other small equipment)

- **First stage clean** – remove food residues by rinsing in hot soapy water, children can do this stage
- **Second stage clean** –disinfect in the sink with hot clean water and an appropriately diluted food safe sanitiser, (i.e. D10) for the required contact time
- **Rinse** (if required) in the sink with clean hot water
- **Dry** – ideally air dry or use single-use drying cloths

When using twin sinks, or the Two Stage Cleaning method, all equipment and utensils used for ready-to-eat foods must be washed separately from those used for raw foods.

Note 2: Check the label of the sanitising product for dilution, surface contact time and to see if a rinse step is required.

Note 3: The sink must always be disinfected after use with raw food equipment and utensils and/or before being used for any other purpose.

Method 3 - **2 Stage Clean – CHEMICAL**
(For work surfaces, hand contact points sinks etc)

• **First Stage Clean –** remove debris and clean the work surface using hot soapy water
• **Second Stage Clean -** Disinfect surfaces by spraying with food safe sanitiser spray (i.e. D10). Leave for surface contact time (e.g. D10 is 30 seconds light duty clean, 5 minutes for heavy duty clean.)
• **Dry –** ideally, air dry.

Note 4: Light duty clean between snacks for lightly soiled surfaces. Heavy duty clean after raw food preparation and at the start/end of each day.

Note 5: Check the label of the product for dilution rates, surface contact time and to see if a rinse step is required

C.O.S.H.H Assessment for use of Suma Bac D10 can be found here.

Suma Bac D10 Product Information details can be found here.

TEMPERATURE CONTROL

Why is temperature control important?

Temperature control is important because harmful bacteria are a hazard present in many of the foods handled at nursery. They also tend to multiply at room temperature. As bacteria are invisible to the naked eye and cannot be physically removed from food, all we can do is control their numbers.

There are two main ways in which temperature can be used to achieve this:-

- Harmful bacteria can be destroyed or reduced in number by cooking or reheating
- Growth of bacteria can be controlled by keeping food hot or cold

How can temperatures be used to keep food safe?

Refrigeration A food temperature of 8°C or below is effective in controlling the multiplication of most bacteria in perishable foods. It is recommended to operate refrigerators at 5°C or below	The target temperature of chilled foods is between 1°C and 5°C. The critical limit temperature for chilled food is 8°C. If the temperature is above 5°C, action will be taken to reduce the fridge temperature to below 5°C within four hours. If the critical limit temperature is breached (above 8°C) perishable food will be discarded.
Freezing Freezing foods at temperatures of -12°C or below will prevent bacteria multiplying	The target temperature for frozen food is -18°C. The critical limit temperature for frozen food is -12°C. If the temperature is above -18°C, action will be taken to reduce the temperature to -18°C within four hours. If critical limit temperature is breached (above -12°C) foods will be discarded.
Cooking Temperatures of 75°C or above are effective in destroying almost all types of bacteria.	The target temperature for foods cooked from raw is a core temperature of 80°C The critical limit is 75°C Continue heating until your specified temperature is reached.
Hot Holding Temperatures above 63°C will control the multiplication of bacteria in hot food	The target temperature for all foods being held hot is 65°C The critical limit is 63°C
Cooling Food should be cooled as quickly as possible and then refrigerated. Foods should be cooled in small portions, in shallow containers. This will limit the growth of any bacteria Hot food will not be placed into the fridge	Food should be cooled as quickly as possible and then refrigerated. The target time for foods being cooled is within 60 minutes. The critical limit is 90 minutes. If critical limit is breached, foods should be discarded.
Reheating All food which has previously been	The target temperature limit for food being reheated is 85°C

heated and is to be reheated, must be raised to a temperature of 82°C, which will ensure that the food has been reheated to a safe and, in some cases, legally required temperature limit.	The critical limit is 82°C. Continue heating until your specified reheating temperature is reached. The food will only be reheated once.

What are critical limits?

Fife Council recommends that refrigerators should operate at 5°C, however, if the temperature is measured between 5°C and 8°C action must be taken to reduce the fridge temperature to below 5°C within four hours. If temperature is above 8°C food should be discarded.

Temperature Monitoring using a Thermometer

In many cases, the temperature of food can be checked using a probe thermometer. Ideally, a hand held digital thermometer should be used when probing foods. Thermometers should be kept clean at all times. Probe thermometers should be disinfected before and after each use. Probes should be checked regularly to ensure they are working correctly and recoded on the monthly record sheet.

Calibration of Probe

Food probes must be calibrated monthly. This involves probing boiling water (100°C), returning to room temperature, and then probing ice water (0°C). Results must be recorded and be within 1°C of the correct temperature.

Cold temperature Monitoring

- Always check the temperature of the warmest part of the fridge.
- Built in thermometers are useful but should be checked regularly
- Best practice would be to check and record fridge temperatures at the start of each session to avoid periods when the door has been open for any significant period of time.
- It is not required to store eggs in the fridge. However, they should be removed from their original packaging, stored in a sealed, plastic container and labelled with the use by date. If choosing to refrigerate, they should be stored at the bottom of the fridge within the sealed, labelled, plastic container.
- Open tins should be decanted into a suitable container and labelled with BBD, date opened and allergen information before being stored in the fridge

Hot Temperature Monitoring

It is essential that liquid foods e.g. soup should be stirred to ensure adequate distribution of heat before probing. Foods should be probed at the thickest part as temperatures may vary throughout especially during cooling and heating.

Temperatures of foods being hot held e.g. soup, baked beans should be probed regularly.

CROSS CONTAMINATION PREVENTION

What is Cross Contamination?

Cross contamination occurs when harmful bacteria are transferred from contaminated food to uncontaminated food.

How does Cross Contamination occur?

- **By Direct Cross contamination** – contact between raw food and ready-to-eat food during transport, storage or preparation
- **By Indirect Cross contamination** –spread of bacteria from raw food to ready-to-eat food via food handlers, equipment or surfaces. For example, refrigerator door handles, knives, chopping boards, work surfaces, cloths

Why is it important to prevent Cross Contamination?

Cross contamination has frequently been found to be the cause of food poisoning outbreaks. Bacteria in contaminated food are not visible to the naked eye and do not cause noticeable food spoilage or affect taste, smell or texture.

Importantly, ready-to-eat food must be protected from cross contamination at all times. This is because there are no further controls to protect the customer from the risk of food poisoning, once contamination has taken place.

The risk of *E. coli 0157* cross contamination must be considered and controlled

E. coli 0157 is a particularly dangerous organism because:

- It can lead to serious untreatable illness and even death
- It is reported to have a very low infective dose (less than 100 bacteria can cause illness)
- It has the ability to survive refrigeration, freezing and environments which have low pH or reduced water activity

Which foods provide the main sources of Cross contamination?

The following raw foods or ingredients present a potential source of cross contamination and should be handled with care.

- **Raw meat** such as beef, pork, lamb, chicken, turkey

  Fife Council recommend that raw meats are not used within ELC settings
- **Other raw foods** such as eggs, fish, shellfish
- **Vegetables and fruit** that have **not** been labelled as ready-to-eat and especially vegetables that are visibly dirty

To reduce the likelihood of contamination from e-coli from soil on unprepared root vegetables, the following procedures MUST be followed:

All unwashed root vegetables must be stored in a sealed, labelled container along with any utensils to be used i.e. peelers, chopping boards and knives. The boards and knives need to be colour coordinated, kept specifically for this purpose and stored within the box. Notices relating to colour boards and coordinated knives, should be displayed within the food preparation area.

All other boards and knives must be colour coordinated and only used for their designated purpose.

Unwashed root vegetables do not need to be kept under refrigeration.

Fruit and Vegetables **Not Ready-to-Eat**	**Fruit and Vegetables** **Ready-to-Eat**
Examples **Visibly dirty vegetables** e.g. potatoes, carrots, leeks, some types of cabbage and lettuce, pumpkins, vegetables grown in nursery garden **Fruit, vegetables and salad** not labelled as ready-to-eat: e.g. apples, tomatoes, lettuce, herbs	**Examples** **Pre-packed fruit, vegetables and salad** which are labelled as ready-to-eat. **Fruit, vegetables and salad** which have been washed and prepared on the premises
Risk **Visibly dirty vegetables** present a likely source of *E. coli 0157* contamination. **Fruit, vegetables and salad not labelled as ready-to-eat.** It must be assumed from the way these foods are grown or handled after harvest, that *E. coli 0157* may be present, even if there are no visible evidence of contamination by dirt	**Risk** **Pre-packed fruit, vegetables and salad labelled as ready-to-eat** have been subjected to controlled procedures and do not present a risk to health. **Fruit, vegetables and salad which have been prepared on the premises** need to be protected from contamination – especially if they are to be eaten raw.
Washing These foods must be washed in running water (and if necessary peeled) prior to consumption or further processing. If these foods are to be eaten raw, after they are washed (and if necessary peeled) treat them as ready-to-eat.	**Washing** These foods require no further washing.
Storage Store separate from ready-to-eat fruit and vegetables	**Storage** Store as ready-to-eat.

You should decide if certain foods are to be treated as raw or ready-to-eat, this will depend on the final use.

Remember cleaning materials can contaminate food so ensure that all cleaning materials are kept well away from food

These procedures will also help control cross contamination risks from other food poisoning bacteria such as Campylobacter and Salmonella.

PEST CONTROL

Why is pest Control important?

Pest control is important because pests can carry harmful bacteria that can contaminate foods and cause illness. These harmful bacteria can be passed to the food by contact with their hair, faeces and urine. Pests can also cause serious damage to the structure and fabric of the building.

What are pests?

Pests are animals, birds or insects that contaminate food either directly or indirectly.

They include:

- Rodents e.g. rats and mice
- Insects e.g. flies, cockroaches, ants, wasps, bees and various insects that can be found in stored products
- Birds e.g. pigeons, crows, seagulls, starlings and sparrows

WASTE CONTROL

Why is waste control important?

Waste control is important because the storage, accumulation and disposal of waste needs to be controlled carefully since waste presents a risk of physical contamination and may attract pests. Additionally, food that is damaged, out of date or rotting may present a risk of microbiological cross contamination from harmful bacteria

Waste can be regarded as any item of food, ingredients, packaging materials or even soiled cleaning cloths which are not suitable for further use and which are intended to be discarded.

MAINTENANCE

Lack of adequate maintenance of the structure of the premises, the equipment and the utensils can result in the following:

- Pests may enter the premises
- Cleaning can become difficult and may result in a build up of food debris
- Defective equipment could result in inadequate temperature control of the food/drink being served
- Crockery, cutlery and containers may become badly worn, broken or unable to be effectively cleaned and disinfected

STOCK CONTROL

Stock control is important because:

- If high risk food is kept too long harmful bacteria may multiply
- Longer shelf life food may deteriorate if kept too long
- Stored food may become contaminated by food handlers and by pests

<u>What are high risk foods?</u>

High risk foods are classified as ready to eat foods which, given the right conditions, will support the growth of harmful bacteria and are intended for consumption without further treatment such as cooking. Such foods include:

- All cooked meat and poultry
- Cooked meat products including gravy and stock
- Milk, cream, artificial cream, cheese, custards and dairy products
- Cooked eggs and egg products i.e. mayonnaise
- Shellfish and other seafood
- Cooked rice

<u>Use by Date</u>

Date mark required on microbiologically perishable pre-packed foods, it is an offence to sell food after UBD has expired. Food eaten after the UBD has expired could cause food poisoning.

Best before Date

Date mark required on longer life foods that are NOT subject to microbiological spoilage, for example canned / dried / frozen foods. This mark relates to food quality rather than food safety.

It is important to note that when purchasing foods with a “Use by Date” the product should have at least three days shelf life. Foods with a “Best Before Date” should have at least a three month shelf life.

Storage of dried goods

Once opened, dry goods e.g. flour, sugar, cereals must be taken out of the original packaging and put into sealed, labelled containers, with date opened and the original use by / best before date clearly marked on the container. To adhere to allergen advice the ingredients list should be attached to the new container. Old stock **MUST NOT** be topped up with new stock.

All manufacturer’s storage instructions should be followed at all times i.e. keep refrigerated at all times or use within 3 days of opening

It is not required to store eggs in the fridge. However, they should be removed from their original packaging, stored in a sealed, plastic container and labelled with the use by date. If choosing to refrigerate, they should be stored at the bottom of the fridge within a sealed, labelled, plastic container.

Opened tinned goods should never be left in their tin but decanted to a container with a lid. Date opened UBD / BBD or manufacturers guidance should be listed along with the ingredients list.

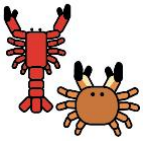
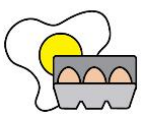
ALLERGENS

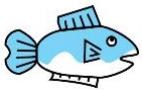
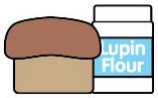
As from December 2014 you are required by law to provide allergy information on the food items you serve in your setting. (EU Food Information for Consumers (EU FIC) 2014)

You now have a **legal responsibility** to provide the correct allergen information about the ingredients that are in the food you make or serve to your customer. The EU law has listed 14 common allergens that need to be identified if they are served or used as ingredients in a dish. There are many more allergens; however the following 14 are those which must legally be identified. Documentation may be amended in light of the needs of individual children within your setting.

Why is it important to manage allergens?

Some people have sensitivity to certain foods that non-sufferers would find harmless. When someone has a food allergy, their immune system reacts to a particular food as if it is not safe. A severe food allergy can cause a life-threatening reaction. Food intolerance, however, does not involve the immune system and is not generally life-threatening.

Celery 	This includes celery stalks, leaves and seeds and celeriac. It is often found in celery salt, salads, some meat products, soups and stock cubes
Cereals containing gluten 	This includes wheat (such as spelt and Khorasan wheat/ Kamut), rye, barley and oats. It is often found in foods containing flour, such as some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and foods dusted with flour. The cereal will need to be declared. However, it is up to you if you want to declare the presence of gluten with this.
Crustaceans 	This includes crabs, lobster, prawns and scampi. It is often used in shrimp paste used in Thai curries or salads.
Eggs 	This is often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and foods brushed or glazed with egg.

Fish 	This is often found in some fish sauces, pizzas, relishes, salad dressings, stock cubes and in Worcestershire sauce.
Lupin 	This includes lupin seeds and flour, and can be found in some types of bread, pastries and pasta.
Milk 	This is found in butter, cheese, cream, milk powders and yoghurt. It is often used in foods glazed with milk, powdered soups and sauces
Molluscs 	This includes mussels, land snails, squid and whelks. It is often found in oyster sauce or as an ingredient in fish stews.
Mustard 	This includes liquid mustard, mustard powder and mustard seeds. It is often found in breads, curries, marinades, meat products, salad dressing, sauces and soups
Nuts 	This includes almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts. These can be found in breads, biscuits, crackers, desserts, ice cream, marzipan (almond paste), nut oils and sauces. Ground, crushed or flaked almonds are often used in Asian dishes such as curries or stir fries
Peanuts 	This can be found in biscuits, cakes, curries, desserts and sauces such as for satay. It is also found in groundnut oil and peanut flour.
Sesame seeds 	This can be found in bread, breadsticks, houmous, sesame oil and tahini (sesame paste)
Soya 	This can be found in beancurd, edamame beans, miso paste, textured soya protein, soya flour or tofu. It is often used in some desserts, ice cream, meat products, sauces and vegetarian products
Sulphur dioxide	This is often used as a preservative in dried fruit, meat products, soft drinks and vegetables as well as in wine and beer.

Information regarding allergies and intolerances **must** be clearly displayed in the ELC setting (see appendix E). It is **your** responsibility to know which allergenic ingredients are present in the foods you serve.

Early Learning and Childcare settings should ensure that all staff are aware of the procedures and policies of the setting when it comes to handling all requests for allergen information. All staff should receive training on handling allergy information requests.

Staff need to be extra vigilant for cross-contamination with regards to food handling, storage and preparation. Where possible, best practice would be to allocate specific chopping boards, knives, utensils for the child with the specific allergy, and store these separately in a sealed container. Best practice would also be to look at products which could be used by all children.

For more information please refer to Allergen information for loose foods, Food Standards Agency 2014 www.food.gov.uk/business-industry/allergy-guide

Allergen Menu Folders

Make sure all allergen information is accessible to all staff, parents and carers and that it is kept up to date. You must know what is in pre-prepared ingredients (e.g. stock cubes, tomato ketchup) and make sure it is listed on Allergen template (Appendix E).

Allergen menu folders contain:

- product specific sheets
- recipes or charts of the dishes
- Allergen template

This folder should be made available to parents.

SNACK PROVISION

"Healthy eating and physical development are essential for proper growth and development in childhood. It is important that the food is offered in a caring way and that eating patterns to which children are exposed…. are those which promote positive attitudes and enjoyment of food.
Children's early experiences of food play an important part in shaping later eating habits, and good eating habits support healthy growth and development, including achieving and maintaining a healthy weight and the foundations for good oral health."
(Setting the Table 2015)

Because of their role in shaping the habits and behaviour of children, Early Learning and Childcare settings offer a unique opportunity to influence and affect what our children eat. If ELC settings can encourage young children to enjoy food that is both attractive to them and nutritionally sound, then it is more likely that they will continue to make healthier choices for the rest of their lives.

Children need nutritious snacks between meals. The best snacks are those which are low in added sugar. A variety of snacks should be offered including fruit, vegetables, different types of breads, cheese, and milk products.
Offering a variety of foods and repeated exposure to new foods from an early stage encourages children to experiment and accept different tastes and textures.

Children should be given enough time to eat and drink.

Snack Menu Planning

When deciding what snacks should be provided it is good practice to ensure that a wide variety of sensory qualities, e.g. taste, texture, flavours, colours and temperature, are provided.

This helps to contribute to children's learning and enjoyment of food. Early and repeated exposure to a food may help the child to accept that food in the long term. Young children in particular have changing likes and dislikes in their appetite and willingness to try different foods. This need for flexibility in eating patterns and habits should be taken into account when planning any snack menu.

The following table aims to provide practical guidance on the Healthy Snack Options and concentrates on the four main food groups.

Group 1: Bread, Cereals, Potatoes	***Why?***
All types of breads, chapattis, tortilla wraps, rolls, bagels, breadsticks, plain nan bread, crackers, breakfast cereals, oatcakes, rice, pasta, noodles, couscous, potatoes	Starchy foods provide essential energy for children and are important source of many vitamins, minerals and fiber. Children should be encouraged to eat these foods to satisfy their appetites

Group 2: Fruits and Vegetables	***Why?***
Fresh, frozen and canned varieties of fruits and vegetables and pulses	Fruits and vegetables are rich sources of vitamins, minerals and other bioactive compounds which may help protect children from ill health. The introduction of a wide variety of fruit and vegetables at a young age may improve consumption throughout life. This will contribute to meeting the overall daily recommendation of five portions.
Group 3: Milk and Dairy Foods	***Why?***
Milk and dairy foods, natural yoghurts / plain fromage frais, and reduced and full fat cheese,	Milk and milk products are a rich source of calcium and Vitamin D, which are essential for bone development.
Group 4: Meat, Fish and alternative protein sources	***Why?***
Meat, fish and alternatives such as eggs, beans, pulses, lentils	These are a major source of protein, iron and zinc and help promote growth in children.

The fifth food group, the fats and sugars should be restricted to special occasion foods only. For further information please refer to Setting the Table documentation (page 61)

Snacks should be as nutritious as possible and low in sugar to prevent tooth decay.

When planning the snack menu it would be best practice to avoid using all high-risk foods especially meat and meat products. Most facilities within Early Learning and Childcare settings are not conducive to handling meats and therefore the serving of meats should be carefully considered.

What is a serving?

This will be very much dependent on the age of the child and the stage they have reached. It is better for children to choose their own portion size and to take extra should they require it. The more foods a child tries, the more likely they are to enjoy a varied diet. See Setting the Table for further guidance.

Food for Special Occasions

Food is often eaten to celebrate special occasions. For example, sharing a birthday cake may be an important social activity.

Foods given as treats to mark special occasions are often based around sweet cakes and biscuits and there is nothing wrong with the occasional treat.

Where a large number of children are cared for together, there may be many birthdays or other special celebrations making them almost daily events, therefore ELC staff may wish to think of other ways of celebrating. The children are also likely to celebrate outside the nursery so are unlikely to miss out on their special day.

Cooking and baking

Cooking and baking snack items are a valuable part of the curriculum which should be undertaken regularly. While it is not appropriate for children to prepare uncooked snacks for others e.g. making sandwiches or fruit platters, items which are cooked e.g. soups, scones, provide rich learning experiences.

Free Fruit in Nursery Scheme

The free fruit in Nursery Scheme is an established programme. Integrating fruits and vegetables into children's culture in a positive way is key to developing a healthy lifestyle in children. Activities can be used to enhance children's understanding of the importance of fruit and vegetables.

It is hoped that the fruit and vegetables eating habit established by this programme will last a lifetime and be a small step towards the long-term aim of improving the health of Scotland.

Where possible children should be involved in the selection and ordering of fruit and vegetables. See exemplars

How much is a portion of fruit / vegetables?

In most cases, a 'portion' is an apple, a cupful of grapes, a small orange. See Setting the Table page 50 for further guidance.

For very young children, the portion size may be smaller, but they should still aim for five pieces. The emphasis should be on getting children to eat a variety of different types of fruits and vegetables, so that they get the beneficial compounds that they contain.

Consideration should be given to the size of foods being served to reduce the risk of choking hazards i.e. grapes should be cut in half

Fruit and vegetable ordering

Invoices should be checked for accuracy, signed and photocopied.
The original should be sent to: Fife Council, Finance and Acquisitions, 5th Floor, Kingdom House, Kingdom Ave., Glenrothes. KY7 5LT

- If fruit / vegetables are not of the required standard, do not accept it, telephone the supplier explain the issue and request replacement fruit. Any concerns about the quality/appearance of fruit etc please contact, Catering Service Officer, Catering and Cleaning, Q11 Flemington Road, Glenrothes

- All fruit with the exception of soft fruits (strawberries/raspberries etc) should be stored in a cool well ventilated area preferably off the ground

- Soft fruits should be refrigerated as soon as possible after delivery

- Keep bananas away from other fruits such as apples and pears

- Don't wash fruit before storing

- Keep handling to a minimum

- Always finish or dispose of old stock before new stock is delivered

- Wherever possible, plastic wrappings should be removed as they encourage the growth of moulds

Notification of illness

Two or more cases are considered an outbreak.
Inform Care Inspectorate by online form or by calling.
Fife Health Board on 01592 226447
Review cleaning procedures and implement infection control products.
Consider contacting the local Environmental Health Officer.

In the event of an outbreak, an email must be sent to Environmental Health Department Food.Advice@fie.gov.uk

Glossary

Allergy	An overly aggressive response by the body's immune system to foods that non-sufferers would find harmless
Ambient Temperature	The temperature of the surrounding environment – commonly used to mean room temperature
Anti-bacterial	A substance which destroys or suppresses the growth or reproduction of bacteria and refers to any cleaning product to which active anti-microbial ingredients have been added.
Anti-microbial	A chemical which kill microbes and bacteria that could cause infections or disease
Bacteria	Groups of single cell living organisms. Some are known to cause food poisoning or food spoilage
Bactericidal	An agent which destroys bacteria
Cleaning	The physical removal of food debris, visible dirt and food particles from surfaces, equipment, and fittings using hot water and a detergent
Core Temperature	The temperature at the centre or thickest part of a piece of food
Contact time	The period of time that a disinfectant should be in contact with a surface to achieve disinfection
Contamination	The introduction to, or occurrence in, foods of any harmful substance which may compromise the safety or wholesomeness of those foods
Cross Contamination	The transfer of harmful bacteria from contaminated food to uncontaminated food either by direct or indirect contact
Detergent	A cleaning substance (which does not have disinfecting properties) which will dissolve grease and remove food. They do **not kill** bacteria.
Disinfectant	A substance capable of destroying harmful bacteria, when applied to a visibly clean surface, at a specified concentration and contact time. However, they will not remove grease and food particles, and are less effective than sterilizers.
Disinfection	The application, following general cleaning, of a disinfectant to facilitate the removal of harmful bacteria from surfaces or equipment
Harmful bacteria	Bacteria capable of causing illness through contamination of food
Raw food	Raw meat and any raw foods such as unwashed vegetables that are a potential source of harmful bacteria
Ready-to-eat food	Food which may not require further cooking or reheating prior to consumption
Sanitiser	A substance which combines the role of detergent and disinfectant. They are designed to remove dirt and grease as well as killing bacteria in one operation
Steriliser	A chemical which is safe to use in food preparation areas and will reduce food poisoning bacteria to safe levels
Visibly Clean	Free from any visible grease or film and solid matter