



## Food and Drink Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

### Version Control

Version	Date	Author	Comments
1.0	30.11.2017	RM / LC	<ul style="list-style-type: none"> <li>Updated format and introduction of version control</li> <li>Clarified recommendation that Windmills provide parents with a leaflet of suggestions for a healthy and balanced meals in their children's packed lunch box</li> </ul>
1.1	22.02.2018	RM / LC	<ul style="list-style-type: none"> <li>Added further information about allergens and provision of a snack menu as per input from Nathalie Furlong at Bucks CC</li> </ul>
1.2	05.07.2018	RM / LC	<ul style="list-style-type: none"> <li>Reviewed policy in line with annual review schedule</li> </ul>
1.3	04.07.2019	LC/NK	<ul style="list-style-type: none"> <li>Added reference to avoiding choking hazards</li> </ul>
1.4	02.07.2020	LC/NK	<ul style="list-style-type: none"> <li>Full annual review</li> </ul>

### Reviews and Approvals

<b>Policy adopted :</b>	15 September 2009 by Windmill Under 5s Management Committee	
<b>It was last updated:</b>	4 July 2019	
<b>It will be reviewed:</b>	Summer Term (July) 2021	
<b>Signed &amp; dated:</b>	Natasha Kann	Laura Chapman – Chairperson on behalf of the Management Committee

**Safeguarding and Welfare Requirement: Health:** where children are provided with meals, snacks and drinks, they must be healthy, balanced and nutritious.

## Health

### 19. Food and Drink

#### Policy statement

Windmills regards snack and meal times as an important part of the day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We promote healthy eating by issuing parents/carers with a healthy lunch box and snack advice sheet. At snack times we aim to provide nutritious food and lunch times we encourage parents/carers to provide nutritious food, which meets the children's individual dietary needs.

#### Procedures

We follow these procedures to promote healthy eating at Windmills.

- Before a child starts attending Windmills, we find out from parents/carers their children's dietary needs and preferences, including any allergies. (See the Managing Children with Allergies, or who are Sick or Infectious Policy.)
- We record information about each child's dietary needs on her/his Registration Form and parents/carers sign the Form to signify that it is correct.
- It is a parent/carer's responsibility to update their child's Key Person of any changes in dietary requirements or allergies.
- We display in the kitchen current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents/carers' wishes.
- Parents/carers are encouraged to provide nutritious food for lunch and snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings. Windmills also follow the same guidelines when providing healthy snack options.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- We provide parents/carers with information about the 14 allergens via a poster in the foyer and in newsletters (<https://www.food.gov.uk/sites/default/files/top-allergy-types.pdf>). We also provide information about our snack menu to parents/carers.
- Through discussion with parents/carers and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents/carers belong, and of vegetarians and vegans, and about food allergies when required. We take account of this information in the provision of food and drinks.

- We show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet/allergy as a label for the child or make a child feel singled out because of her/his diet/allergy.
- We organise lunch and snack times so that they are social occasions in which children and staff participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices of their cultures.
- We ask children to bring in a clearly named water bottle with them, this is in addition to any drink they may bring for Lunch Club. The bottles, as well as fresh drinking water, are made constantly available for the children throughout the session. We inform the children about how to obtain the water and that they can ask for water at any time.
- We inform parents/carers who provide food for their children about the storage facilities available at Windmills.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another. Parents/carers are asked to name all lunch boxes and drink bottles.
- Semi skimmed milk and water is provided at snack time.

### *Packed lunches*

At Windmills, children who stay for the extended sessions are required to bring packed lunches.

- We do not have refrigeration facilities available for the storage of packed lunches, we therefore provide information to parents/carers about how to keep their child's lunch cool.
- Parents/carers are given our Food and Drink Policy.
- We recommend that parents include healthy and balanced meals in their children's packed lunch and provide a leaflet of suggestions when children join Windmills.
- We discourage sweet drinks and can provide children with water or semi-skimmed milk.
- We discourage packed lunch contents that consist largely of crisps, processed foods, juice drinks and sweet products such as cakes or biscuits. We reserve the right to return this food to the parent/carer as a last resort.
- Any food that could cause a choking hazard, such as grapes or cherry tomatoes, should be cut in half lengthways to reduce the risk to the child.
- We ensure staff sit with children to eat their lunch so that the mealtime is a social occasion.

Please also refer to our Food Hygiene Policy.

## **Legal Framework**

- Regulation (EC) 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.