

## Early Years Foundation Stage (EYFS) - Food and Drink Procedures

These procedures apply to Little Crofters Butterflies and Pre-school children, as well as to Reception children.

### **1. School Responsibilities**

- The School kitchen provides every child with a healthy, balanced and nutritious diet, containing a wide variety of foods. When planning food to serve, the Catering Manager takes into account the 'Early Years Foundation Stage Nutrition Guidance' published May 2025
- Each week, menus are shared with parents via the School website and the main school noticeboard. Further information about allergens can be easily obtained from the Catering Manager
- The Catering Manager takes into account children with food allergies, intolerances, religious and cultural beliefs and vegetarianism or veganism, as well as food preferences, and provides children with appropriate alternatives
- Little Crofters Butterflies and Pre-school children are provided with afternoon sandwiches prepared by the Catering Department, in addition to the daily lunch
- Children attending Wraparound are also provided with a nutritious snack, prepared by the Catering Department

### **2. Staff Responsibilities**

- Staff encourage children to go to the toilet and wash their hands before eating
- Staff create a safe and inclusive environment for all children to eat. Only where a child is at significant risk, despite adequate training and supervision of eating times, does a child need to eat their meal separately from other children. Parents are informed, where this is the case
- Staff ensure that children are always sitting down to eat. Where children are sitting at a table, staff ensure that children's feet touch the floor until they are confident that the child has enough core strength to sit safely on a higher chair
- At least one member of staff who is fully Paediatric First Aid trained is present, and watching the children closely, as they eat. Where staff are collecting their own food, it is their responsibility to ensure that someone else is watching the children eat
- Staff are responsible for being aware of children with allergies. Supervising staff are directed to double check special food provision with the school's Catering Manager, should they be at all unsure of its suitability for the child
- Staff encourage all children to use good table manners
- Cooking is a great experience for young children and helps to create a positive relationship with food. EYFS children participate in carefully led cooking activities during their learning
- Staff must use lidded cups for the consumption of hot drinks within the school outside of kitchens, staffrooms and office areas. Staff should place such lidded cups well out of children's reach in the classrooms

- Staff will talk to parents where they identify unusual changes in a child's appetite
- Staff never use puddings as a 'reward'
- Staff monitor children's consumption of water from their bottle, ensuring the child has access to additional fresh drinking water as needed
- If a child experiences a choking incident that requires intervention, staff need to contact the Health and Safety Manager to fill in a 'Choking Form'. The incident will be investigated by the Health and Safety Manager, and he will take steps to guard from this happening again, as appropriate
- The Catering Manager ensures that all staff preparing food are appropriately trained in Food Hygiene
- In the unlikely event of food poisoning affecting two or more children, the Health and Safety Manager would ensure the appropriate authorities are informed

### **3. Parent Responsibilities**

- Parents provide their child with a reusable water bottle and a morning snack daily. We encourage these snacks to be healthy and nutritious, suitable for the child's developmental needs and prepared in a way to prevent choking (for example grapes and olives should be cut lengthways). We do not allow any snacks containing nuts to be brought into school
- If parents would like to send in a birthday treat for their child's peers, it must be individually wrapped, and not containing nuts. Such birthday treats are taken home by children at the end of the day, so parents can decide if they would like their child to eat it
- Parents are asked to complete a Dietary Requirements Form if their child has any special dietary requirements, preferences, food allergies or intolerances. This information is held centrally on school records and communicated to the Catering Department so that special provision can be made for these children, as appropriate. Where children are identified as no longer having an allergy or intolerance to food, parents are asked to put this in writing to ensure our records are updated