

Teitl: Title:	Catering Manual - Toybox Nursery
Fersiwn: Version	2
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students , nursery staff parents and children

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	Impact assessment
Effaith ar yr Iaith Gymraeg Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.	Welsh Language Impact An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

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Rhifwch bob adran a pharagraff
Please number each section and paragraph

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1. Hygiene Policy Statement

- 1.1. It is the policy of the management of Toybox Nursery to ensure, so far as is reasonably practicable, the high standards set out in our manual are practised at all times to protect the consumer and comply with all relative legislative requirements.
- 1.2. To achieve these objectives the management of Toybox Day Nursery shall:
- 1.3. Promote and maintain hygienic work practice and hygiene and safe working environment.
- 1.4. Provide hygiene training and advice to employees and maintain the standards required through guidance, supervision, monitoring through record keeping and constant visual checks.
- 1.5. Maintain all equipment in an efficient stand and good, safe working order.
- 1.6. Encourage all employees to bring matters of hygiene to the attention of the management.
- 1.7. Take preventative measures to ensure pest control.

2. Organisation and Arrangements

- 2.1. The management of Toybox Day Nursery shall practice their hygiene policy via the following arrangements:
- 2.2. To ensure all food and drink preparation and serving areas are cleaned using the methods set out in the manual, using the stated chemicals, whilst following the correct safety procedures and wearing any appropriate protective clothing.
- 2.3. These procedures shall be carried out during the working day, before and after food and drink preparation.
- 2.4. A thorough examination of all work and public areas must be carried out in compliance with the manual and checklists. Any discrepancies found are to be rectified and the appropriate records filed.
- 2.5. All employees are provided with training, supervision and guidance and instruction with regard to their duties and fully understand the consequences of failing to comply with the hygiene regulations.
- 2.6. All waste is disposed of regularly using the methods set out in the manual and is not allowed to accumulate.
- 2.7. All staff must be vigilant in matters of personal hygiene and are aware of possible consequences due to lack of personal hygiene practice.
- 2.8. Thorough and regular checks of the work place and of public areas including equipment are carried out to identify any hazards or hygiene risks, any problems arising must be rectified at the earliest opportunity.

3. Storage

- 3.1. Goods will be stored immediately after delivery into their appropriate areas. Stock will be rotated as necessary to ensure its use within the date code.
- 3.2. Dry Storage
 - 3.2.1. Any open packets will be decanted into pest proof containers or sealed with food clips.
- 3.3. Refrigerated and Frozen Storage
 - 3.3.1. Food will be kept at 0°C to +4°C in the refrigerators and -18°C (or below) in freezers.

- 3.3.2. Temperature checks will be carried out in the main kitchen three times a day and recorded in the temperature monitoring book, found in the main kitchen and twice a day in the baby kitchen.
 - 3.3.3. In the case of equipment failure an engineer will be called out.
 - 3.3.4. Any and all action will be written in the temperature monitoring book, found in the kitchens.
 - 3.3.5. Raw and high risk (cooked and ready to eat foods) will be kept separate by raw meats and fish are always stored below cooked meats. This will prevent any spillage onto cooked meats which could cause dangerous cross contamination.
 - 3.3.6. Food will be kept covered and high risk foods which have been prepared in advance for reheating and service will be properly labelled with a date of production and a use by date.
 - 3.3.7. Any items which includes drinks, medicines (Please see medication policy) stored in the fridge must be labelled with the date and time it was opened on.
 - 3.3.8. The fridge and freezer must be wiped over daily, defrosted and cleaned every six months.
- 3.4. Defrosting / Thawing
- 3.4.1. Thaw food thoroughly before cooking.

Test the centre of the large item with the temperature probe – the centre temperature should be between +0°C and +5°C and record on the temperature chart monitoring form, found in the kitchen.
 - 3.4.2. Thaw foods in the refrigerator to prevent growth of bacteria and always away from high risk or ready to eat foods.
 - 3.4.3. Raw food should be thawed on the bottom shelf of the refrigerator to prevent blood dripping onto other foods and causing contamination.

4. Preparation Areas

- 4.1. Raw foods will be prepared first and all surfaces, equipment and utensils thoroughly cleaned and sanitised before commencing preparation of any cooked or high risk foods.
- 4.2. Preparation areas are split into separate categories for raw and cooked foods to reduce any risk of cross contamination.

All work surfaces, sinks must be wiped down with anti-bacterial spray every time they are used. Green cloths only are to be used in the kitchen.
- 4.3. All cupboards and handles, microwave, cooker, toaster and dish washer must be wiped down daily with anti bacterial spray.

5. Hand Washing Dishes

- 5.1. When hand washing dishes, wash the dishes in the first sink with hot soapy water the water has to be as hot as possible, using rubber gloves. Remove dishes and place in 2nd sink with Milton (check manufacturer's dilution and timings). Leave dishes to air dry.

6. Dishwasher

- 6.1. The dishwasher needs to be turned on at 8am.
 - 6.1.1. Switch dishwasher on at the wall.
 - 6.1.2. Press the on/off button next to the red light, this will then light up red. The machine will now automatically fill and heat, during this process the door should remain closed, allowing the process to be completed quickly. Once the dishwasher is the correct temperature the yellow light (third along) will go off.

- 6.1.3. To start a cycle, open the door, load the first basket. Close the door ensuring it is fully closed. Press the 'cycle' button which is fourth on the right and hold for 5 seconds. Release and the cycle will start. At the end of the cycle open the door and remove the basket, then reload the machine and repeat as required.
- 6.1.4. Turn the dishwasher off by pressing the on/off button. Unscrew the metal arm and the blue plastic arm. Remove the white filter shelves and rinse. Remove the two white drain plugs. Close the door and press the last button the machine will then start to drain. If there is any water left in the bottom of the machine wipe with a cloth. Once finished turn the machine off at the wall. Replace the drain plugs, white filter shelves and the metal, blue plastic arm. Leave the door open to assist the natural drying of the machine chamber.

7. Cooking of Food

- 7.1.1. All cooked dishes must reach a minimum core temperature of +83°C for 30 seconds to kill any possible harmful bacteria. If this temperature is not achieved cooking time will be extended.
- 7.1.2. Temperature checks are made with the probe thermometer provided. The probe must be sanitised before and after use using probe wipes. Proper records of the temperature should be logged in the temperature books in the kitchen.
- 7.1.3. The thermometer should be calibrated in line with the manufacturing instructions and a record kept, you will find this again in the kitchen. This should take place every three months.

8. Cooling of Food

- 8.1.1. Active cooling should commence ASAP and then refrigerated to avoid the multiplication of any harmful bacteria still present. After 90 minutes all food that has been cooled and stored and not used should be disposed of.
- 8.1.2. NOTE: Active cooling means taking positive steps to cool the product and not leaving it to stand at ambient temperature.
- 8.1.3. All food will be checked at the time of use to ensure that it is not past its use by (or best before) date.
- 8.1.4. At the end of every day a member of the Senior staff must ensure they check the fridge contents and dispose of any unused food or drink from that day.

9. Reheating Food

- 9.1. Any food that is reheated must reach a core temperature of + 75°C to destroy any harmful bacteria and must be served immediately. Proper records of temperature checks must be kept.

10. Personal Hygiene

- 10.1. Hand washing:
 - 10.1.1. Always wash hands in the wash basin and not in the kitchen sinks.
 - 10.1.2. Use the liquid bacterial soap provided
 - 10.1.3. Dry hands on paper towel and dispose of straightaway.
 - 10.1.4. Hands must be washed before starting work, after visiting the toilet, after handling rubbish, after touching your face or hair, after handling raw foods, after eating, smoking or drinking during a break.

11. Protective Clothing and Appearance

- 11.1. Outdoor clothes should not be worn in the kitchen
- 11.2. Hair should be tied back and secured if possible
- 11.3. No jewellery should be worn, except a plain wedding ring
- 11.4. A clean apron must be worn every day and taken off when leaving the kitchen
- 11.5. Nails must be kept short and clean and free of nail varnish. It may chip off into food

12. Unhygienic Habits

- 12.1. Never cough or sneeze over food, work surfaces or equipment.
- 12.2. Do not bite your nails, this spreads bacteria if you then touch anything that comes into contact with food.
- 12.3. During food preparation, do not eat sweets, chew gum, spit, pick your nose or taste food with unclean cutlery.

13. Illness and Accidents

- 13.1. If you feel unwell at all, particularly if you have had sickness or diarrhoea, report to the manager immediately.
- 13.2. If you are living with someone who has food poisoning, you may also be carrying harmful bacteria, even if you are not affected with the symptoms. If you are a carrier, you must not work near food.
- 13.3. If you have had diarrhoea or vomiting you must not work near food until 48 hours after recovery.
- 13.4. Skin infection or any illness causing discharges from the eyes or ears are also likely to cause food contamination.
- 13.5. Any cuts or sores must be covered with blue waterproof dressing otherwise it will quickly become infected and can also contaminate food. A brightly coloured plaster must be used so that it falls into food, it can clearly be seen and the food can be discarded.

14. Food Hygiene Training

- 14.1. It is legal requirement for all food handlers to be trained, instructed and/or supervised in food hygiene matters, to a level appropriate to their job. High risk or open food handlers must hold a basic food hygiene certificate.
- 14.2. Food handlers will be aware of personal hygiene at all times and will constantly monitor safe practice through abiding by the food safety regulations 1995 and through making constant visual checks throughout the working day.

15. Physical Contamination – Glass Control

- 15.1. If a glass is broken in food preparation or food service area the following procedures are adhered to:
- 15.2. All equipment, eg service bowls, plates, knives etc, should be washed carefully and examined to ensure all glass particles have been removed
- 15.3. Staff should be vigilant at all times
- 15.4. A written record of any breakages incident should be kept, detailing the date, time and place of the incident, the products contaminated and the action taken

16. Storage and Disposal

- 16.1. The kitchen must be kept clean at all times.
- 16.2. Waste bins once full must be emptied and bin liners sealed.
- 16.3. Bins should be sanitised twice a day.
- 16.4. Bin bags must be placed in outside bins.

17. Contamination

- 17.1. Cross Contamination
 - 17.1.1. To ensure that contamination does not occur the following rules must be observed:
 - 17.1.2. All probes must be sanitised
 - 17.1.3. Washing gloves should be worn when washing up, so that the water can be hot enough to remove any debris from cutlery, plates and cups.
- 17.2. Foreign Body Contamination
 - 17.2.1. All breakages of cups and crockery must be noted.

- 17.2.2. Any broken materials must be disposed of safely and immediately, i.e. in a sealed box and then put in the bin.
- 17.2.3. All jewellery must be removed before working in the kitchen.

18. Cleaning

- 18.1. Cleaning schedule must be adhered to.
- 18.2. All fridges must be sanitised and checked for temperature three times a day.
- 18.3. All work areas must be tidy and all cutlery and dishes put away.
- 18.4. All work areas must be sanitised after every shift.
- 18.5. Cleaning products must be used in correct strength and applications.
- 18.6. Air ventilation filters, grill and oven must be regularly cleaned.

19. Serving of Food

- 19.1. All staff must wear a disposable apron at meal/snack times.
- 19.2. All staff and children must wash their hands before meal times.
- 19.3. All tables must be wiped down using an antibacterial spray.
- 19.4. When serving extra portions to children use clean serving spoons each time.
- 19.5. Staff are encouraged to eat with the children and must use separate cutlery and dishes.
- 19.6. A note will be made of how much each child eats.

20. Food Management Policy

20.1. Aims

- 20.1.1. The Nursery will adopt a policy that will ensure that the standards of table manners and behaviour which is expected will be consistent.
- 20.1.2. Meal times should be a happy, social occasion for staff and children alike.

21. General Procedures

- 21.1. Individual dietary requirements will be respected
- 21.2. If a child does not finish his first course he will be given a small helping of dessert
- 21.3. Staff will set a good example of good table manners
- 21.4. Cultural differences in eating habits will be respected
- 21.5. Children will be encouraged to say 'Please' and 'Thank you' and to sit still
- 21.6. Conversation will be encouraged, but no shouting
- 21.7. Any child who shows signs of distress will have his food removed without any fuss
- 21.8. Children who are slow eaters will be given time and not rushed
- 21.9. Quantities will take account of the ages of the children
- 21.10. Children will be encouraged, where reasonably possible; to wait until everybody has finished before starting on their sweet
- 21.11. Menus will be displayed for parents to see

22. Children's Lunch Boxes

22.1. Procedures

- 22.1.1. Children who bring lunch from home must observe the following points:
- 22.1.2. Food must be clearly marked with the child's name on and placed in sandwich bags
- 22.1.3. On arrival it is the responsibility of the parent/guardian to hand over the lunch to a member of staff who will immediately store it in the kitchen fridge.

23. Infant Feeding / Comforter Policy

- 23.1. Feeding times are seen as an opportunity for bonding between practitioner and child and where possible babies are fed by their key worker
- 23.2. Food and milk for babies is prepared in a separate kitchen which is specifically designated for this preparation. Handwashing is completed before preparation is undertaken
- 23.3. Bottles of formula milk are only made up as and when the child needs them. Following the Department of Health guidelines, we only use recently boiled water to make formula bottles (left for no longer than 30 minutes to cool). We do not use cooled boiled water that is reheated. They are then cooled to body temperature, which means they should feel warm or cool, but not hot. Bottles

- are tested with a sterilised thermometer to ensure they are an appropriate temperature for the child to drink safely
- 23.4. Bottles are only made following the instructions on the formula, if during the making process there are discrepancies, a new bottle will be made
- 23.5. All new staff will be shown the procedure, and only when competent and confident will they make them on their own. Students are fully supervised
- 23.6. Nursery bottles and teats are thoroughly cleaned with hot soapy water and sterilised after use (they are not washed in the dishwasher). They are replaced as and when required
- 23.7. Unwanted or left over contents of bottles are disposed of after one hour
- 23.8. Babies are never left propped up or laid in a cot or a pram with bottles, as it is both dangerous and inappropriate
- 23.9. A designated area is available for mothers who wish to breastfeed their babies or express milk
- 23.10. Labelled breast milk is stored in the fridge.
- 23.11. Under no circumstances must a carer alter feeds or drinks that parents bring from home unless they have written consent.
- 23.12. If you require your child to have bottles of cow's milk please bring in enough bottles with teats and lids for the day which are clean and sterilised. Toybox Nursery will provide the milk.
- 23.13. Bottles will be rinsed and placed in the child's bag. Parents are asked to thoroughly wash and sterilise bottles at home.
- 23.14. Bottle teats should be kept sterile and when not in use should have the cover placed on them. If the feed is dropped and the teat comes into contact with another surface, e.g. the floor, then the teat should be replaced with another sterile one. (In an emergency scalding the teat off under sterile boiling water will suffice).
- 23.15. Any left over bottles will be removed from the fridge at the end of the day and handed back to the parents. In order to avoid milk spoilage no opened milk will be stored in the fridge overnight.
- 23.16. The fridge must be checked by the senior member of staff on duty at the end of the day and any perishable food or drink thrown away.

24. Bottle Procedure

- 24.1. It is of utmost importance that you WASH YOUR HANDS BEFORE PREPARING A MILK FEED.
- 24.2. Before making a feed put on a clean apron spray the surface you are going to use.
- 24.3. Stand the bottle on a clean surface.
- 24.4. Keep the teat inside the upturned lid so that it does not come into contact with the work surface.
- 24.5. Use fresh tap water to fill the kettle.
- 24.6. After it has boiled let the water cool for no more than half an hour.
- 24.7. Always put the boiled water in the bottle first.
- 24.8. Always check the level is correct. Failure to do may increase the chance of the baby becoming ill.
- 24.9. Empty the baby's pre-measured powder into the bottle.
- 24.10. Holding the edge of the teat put it on the bottle.
- 24.11. Screw the retaining ring onto the bottle.
- 24.12. Cover the teat with a cap. Shake the bottle until the powder is dissolved.
- 24.13. Cool the baby's bottle by placing the bottle in a jug of cold water.
- 24.14. Test the temperature of the feed by dropping a little onto the inside of your wrist.
- 24.15. Any feed not used should be discarded after 60 minutes (any feed that has not been used will be kept in a jug of **warm water** for 60 minutes. If placed back in boiling water you are cooking the milk!) All feeds will be noted in the baby's diary for the parents to take home.

25. Dummy Policy

- 25.1. Dummies are a potential source of gastro-enteritis. Once babies are busy they should be discouraged from continual use, and used for genuine comfort/sleep.
- 25.2. Dummies need to be regularly washed in hot soapy water, rinsed in cold water and then sterilised at least every 3 hours. When sterilised they should be stored in a pre-sterilised container with a lid. Parents arriving with their baby/toddler who use a dummy should arrive with 2 pre-sterilised dummies in a sterile container. Any dummy dropped should be replaced with a sterile one.
- 25.3. Dummy Procedure
 - 25.3.1. All parents in The Caterpillar & Ladybird Room must bring in two pre-sterilised dummies in a pre-sterilised container. In the remaining rooms one dummy will be suffice
 - 25.3.2. Dummies should be placed in the child's own pot with Milton solution if there is a second dummy this will be kept in their own container
 - 25.3.3. Dummies must be washed in hot soapy water, rinsed with cold water and then immersed in Milton for 15 minutes until they are sterile

- 25.3.4. If unsure of the time that has elapsed between dummies scalding the dummy under sterile boiling water will suffice