



Early Learning and Childcare Centre

LUNCH PROCEDURES

As children arrive

Before touching anything to do with food handling you need to wash your hands with warm water and soap and put on blue PPE, if required (should be disposed of in a covered bin, when finished using).

In the small room clean all the surfaces, including the play dough table, using antibacterial spray and a blue cloth.

Plastic tubs and their lids, from the "Lunch Club" drawers should be placed face down on the worktop.

Before touching the children's food, PPE is available if required.

Children should be told to place their lunch boxes on the play dough table and **not** on any other tables.

When children arrive with their lunch boxes, open them and anything that needs to be chilled should be taken out from the lunch box and place in a plastic tub.

The child's name tag should be placed face down in the plastic boxes.

Try to ensure the lid of the box is closed - anything that doesn't fit into the tub should be attached to the tub with an elastic band, which can also be found in the "lunch club" box.

These should then be immediately placed in the lunch club fridge.

Check that the fridge temperature has been taken for the day and noted on the sheet.

The rest of the food should be left in the child's own lunch box and placed in the lunch drawer.

When all the lunches have been put away, clean the play dough table and the set out an activity.

Lunch Time

Before touching anything to do with food handling you need to wash your hands with warm water and soap.

First clean the snack and baking area with anti-bacterial cleaner and a blue cloth.

Make sure that the blue handled scissors are taken out of the drawer, so that they are available for the children to use.

Wash your hands with warm water and soap and put on blue PPE, if required.

Take the children's plastic tubs out of the fridge and set out a lunch at each seat.

Open boxes and use the box lid as a 'plate'.

Remove plastic bags, cling-film from sandwiches and any plastic lids from juice bottles and place in the plastic bin away from children (**ENSURE ALL PLASTIC IS REMOVED FROM NEAR THE CHILDREN AND IS PLACED IN THE BIN**).

Place the children's name tags next to their 'plate' so they can find their own place.

Organise the food items from both the child's lunch boxes and their plastic tubs so that all that is on the table is their sandwiches, fruit, any diary and their drink, if they have one. (Crisps, chocolate and sweets should remain in the lunch box – children may have them if they ask for them and have eaten everything else).

Ensure that children have spoons for their yogurt, if required.

Children that don't have their own drink should have a cup placed at their lunch box and offered milk or water when they are sitting down.

REMOVE PPE AND PLACE IN A COVERED BIN, IF WORN.

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Scottish Charity Number SCO02153

Eating with the children

Wash your hands with warm water and soap and put on blue PPE, if required.

Encourage children to find their own name tag (encourage younger children to go into room first so they are not 'helped' to find their name by the older children).

Remove name tags from the table once children are seated in the correct place and wipe them with anti-bacterial spray and replace them in the little blue box in the drawer.

Ensure all children have a drink.

Observe children during lunch. Encourage the children to eat their sandwiches first (it is okay for them not to eat their crusts), followed by their fruit (this has to be eaten ie apples close to the core not 1 or 2 bites), followed by anything that needs refrigerating, then anything else they have in their lunch boxes, if they request it.

Children should be encouraged to remain seated throughout.

Staff should willingly assist children, after they have been encouraged to try themselves.

Only blue handled scissors, kept in the lunch club drawer, should be used on food products.

Children should be encouraged to eat their lunch within the half an hour of them sitting to the table.

Adults should place any uneaten food back into children's own lunch boxes, so parents can monitor food intake.

Staff should clear away all food and boxes, whilst children remain in their seat.

After half an hour has passed, all children should have their faces wiped by an adult and then go and wash their hands and put their lunch boxes back on their peg.

After lunch

Anything that has been used for the lunch period should be taken through to the kitchen to be washed, including the bins.

Tables and chairs should be wiped down with detergent and a blue cloth.

The floor should be thoroughly swept, using the blue handled brush and the small blue dust pan and brush, moving the surrounding furniture to sweep underneath them.

Then mop the floor using the blue mop, blue bucket and floor cleaner that are all stored in the kitchen.

When the moping has been completed both the mop and bucket should be taken back to the kitchen.

The equipment from the small room should be set back up and ready to go for the afternoon session, **this needs to be done quickly so that the room is ready for children to learn and play.**

In the Kitchen

Playgroups plastic boxes should be hand washed with soap and hot water or placed in the dishwasher, these should then be hand dried and then left to air dry overnight.

Anything else used for lunch time should be washed and dried and replaced in the appropriate place.

The bins should be emptied, cleaned with hot soapy water, dried and the liners replaced.

Adopted by the Committee

Date

March 2017