

Food Safety Allergies and Healthy Eating

Little Lanes Out of School Club | October 2026

Our food provision

Little Lanes provides simple breakfasts and after-school snacks. These include cereal and milk, toast and spreads, yoghurt, fruit, vegetables, raisins and biscuits, with ready-made toasting waffles on Fridays. Our menus, ingredients list and allergen matrix show the products we use. We provide suitable alternatives for individual dietary needs.

Megan Garratt oversees food safety with support from the session leaders. At each meal or snack, the session leader identifies the staff member responsible for checking that food is safe and suitable for the children attending. Staff receive instruction, supervision and training appropriate to their duties.

Healthy and enjoyable eating

- Fresh drinking water is available throughout the session. Offer fruit or vegetables and suitable portions, and review choices to limit added sugar and salt.
- Give children time to eat and support independence, including supervised self-service cereal. Never force children to eat, withhold food as punishment or use food as a reward.
- Respect medical, religious, cultural and sensory needs and food preferences. Discuss support and suitable alternatives with families. Have regard to current DfE nutrition guidance for Reception children.

Allergies and dietary needs

Parents give allergy and dietary information through iPAL and must tell us promptly about changes. Staff check the printed information inside the Little Lanes cupboard door in the canteen before preparing or serving food. Management keeps it up to date and briefs staff, including cover staff. Keep children's information confidential.

We agree individual care plans with families and request clinical allergy or emergency plans where available. Clear instructions must be in place before food is served to a child with a known allergy or medical dietary need. Resolve unclear or conflicting instructions with parents and seek clinical clarification where needed; offer a confirmed suitable alternative meanwhile.

- Check the actual packaging for ingredients and allergy warnings when buying or opening replacement products and before use. Recipes can change. Keep labels available while food is in use.
- Keep the menus, ingredients list and allergen matrix consistent and dated. These support the packet check; they do not replace it. Keep "contains" and "may contain" separate. "Not declared" does not guarantee absence.
- Follow each child's specific instructions, including "may contain" restrictions and allergies outside the 14 main allergens. Never assume that a "nuts" warning excludes tree nuts. Dairy-free or vegan does not mean suitable for every allergy; the Alpro oat drink we list contains oats.
- Check every child receives the right food, including during self-service. Do not rely on children to remember restrictions or allow food sharing. Use the same checks for food activities.

Use clean hands, surfaces and utensils to prevent allergens transferring between foods. Use separate labelled utensils or containers where needed. Shared toasters, crumbs, knives and spread tubs can transfer allergens: use a safe separate method or a suitable alternative. Picking an allergen off a serving does not make it safe.

Food preparation and storage

Our shared facilities

We currently prepare food in the school's food tech room and use a shared fridge. Management must agree reliable access to preparation space, handwashing, cleaning facilities and refrigeration with the school. Kitchen access is not assumed. If suitable facilities are unavailable, stop the affected preparation and arrange a safe alternative.

Daily hygiene and food checks

- Wash hands with soap and running water before preparing or eating food and after using the toilet or other tasks that could contaminate hands. Hand gel does not replace handwashing.
- Clean preparation surfaces and utensils before and after use. Follow cleaning-product instructions, including contact time, and use clean or disposable cloths.
- Tie hair back, cover cuts with waterproof dressings and keep nails and jewellery suitable for food handling. Staff report illness; anyone with vomiting or diarrhoea must not handle food and normally remains excluded for at least 48 hours after symptoms stop. Follow any longer public health advice.
- Check packaging, use-by dates and opening instructions. Label opening dates where needed and rotate stock. Do not serve food after its use-by date. Wash fruit and vegetables as appropriate.
- Keep Club food covered, clearly identified and protected from other users' food and contamination. Keep cleaning products separate and remove waste promptly. Report pests or contamination and stop using affected food or areas until safe.

Fridge checks

Aim for a fridge temperature of 5°C or below. Chilled food must be kept at 8°C or below; follow stricter product instructions where given. Record the thermometer reading before using chilled food at breakfast and after-school club, with the time and staff initials. Keep food out of refrigeration for the shortest practical time.

If above the expected range, check the door and thermometer, tell the session leader and promptly recheck. Record the action. If above 8°C, or food safety is uncertain, do not serve affected food until management has assessed the temperature and time involved. Move food to suitable refrigeration where safe, or discard if safety cannot be established. Agree responsibility for cleaning and faults in the shared fridge with the school.

Toast and waffles

Prepare toast and ready-made toasting waffles according to product and equipment instructions. Routine probing of toast is not required. Keep hot equipment and cables away from children and check food is a safe temperature to eat. Before adding foods that need cooking or reheating for safety, management will establish suitable methods and checks. Cooking records are not needed for foods we do not cook.

Food brought from outside

Children and families must not bring food into the Club, including birthday treats or food for sharing. Management will agree a safe individual adjustment if a medical or disability-related need cannot be met through Club food. Never withhold emergency treatment food specified in a care plan.

Staff may bring treats for their own consumption. They must contain no peanuts or tree nuts, remain in labelled packaging and be stored securely out of children's reach, separately from children's food. Do not share them with children. Follow individual allergy restrictions, including "may contain" instructions, and wash hands and clean surfaces after eating. The Club does not claim to be allergen-free.

Safe eating and emergencies

Supervision and choking prevention

Children sit safely while eating and remain within sight and hearing of staff. A staff member with a valid full-course paediatric first aid certificate must be in the room while children eat. Staff position themselves to see children's faces and notice choking, which can be silent. Children must not eat while running or playing.

Prepare food for each child's age, development and any swallowing needs. Cut small round foods such as grapes lengthways into quarters and prepare hard fruit and vegetables in suitable slices rather than hard chunks. Do not give whole nuts to under-fives. Follow individual swallowing advice and current DfE guidance on foods that pose a choking risk.

If a child becomes unwell

- For suspected anaphylaxis, act immediately under the emergency plan and Medication and Medical Emergencies Policy: give the appropriate adrenaline auto-injector without delay and call 999. Do not wait for parents. Follow first-aid training and emergency-service instructions. A first reaction can occur without a known allergy.
- For choking, start age-appropriate first aid immediately and summon help. Call 999 where required and follow the call handler's instructions. Do not delay first aid to collect equipment from the school.
- For milder allergy symptoms, follow the child's plan, monitor closely and obtain advice. Escalate immediately if symptoms worsen or breathing, consciousness or circulation is affected.
- Another staff member supervises the other children and contacts parents as soon as practicable. Record allergic reactions and choking incidents requiring intervention, including symptoms, food involved, action, medication and advice received.

Simple records and responsibilities

Use a documented food safety management system suited to our simple menu, such as the relevant Safer Food Better Business safe methods and diary. This policy supports that system; it does not replace it.

Keep one consistent set of records: current menus and allergen information, individual dietary instructions, fridge checks, a cleaning schedule, staff training and briefings, and incidents or faults with action taken. Use existing food safety diary records where they contain the required information rather than duplicating forms. Keep child records secure and make food safety records available for inspection.

Report suspected foodborne illness or an outbreak to Environmental Health or public health services. Notify Ofsted and other agencies where required. Food poisoning affecting two or more children cared for on the premises must be reported to Ofsted as soon as reasonably practicable and within 14 days where the EYFS notification duty applies. Review incidents and near misses and make necessary changes.

Approval and review

Adopted by: Little Lanes Out of School Club

Date approved: October 2026 Review date: October 2027

Signed: MG Name and role: Megan Garratt - Manager

Review annually and when food provision, premises, guidance or children's needs change. Read with the Medication and Medical Emergencies, Health and Safety, Child Health and Infection Control, and Equalities and Inclusion policies.

Guidance: DfE EYFS framework and food safety guidance; FSA Safer Food Better Business ([food.gov.uk/business-guidance/safer-food-better-business-sfbb](https://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb)); Welwyn Hatfield food business guidance (welhat.gov.uk/food-safety/food-business).