

SHIRLEY CHILDREN'S CENTRE FOOD MANAGEMENT POLICY

This policy links to the following:

- Equality and Diversity
- Volunteering
- Partnership with parents and the local community
- Family trips and off-site activities

Document Control

Amendment History

Version/Issue Number	Date	Author	Remarks/Reason for change	Review Date
1	October 2014	Eyullahemaye Henry-Miller	To be ratified by the governing body	October 2015
2	October 2018	Nicky Cook & Katie Coomber	As above	October 2019
3	November 2019	Katie Coomber	Reviewed	November 2020

Food Management Policy

1. Statement of intent/policy statement

Shirley Children's Centre is committed to providing healthy, nutritious and tasty food including snacks that are safely prepared and sensitive to the medical/dietary, religious, and cultural requirements of all the children.

2. Aim/purpose

Shirley Children's Centre will:

- Provide snacks for children during sessions that contribute to a healthy and balanced diet and that are culturally appropriate
- Ensure that children wash their hands before eating and drinking
- Use food as a means of raising awareness among families of other cultures
- Observe certain festivals e.g. Diwali and use these occasions as an opportunity to learn about other cultures and religions, as well as experience unfamiliar food items, textures and tastes
- Encourage parents/carers to provide a healthy and balanced diet for their children at home, through sharing knowledge and cooking skills
- Will use snack times as a valuable opportunity for social and happy interaction, and present snacks in an attractive manner
- Ensure that staff model good behaviour with their eating habits and table manners
- Encourage conversation but not shouting and in particular to say 'Please' and 'Thank you' to each other
- Not rush children who are slow eaters
- Ensure that water is available at all times for drinking
- Ensure that a large part of the snack will always be composed of fresh fruit or vegetables
- Consult with children where possible over the contents of the snack
- Not provide squash for the children and use water or juice instead

3. Scope

This policy applies to everyone in the centre including staff, volunteers, families and visitors. 'Staff' includes both those employed by the Croydon Council as well as those from other agencies who provide services for the centre, as part of the multi-agency framework delivering the Every Child Matters change for children agenda. This also applies to staff from the statutory and non-statutory sector; the latter includes private, voluntary and independent groups.

4. Legal Context

This policy is covered by:

- a. The Early Years Foundation Stage Principles 2018: **Enabling Environments, Learning and Development**
- b. The Childcare Act 2006
- c. Every Child Matters: change for children 2004. Outcomes: **Be healthy, Stay safe, Make a positive contribution, Enjoy and achieve**

5. Mandatory systems and procedures

The Children's Centre Manager will ensure that:

- a. There is always a range of fresh food available in the kitchen for snacks
- b. Staff running a session where snacks are served take responsibility for tidying and washing up afterwards
- c. Staff consult with families over special dietary/cultural/religious requirements
- d. There is budget/petty cash available for purchasing snack material

6. Implementation, methods

The Children's Centre Manager will keep a regular check on this provision through supervision with staff who work directly with children and liaison with other agencies' staff that provide services for children where food might be served.

Self evaluation form (SEF) and the annual conversation

This will be monitored on an annual basis with the Advisory Board.

7. Monitoring and reviewing

- It is the responsibility of the Children's Centre Manager to monitor and review the effectiveness of all policies relating to the centre.
- The Children's Centre Manager will review and update this policy in line with the children's centre policy review cycle
- The Children's Centre Manager will update and amend this policy and its procedures in line with any emerging and relevant government legislation or Croydon Council guidance

8. For further information please contact:

Katie Coomber
Universal Services Coordinator
Shirley Children's Centre
34 Lilac Gardens
Shirley
Croydon
CR0 8NR
Tel contact: 020 8777 2119
Email: info@shirleychildrenscentre.org.uk

It is intended that by adopting this policy and keeping staff, volunteers, families and the management committee informed/trained and up-to-date with procedures, the centre can avoid the need for complaints. However, the Children's Centre Manager is the first point of contact should any queries arise over this policy and its related procedures.

10. Policy endorsement

This policy is agreed and signed by the governing body of Forest Academy School