

Auchinairn Early Years



Cook Safe Policy

Policy Statement

At Auchinairn Early Years Centre, we are committed to providing a safe, healthy and nurturing environment where food is handled, stored, prepared and served safely. We recognise our responsibility to protect children, families, staff and visitors from food safety hazards, allergen risks and infectious illnesses.

As a low-risk food environment, we operate a robust Food Safety Management System based on the principles of CookSafe Scotland and work in partnership with East Dunbartonshire Council, Environmental Health, Public Health Scotland and the Care Inspectorate to ensure high standards of practice.

Food safety, infection prevention and children's wellbeing are everyone's responsibility.

Purpose

This policy outlines how the nursery manages:

- Food safety and hygiene
- Temperature control.
- Allergen management
- Personal hygiene
- Cross-contamination prevention
- Infection prevention and control
- Pest control
- Waste management
- Maintenance of premises and equipment
- Staff training and supervision
- Monitoring and quality assurance

Our Food Service

Auchinairn Early Years Centre is a no-cook nursery.

We:

- Serve delivered hot meals from an approved local authority catering provider.
- Prepare and serve low-risk foods including fruit, breadsticks, crackers, milk and water.
- Hot-hold meals before service where required.
- Do not prepare raw meat, poultry, fish or eggs on site.
- Do not cool food.
- Do not reheat food.
- Follow a strict "Never Reheat" rule.

Personal Hygiene

Staff will:

- Wash hands effectively before handling food.
- Wash hands after toileting, nappy changing, cleaning, outdoor play and contact with bodily fluids.
- Maintain high standards of personal cleanliness.
- Keep nails short and clean.
- Wear gloves if long and painted
- Tie long hair back.
- Cover cuts with waterproof blue dressings.
- Report illness immediately.
- Follow exclusion periods for infectious illnesses.
- Staff experiencing vomiting or diarrhoea must remain away from work until symptom-free for 48 hours.

Temperature Control

- Purchase, Delivery and Receipt
- Low-risk foods are purchased through approved suppliers.
- Fruit and milk are delivered by approved local authority providers.
- Deliveries are checked for quality, damage and date coding.

Storage

- Chilled food stored at 5°C or below.
- Dry goods stored appropriately.
- Stock rotated using first-in, first-out principles.

Preparation

- Preparation limited to low-risk foods.
- Hygiene procedures followed at all times.

Cooking

- No cooking takes place on site.

Hot Holding

- Hot food maintained at 63°C or above.
- Temperatures recorded before service.

Cooling

- Food is not cooled on site.

Reheating

- Food is never reheated.

Service

- Food served promptly and safely.
- Children's dietary requirements checked before serving.

Cross-Contamination Prevention

Staff will:

- Wash hands before handling food.
- Clean and sanitise surfaces before and after use.
- Use separate utensils and equipment where appropriate.
- Wash fruit before serving.
- Follow allergen management procedures.
- Store food correctly.
- Maintain clean food preparation and serving areas.

Allergen Management

We:

- Maintain up-to-date allergy and dietary information.
- Check labels every time food is purchased, delivered, prepared and served.
- Follow healthcare plans and medication procedures.
- Operate a nut-aware environment.
- Cannot guarantee a completely nut-free environment.
- Ensure all staff are aware of children's allergies.
- Use separate equipment where required.
- Undertake dynamic risk assessments.
- Work closely with families and professionals.

In an emergency:

- Follow the child's healthcare plan.
- Administer medication where appropriate.
- Contact emergency services when required.
- Inform parents immediately.
- Record and review the incident.
- Infection Prevention and Control

We follow national infection prevention and control guidance by:

- Promoting effective hand hygiene.
- Following respiratory hygiene guidance.
- Using PPE appropriately.
- Cleaning and disinfecting equipment and environments.
- Managing bodily fluids safely.
- Following exclusion periods.
- Maintaining effective waste management procedures.
- Responding appropriately to infectious disease outbreaks.

Pest Control

We:

- Maintain good housekeeping standards.
- Monitor for signs of pests.
- Store food appropriately.
- Keep waste areas clean.
- Report concerns immediately.
- Work with East Dunbartonshire Council pest control services where required.

The nursery currently does not require:

- Insect screens.
- Electronic fly-killing devices.

These arrangements are reviewed through risk assessment.

Waste Management

We:

- Remove waste regularly.
- Maintain clean waste bins.
- Prevent waste accumulation.
- Store food waste safely pending collection.
- Use designated sanitary and nappy waste disposal systems.
- Monitor waste areas daily.

Maintenance

Premises

- Walls, floors, ceilings and drains maintained in good repair.
- Defects reported immediately.

Equipment

Main food safety equipment includes:

- Fridge
- Hot-holding equipment
- Dishwasher
- Food probe
- Food preparation and serving utensils

Faulty equipment is removed from use and reported immediately.

Delivery Vehicles

- Vehicles used to transport food must be clean.
- Cool bags used where appropriate.
- Food protected from contamination during transport.

Ventilation

- Ventilation systems maintained appropriately.
- Regular cleaning and inspection undertaken.
- Local authority maintenance support accessed when required.

Staff Training

All staff receive:

- Food safety induction.
- Allergen awareness guidance and support.
- Infection prevention and control guidance.
- Ongoing supervision.
- Refresher training where appropriate
- Retraining where required.
- Managers and supervisors maintain appropriate food safety knowledge to support monitoring and compliance.

Partnership with Families

We ask families to:

- Inform us of allergies, dietary requirements and medical conditions.
- Provide medication and healthcare information where required.
- Follow exclusion guidance when children are unwell.
- Maintain open communication with staff.
- Strong relationships and effective communication help keep children safe.

Monitoring and Quality Assurance

Food safety arrangements are monitored through:

- Daily temperature checks.
- Cleaning schedules.
- Personal hygiene observations.
- Food safety monitoring records.
- Allergen management reviews.
- Risk assessments.
- Staff supervision.
- Training records.
- Pest control monitoring.
- Waste management checks.
- Maintenance inspections.
- Environmental Health visits.
- Care Inspectorate inspections.
- Local authority quality assurance processes.
- House Rules and this policy are reviewed annually or sooner if guidance, legislation or practice changes.

Commitment

Auchinairn Early Years Centre is committed to ensuring that all children experience safe, healthy and enjoyable mealtimes within a nurturing environment. Through effective food safety management, infection prevention, partnership working and continuous improvement, we uphold children's rights, protect their wellbeing and promote the highest standards of care.

This policy is supported by national legislation:

This policy is informed by:

- United Nations Convention on the Rights of the Child (UNCRC)

Article 24 – The Right to Health Children have the right to the highest attainable standard of health, nutritious food and a safe environment.

- Food Safety Legislation
- Food Safety Act 1990
- Food (Scotland) Act 2015
- Food Hygiene (Scotland) Regulations 2006

Regulation (EC) 852/2004 on the Hygiene of Foodstuffs

Food Information (Scotland) Regulations

- Cook Safe Scotland
- Food Standards Scotland Guidance
- Setting the Table
- Infection Prevention and Control in Childcare Settings
- Health Protection Scotland/Public Health Scotland Guidance
- Getting it Right for Every Child (GIRFEC)
- Realising the Ambition
- Health and Social Care Standards
- National Standard for Early Learning and Childcare
- Care Inspectorate Quality Framework for Daycare of Children
- Scottish Social Services Council (SSSC) Codes of Practice
- East Dunbartonshire Council Health and Safety Procedures

This policy has been updated after consultation with staff and parent/carer

Signed.....

June 2026