



FOOD SAFETY POLICY

This document outlines the nature and operational management of food safety in 360 and all its settings. Part of our ethos is that food and nutrition is a vital part of the triad of health we aim to set as a foundation for the children and families we serve.

Aims

The food safety procedure is designed to:

- Protect all uses of from possible legal action in relation to food safety.
- State the minimum requirements for food safety to allow 360 and its sites to operate under the law.

Legal Framework

- The Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Food Law code of practice 2025

[https://www.food.gov.uk/sites/default/files/media/document/FoodLawCodeofPractice\(England\)_0.pdf](https://www.food.gov.uk/sites/default/files/media/document/FoodLawCodeofPractice(England)_0.pdf)

Food safety law applies to all food brought onto 360 premises whether carried out for profit or not. This includes food being served at events or given to pupils as prizes/ parties.

General Advice

At 360 we believe the promotion of food safety should be part of our day to day ethos, where appropriate. This is not a troublesome task; following our simple and thought out guidelines can be reinforced throughout the settings at all times.

Wash hands on arrival after school, and prior to eating; we should all be encouraging pupils to wash their hands at this time.

Check the use by dates on packaging.

Ensure hot food is piping hot throughout.

Follow the Safer Food Better Business guidelines set out by FSA.

Follow packs kept in the setting that outline the daily check required and hygiene practices followed.

The overall responsibility for ensuring that the food safety policy is implemented and followed lies with the Setting Manager and/ or Kitchen Manager who will oversee all aspects of food handling, training, and safety procedures.

Training

The manager of the setting alongside the operations team will ensure the member of staff responsible for food safety oversees appropriate levels of training for staff.

All catering staff have completed food safety training in line with legislation.

Where appropriate staff have completed allergen training.

(<https://www.food.gov.uk/business-guidance/allergy-training-for-food-businesses>)

The catering staff are responsible for recording the temperature of food as it is delivered and logging it.

The logging of cooked food temperatures and daily fridge and freezer temperatures.

Food Handling and Preparation

All staff involved in food handling must receive training on safe food handling practices.

Attendees with known food allergies or dietary restrictions must be identified and their needs accommodated appropriately.

Food must be stored at the correct temperature to prevent spoilage and contamination.

Kitchen and food preparation areas must be kept clean and sanitised at all times, with regular checks and cleaning schedules.

Food handlers must wash their hands thoroughly before handling food and wear gloves, hats and aprons as needed.

Attendees should not share food to prevent cross-contamination.

Menu Planning

Menus should be diverse, nutritious, and cater to the dietary needs of attendees.

Avoid serving high-risk foods like raw or undercooked meats, eggs, and unpasteurised dairy products.

Include plenty of fruits, vegetables, whole grains, and lean proteins in the menu to ensure a balanced diet.

Ensure that portions are age-appropriate and satisfy hunger without being excessive.

Allergen Management

Clearly label all food items with allergen information and provide this information to both staff and parents when requested.

Educate all staff on common food allergens (e.g. nuts, gluten, dairy) and how to respond to allergic reactions.

To prevent cross-contamination, use separate utensils and preparation areas for allergen-free foods, ensuring that allergenic ingredients are properly stored and handled.

Emergency Procedures and reporting

Emergency procedures must be developed and communicated for food-related incidents such as food poisoning or allergic reactions.

When to Report to Ofsted

You must report significant food-related incidents that put children at risk to Ofsted via their online portal as soon as possible (within 14 days).

Food Poisoning: If two or more children get food poisoning.

Harmful Substances: If a child is harmed by absorbing, ingesting, or skin contact with a harmful substance or biological agent.

Serious Illness/Injury: Any serious accident, illness, injury, or death related to the food in your setting, especially if it requires hospitalisation.

All staff should be trained in first aid and know how to respond to emergencies, including recognising symptoms of allergic reactions and knowing how to administer epinephrine if needed.(auto injector medication)

Immediate access to emergency contacts and procedures will be readily available in the kitchen and dining areas.

Documentation

Maintain records of food purchases, storage temperatures, and any incidents related to food safety.

Regularly review and update the food safety policy to ensure compliance with current food safety regulations and best practices. Keep records of staff food safety training, ensuring it is up-to-date and comprehensive.

Conclusion

360vision is committed to ensuring that food served to our attendees and staff is not only delicious but also safe and nutritious. By following the guidelines outlined in this Food safety policy, we aim to provide an environment where everyone can enjoy healthy meals without concerns about food safety.

For any food safety concerns or queries, please contact Jemma Davis, the designated Food Safety Manager LEVEL 3 FOOD and hygiene and Level 2 HACCP.

Last reviewed December 2025 - Jemma Davis

Next renew December 2026