



Unit 19, Avenue B, Nottingham, NG1 1DU

FAST FORWARD – Food and Hygiene Policy 2024-2025

FAST FORWARD is an DJ & Music Studies provision who caters for up to 70 students aged 11-18 years who attend on a different ratio of days a week. We cover NCC and Nottinghamshire schools/partnerships. The students exhibit a variety of complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success.

Some of the students have stated diagnoses. Some of our learners have visited a variety of Alternative Provisions or Schools prior to attending FAST FORWARD. They can arrive at FAST FORWARD very disengaged with education and home life.

At FAST FORWARD we maintain the highest possible food hygiene standards and have procedures to promote Healthy Eating and aim to provide nutritious food to meet the student's individual dietary/cultural needs.

Food Hygiene (Including procedure for reporting food poisoning)

Policy statement

At FAST FORWARD we provide and serve food for children on the following basis; within a wellbeing session in the morning.

1. Breakfast opportunities – Cereals/Milk/Fruit/Toast (independent living skills)
2. Snacks
3. Packed Lunches often for those who receive free school meals kept in the fridge onsite or in bags.
4. Opportunities to purchase food from our local supplier (arrangements with local café) – FSE and for those who pay

Training for Staff

Tutors and Support Staff that handle food and involved with deliveries will have completed a previously recognised Food and Hygiene Certificate or within Induction and Staff Development, through Edu-care (that was), online learning and assessment; a Level 2 Certificate in Food and Hygiene.

First Aid Training with Choking covered within the modules. Some Teachers have Outside Level 3 First Aid Training and Teachers with First Aid in the Workplace.

Internal staff training – Teacher delivery on guidance from Speech and Language on Eating and Drinking for vulnerable learners. In house training will be offered by QA Consultant if and when a student is identified with a Food Plan.



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Health and Safety Training for Food Preparation and Hygiene/Storage covered by all staff who are interacting with food.

Staff will maintain the highest possible hygiene standards with regards to the purchase, storage, preparation, cooking, displaying and storing of food.

Procedures

- Within the Community Café (Free School Meals) the person in charge and the person responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food, Better Business (Food Standards Agency 2011).
- The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff involved in the preparation and handling of food has received training in food hygiene.
- The person responsible for food preparation and serving carries checks to ensure standards are met consistently. To ensure that the food is contained well and air tight.
- FAST FORWARD use reliable suppliers for the food we purchase.
- Food is stored at the correct temperature and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Packed lunches are stored in a cool place; un- refrigerated food is served to children within 4 hours of preparation at home.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand washing and for washing up with hot and cold water.
- All surfaces are clean and non-porous.
- All utensils, crockery etc. are clean and stored appropriately.
- Waste food is disposed of daily, recycling daily/weekly.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Staff to wear PPE – gloves and aprons if needed.
- Students do not have unsupervised access to the kitchen.
- Monitoring of the Fridge temperatures will be done daily to maintain H&S Regulations for food storage.
- Legionnaire Checks will be done on the water in accordance with the diary log sheet and risk assessment.

Reporting of Food Poisoning



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- Food poisoning can occur for a number of reasons; not all cases of sickness and diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Schools/Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

Written by Adele Meek

Confirmed and read by Steve Lee, Director

7th September 2024 / Review 31st August 2025.

Policy reviewed in line with Government Changes and FAST FORWARD will be updated via QA reviews, internal inspections and advisories.