

riley's kids camps

Food Heating & Serving Policy

Purpose

To ensure all food served to children is safe, hygienic, and handled properly, by non-catering Coaches.

1. General Guidelines

- Coaches may **only heat and serve pre-prepared food** (e.g. packed lunches, meals, or food should be documented on menu/schedule and communicated to parents). All food needs approval by Senior Management.
 - **No cooking from raw** (e.g. raw meat or eggs) is allowed.
 - All food must be **labelled** with contents and any allergens with stickers provided and written on the Allergens form. This needs displaying in the kitchen as per Food Hygiene training.
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2. Food Heating Procedures

- Only use approved equipment: **microwaves or oven**. No hob use.
 - Follow instructions documented on brief, or on packaging carefully.
 - Always **check the food is piping hot throughout** (at least **75°C**) before serving.
 - Use a **food thermometer** provided and document this on the documentation provided. Each element of the meal needs its temperature checked and documented e.g Jacket potato reading, beans reading.
 - Stir food and check **in the centre** for even heating.
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3. Food Serving Procedures

- Coaches must **wash hands** before and after serving food.
- Use **gloves or utensils** – no bare hands on food.
- Use a hair net - always.
- Serve food onto **clean plates or containers**.

- Keep hot food **hot** (above **63°C**) and cold food **cold** (below **8°C**) if there's a delay in serving.
 - **Hot leftovers must be thrown away** – do not reheat.
 - **Cold left overs**, if fresh and untouched, can be labelled with the days of the week sticker they expire, sealed in a container or these should be covered in cellophane, labelled with the date opened and expiry date, and allergens (if not in original packaging).
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4. Allergy & Dietary Awareness

- All HAF children who have permission for us to feed must wear a green wristband. Head Coach to allocate in a morning, from the master document.
 - All children who have allergies/dietary requirements or no permission from parent to eat food we serve have a RED wristband. Food should strictly not be offered to any child with a red wristband.
 - All food served to the HAF programme children must be served with the iPad present with master document, wristbands and checking the dietary form simultaneously. Only serve food if you are **100% sure** of the ingredients and allergens. We only cater for VEGAN, VEGETARIAN AND HALAL. Not gluten free etc.
 - Never guess or make substitutions.
 - All allergy information should be **clearly visible and shared with staff**. It is better for a hungry child than a sick child. Double check.
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5. Cleaning & Hygiene

- Clean all surfaces before and after use.
 - Ensure all utensils and equipment are washed thoroughly.
 - Report any broken or unclean equipment to management immediately.
 - The kitchens must be left immaculate - like we were never there.
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6. Supervision & Training

- Coaches will receive a **L2 Food Hygiene** before handling food. There is no exception where it is acceptable for a coach who doesn't hold this qualification to handle food.
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7. Staff Training Requirements

- Food Leads must complete basic allergy awareness training before handling or serving any food.
- Training will cover:

- The difference between allergies and intolerances
 - Common food allergens (e.g., nuts, milk, egg, gluten, soy)
 - Recognising signs of an allergic reaction
 - Emergency response procedures
 - Preventing cross-contamination
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8. Emergency Response

- **All staff must know how to:**
 - Recognise symptoms of an allergic reaction (e.g. rash, swelling, difficulty breathing)
 - Call emergency services (999) immediately if a child has a suspected reaction
 - Locate and use an EpiPen or other medication if provided (only if trained and authorised)
 - Notify parents/guardians as soon as possible
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9. Communication & Supervision

- Staff must regularly communicate with the team about children's dietary needs.
- Children with allergies should be closely supervised during snack and meal times. Staff to sit and ensure no food sharing etc. Children with severe nut allergies should be asked where Epi-pen is before food is served. Check it is in their bag/coach bag.
- If food is being provided by parents or caterers, staff must ensure:
 - There are no nuts present.
 - Children are not swapping or sharing food

Important: When in Doubt – Don't Serve!

If you're unsure about the safety, temperature, or content of any food – **do not serve it**. Ask the club manager or the designated food safety lead via Whatsapp - no question is a silly question, we have children's lives in our hands.

Read here - <https://www.bbc.co.uk/news/articles/c86gvg4xnp8o>