

WRAPAROUND CARE

FOOD SAFETY, BREAKFAST & SNACK PROCEDURES

Breakfast Clubs & After-School Care

Operational food-safety guidance and printable monitoring records.

1. Purpose

AJB Sports in Education aims to ensure that food provided during Breakfast Club and After-School Care is prepared, stored and served safely. These procedures apply to all AJB staff involved in handling, preparing or serving food.

**IF YOU ARE NOT CERTAIN A FOOD IS SAFE FOR A CHILD, DO NOT SERVE IT UNTIL
YOU HAVE CHECKED.**

2. Staff Responsibilities

Before serving food, staff must know which children have food allergies, intolerances, medical dietary requirements or relevant religious/cultural dietary requirements, and where emergency medication is located.

- Check the Allergy & Medical Quick-View Sheet where required.
- Check the child's full individual information where necessary.
- Do not rely on memory alone.
- Follow individual healthcare/allergy plans and site-specific arrangements.

3. Hand Hygiene

Staff must wash their hands appropriately before preparing/serving food, after toileting or assisting with toileting, after handling waste or cleaning, after handling potentially contaminating foods, and whenever hands are visibly dirty.

Children should wash their hands before eating. Gloves, where used, do not replace good handwashing.

4. Food Preparation Areas

Food should only be prepared in areas agreed with the host school.

- ☐ Work surfaces and equipment are clean
- ☐ Food is appropriately stored
- ☐ Allergy information has been checked
- ☐ Staff hands are clean
- ☐ Cross-contamination risks have been considered
- ☐ Cleaning chemicals are kept away from food

5. Food Storage

- Follow manufacturer storage instructions.
- Use clean, appropriate containers and protect food from contamination.
- Keep food away from chemicals and hazardous substances.
- Check use-by dates and packaging before serving.
- Do not serve damaged, contaminated or spoiled food.

FOOD PAST ITS USE-BY DATE MUST NOT BE SERVED.

6. Refrigerated Food

Where AJB stores chilled food, refrigerators should be monitored as appropriate. As an AJB operating target, chilled food should normally be stored at 5°C or below. If staff believe food has not been stored safely, it must not be served.

Where a temperature is outside the expected range, staff should check the appliance/door, isolate affected food where necessary, inform the Person in Charge and take appropriate action before serving.

7. Allergies

Food allergies must be treated seriously. Before serving a child with an allergy, staff should check:

CHILD -> FOOD -> INGREDIENTS -> ALLERGY INFORMATION

Never assume a product is safe because the child has eaten something similar previously, another brand was safe, the packaging looks familiar or another staff member thinks it is safe. Ingredients and manufacturing information can change.

8. Cross-Contamination / Allergen Cross-Contact

- Wash hands and clean surfaces appropriately.
- Use clean utensils and crockery.
- Use separate preparation arrangements where required by the child's plan.
- Prevent children sharing food.
- Store suitable foods appropriately.
- Follow individual allergy plans and agreed precautions.

Children should be discouraged from sharing food, particularly younger children.

9. Food Brought From Home

Where children bring food into the provision, site food/allergy rules still apply. Staff should follow any restrictions identified through individual allergy plans and AJB risk assessments.

Precautionary allergen wording such as 'may contain' should be considered in line with the individual child's allergy plan and the setting's agreed risk-management approach. Where staff are unsure whether an item is suitable for a child with an allergy, do not serve or share it until checked.

10. Breakfast Provision

Breakfast should provide appropriate choices and may include cereals, toast, fruit, yoghurt, suitable spreads, milk, water and other agreed foods. AJB should aim for a balanced selection rather than making high-sugar foods the main option.

Children should be encouraged to make appropriate choices but must never be forced to eat.

11. After-School Food & Snacks

After-school food should be appropriate to the length of the session, child's age, time of day and individual dietary requirements. Children staying later may require a more substantial food offer than children attending briefly.

Each setting should maintain an agreed food offer/menu.

12. Drinks

FRESH DRINKING WATER MUST BE AVAILABLE THROUGHOUT THE SESSION.

Encourage children to drink regularly, particularly after physical activity and during warm weather.

13. Food Preparation With Children

- Check allergies and dietary requirements before the activity.
- Check ingredients and packaging.
- Ensure hands and preparation areas are clean.
- Use age-appropriate equipment.
- Supervise children appropriately.
- Consider allergen cross-contact before introducing any ingredient.

14. Choking Risk

Food must be appropriate for children's age and ability. Children should be supervised while eating, sit appropriately, eat calmly and not run around with food in their mouths. Foods should be prepared appropriately to reduce choking risk.

15. Food Refusal

Children must not be forced to eat. Offer reasonable alternatives where available, ensure water remains available, monitor wellbeing and inform parents/carers where appropriate. Persistent concerns should be shared appropriately.

16. Suspected Allergic Reaction

STOP -> ASSESS -> FOLLOW THE CHILD'S EMERGENCY PLAN

Access emergency medication immediately where required. For suspected anaphylaxis, call 999, state clearly that anaphylaxis is suspected, follow the AJB Medical Emergency Procedure and contact the parent/carer as soon as reasonably possible.

17. Cleaning After Food

- ☐ Tables / work surfaces cleaned
- ☐ Utensils washed and stored
- ☐ Food stored appropriately
- ☐ Perishable leftovers dealt with safely
- ☐ Waste disposed of
- ☐ Floor checked for dropped food
- ☐ Allergen contamination considered
- ☐ Kitchen / preparation area left appropriately

18. Leftover Food

Do not keep food for later unless staff are satisfied it can be stored safely. Food that has been left at an unsafe temperature, contaminated, served to a child and returned, or exceeded safe storage arrangements should be discarded.

WHEN IN DOUBT, DISCARD IT RATHER THAN SERVE IT.

19. Food Deliveries & Stock

Staff responsible for food stock should periodically check use-by/best-before dates, packaging condition, allergen information, refrigeration/storage and stock levels.

20. Site-Specific Arrangements

Food preparation area	
Food storage	
Fridge location	
Cleaning equipment	
Allergy information location	
Emergency medication location	
Approved breakfast foods / menu	
Approved after-school foods / menu	
School-specific food requirements	

Staff Food Safety Quick Check

**HANDS CLEAN? -> AREA CLEAN? -> RIGHT CHILD? -> ALLERGIES CHECKED? ->
INGREDIENTS CHECKED? -> STORED/PREPARED SAFELY? -> SERVE**

NOT SURE IT'S SAFE? DON'T SERVE IT. CHECK FIRST.

Daily Fridge Temperature Record

AJB operating target: chilled food normally stored at 5°C or below. Record and act on unexpected readings in accordance with site procedures.

School					
Fridge / Location					
Week commencing					
Date	Time	Temperature °C	Acceptable?	Action if Required	Initials

Examples of action: recheck temperature, ensure door is closed, inform Person in Charge/site contact, move or discard food where safe storage cannot be assured.

Weekly Food Stock Check

School				
Week commencing				
Completed by				
Item	In Date?	Packaging OK?	Allergen Info Checked?	Stock Required / Action

**Remove or isolate any food that is out of date, damaged or otherwise unsuitable.
Escalate shortages or food-safety concerns to the Person in Charge.**

Food Cleaning Checklist

School	
Date	
Session	☐ Breakfast Club ☐ After-School Care
Completed by	

Before Food Service

- ☐ Preparation surfaces cleaned
- ☐ Tables cleaned
- ☐ Utensils / crockery clean
- ☐ Sink / handwashing area suitable
- ☐ Bins / waste arrangements suitable
- ☐ Allergen cross-contact risks checked

After Food Service

- ☐ Tables and work surfaces cleaned
- ☐ Utensils / crockery washed and stored
- ☐ Food spills cleaned
- ☐ Floor checked / cleaned where required
- ☐ Waste disposed of appropriately
- ☐ Food returned to safe storage
- ☐ Fridge / storage area left secure
- ☐ Allergen cross-contact addressed
- ☐ Cleaning products stored safely

Issues / corrective action:

Person in Charge review if required	
Time completed	

Document Control

Document	AJB Wraparound Care – Food Safety, Breakfast & Snack Procedures
Version	September 2026
Applies to	AJB Breakfast Clubs and After-School Care
Related documents	Allergy & Medical Records; Medical Emergency Procedure; Staff Handbook; Site Information Sheet
Review	Review following significant food/allergy incident, material change in provision, guidance change, or scheduled policy review