

SUMMARY

Shine is dedicated to providing nutritious, safe, and culturally sensitive food and drinks for all children in its care, following relevant guidance. Staff are trained in food hygiene and paediatric first aid, with clear procedures for managing allergies and dietary needs, promoting healthy eating through balanced menus and regular hygiene practices across all venues.

ABBREVIATIONS

The following abbreviations are used in the policy:

EYFS – Early Years Foundation Stage

CM – Club Manager

SLT – Senior Leadership Team

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RELATED POLICIES & RISK ASSESSMENTS

- [SHINE-RA-038 Breakfast Clubs and Snack and Chill.pdf](#)
- [SHINE-RA-096 Cookery & Fun with Food.pdf](#)
- [SHINE-POL-036 Allergy and Anaphylaxis Policy.pdf](#)
- [SHINE-RA-164 Allergies & Anaphylaxis.pdf](#)

RATIONALE

Shine is committed to providing healthy, nutritious and tasty food and drinks for children within our care. Every effort will be made to ensure food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all children. We recognise the importance of healthy eating, a balanced and nutritious diet and consider the 'Early Years Foundation Stage nutrition guidance' for the relevant settings.

PROCEDURES

Food Hygiene & Safety

Each venue will have a suitably equipped area for preparing and serving healthy meals, snacks and drinks safely and hygienically. Knives and toasters must only be used by Shine staff and must be kept in a separate, designated area away from children.

All staff who prepare or handle food must complete Food Hygiene and Safety training. Staff must take reasonable steps to maintain good food hygiene, keep food appropriately separated, and prevent cross-contamination.

Shine will register venues as food businesses with the relevant local authority where food is prepared or provided, such as Breakfast Club, Snack & Chill or Cookery Club. Shine will follow current government food hygiene and safety guidance.

Shine's Senior Leadership Team will complete regular venue inspections to review food hygiene and safety practices. Findings from these inspections will be used to provide staff with training, guidance and support on best practice. Staff will also remind and encourage children to follow good hygiene routines, including washing their hands before eating.

At least one Paediatric First Aid trained member of staff must be present at each venue and available during meal and snack times. Paediatric First Aid trained staff are trained to respond if a child is choking or experiencing an allergic reaction.



Shine 5 Steps to Food Safety Poster

Hot Beverages

Precautions must be followed when handling hot drinks. Staff are only permitted to make hot drinks in designated staff areas, away from children and play zones. All hot drinks must be kept in cups with secure, screw top lids to prevent accidental spills and burns. Whether or not hot drinks may be consumed whilst supervising children is at the discretion of the most senior person on site.

Dietary Requirements & Allergies

Parents/carers must complete the online registration form to provide information about any special dietary requirements or allergies their child suffers from before they attend a setting. Daily registers will be checked to highlight any allergies or dietary needs, and staff will ensure that food and drink prepared by and/or offered to children takes requirements into account. Shine and its staff are committed to embracing the cultural and religious diversity of families who use our services; therefore, the staff will work with parents/carers to ensure that any dietary requirements are met across all Shine activities.

Where information about severe allergies is provided prior to attending a setting, Shine's Inclusion Team will aim to reach out to parents/carers and obtain an anaphylaxis care plan and accompanying action plan. This will then be shared with the relevant staff. It is the parent/carer's responsibility to ensure care plans remain up to date.

Anaphylaxis Care Plan

KEY INFORMATION	
Name:	
CONTACT 1	
Parent/Carer's name:	
Relationship to child:	
Address if different to child:	
Telephone number:	
CONTACT 2	
Parent/Carer's name:	
Relationship to child:	
Address if different to child:	
Telephone number:	
School:	
Shine location (if different to school):	
Activity/ies:	
Name of medication:	
Type of medication:	
E.g. gel, tablet, injection	
Dosage:	
Date of first dose ever given:	
Shine will not administer first dose of any medication with the exception of an AAI.	
Do you give consent for Shine staff to administer medication with your permission?	
Any other medical conditions:	

DECLARATIONS
It is my parental responsibility to provide my child's medication/s, in its original container with label as dispensed by pharmacy, plus official information leaflet included which I have read and understood the best of my ability. Yes/No (delete as appropriate)
I am responsible for supplying in date medication to Shine and arranging for new medication to be supplied when it has passed its use by date. Yes/No (delete as appropriate)
I understand it is my parental responsibility to ensure my child has two in date auto adrenaline injectors in Shine at all times. Yes/No (delete as appropriate)
I give permission for the use of a spare AAI if their own prescribed AAI cannot be administered correctly without delay. Yes/No (delete as appropriate)
I have given Shine up to date information from GP/Doctor/Hospital/Nurse. Yes/No (delete as appropriate)
I give permission for this information to be circulated to the appropriate members of staff. Yes/No (delete as appropriate)

Please note that in the event of an anaphylactic reaction, Shine staff will always contact the emergency services, followed by a call to parents/carers. If the emergency services arrive before parents/carers, Shine staff will accompany the child to the hospital and keep the parents/carers updated until their arrival.

Anaphylaxis Care Plan

I confirm that the information I, the parent/carer have provided is up to date and, should anything change, I will contact Shine to inform them and update my child's attendee details at www.myshine.co.uk. I confirm that I will co-operate with coaches to support my child. **Yes/No (delete as appropriate)**

Parent/carer Printed Name:	
Parent/carer Signature:	
Date:	

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Shine Anaphylaxis Care Plan

Shine operates as an **allergy-aware** environment. Where food containing allergens is brought on site by staff or children, Shine will request that, where possible, it is replaced if a child or staff member with an allergy is present. If an alternative cannot be provided and this would leave a child or member of staff without a main meal, Shine will put appropriate control measures in place to reduce the risk to anyone with an allergy. The decision on whether allergen-containing food may be consumed on site will be made by the Club Manager, Lead Coach or Venue Co-ordinator, who will assess the risks on each occasion.

Shine staff will ensure any allergen-related food safety incidents are reported to SLT who will then report them to their local authority ([Report a food safety issue](#)) if the incident was at a registered food business venue.

Healthy Eating

Shine follows Early Years Foundation Stage nutrition guidance for all venues which welcome children up to the age of 5. Shine cares for children pre-school age and above and therefore follows the aged 3+ guidelines. As per the guidance, children are encouraged to eat together and are offered a variety of balanced foods.

Breakfast Club - Children who attend Breakfast Clubs (or earlies) are offered the following:

- Cereals low in saturated fat, salt and/or sugars with semi-skimmed milk (or dairy free alternatives if requested).
- Toast (50/50 bread/gluten free alternatives if requested).
- Selection of fresh fruit.
- Yogurts (unsweetened only)
- Toasting Waffles (Waffle Wednesdays only).

Snack & Chill - Children who attend Snack & Chill are offered the following:

- Crackers, rice cakes, and breadsticks (unsalted and unsweetened)
- Selection of fresh fruit and vegetables
- Option of a biscuit (not high in saturated fat, salt, and/or sugars).

If parents choose to provide a snack for their child to eat at Shine, they are encouraged to provide healthy snacks for their children.