

03 Food safety and nutrition procedures

03.04 Menu planning and nutrition

Food supplied for children provides a healthy and balanced diet for healthy growth and development. Foods that contain any of 14 allergens identified by the FSA are identified on menus. The setting follows dietary guidance to promote health and reduce risk of disease caused by unhealthy eating. When planning menus, the setting manager ensures that:

- Parents and staff are able to contribute ideas for menus which are confirmed termly. Our menus consist of snack items that are offered to children twice a day- one in the morning, and one in the afternoon before home time.
- Menus reflect children's cultural backgrounds, religious restrictions and the food preferences of some ethnic groups.
- Menus are clearly displayed so that parents and staff know what is being provided.
- Foods that contain any of the 14 major allergens are identified on the menu that is displayed for parents.
- Parents must share information about their children's particular dietary needs with staff when they enrol their children and on an on-going basis with their key person.
- Key persons regularly share information about the children's levels of appetite and enjoyment of food with parents.
- Staff refer to [Help for early years providers : Food safety](#) which includes: [Example menus for early years settings in England: Guidance](#) and [Example menus for early years settings in England : Recipes](#)
- Eat Better, Start Better - Foundation Years.
- Staff maintain a record of children's dietary needs in a Food Allergy and Dietary Needs folder.

Pre-prepared cook chilled meals and hot meals from suppliers

If the setting uses a food supplier to provide either hot meals prepared off site or chilled/frozen meals to be heated on site, the supplier's instructions for safe storage, heating and serving must be followed.

- Ingredients are checked to identify allergens (this will be clearly indicated on packaging).
- A temperature probe is used to check that cook chilled foods are heated correctly.
- Foods delivered hot are checked as above.
- Foods are served within the time stipulated by the supplier.
- Leftovers are not kept and reheated for another day.
- The guidance in Safer Food Better Business (Food Standards Agency 2020) is always followed.

Packed lunches

Where children have packed lunches, staff promote healthy eating, ensuring that parents are given advice and information about what is appropriate content for a child's lunch box. Staff promote safe eating by monitoring items in children's lunchbox, and ensuring that food is prepared according to safe eating guidelines ([Food Standards Agency: Early years food choking hazards](#)). These guidelines are communicated to parents to encourage awareness

of safe eating in the early years. Parents are also advised to take measures to ensure children’s lunch box contents remain cool i.e. ice packs, as the setting may not have facilities for refrigerated storage.

Document

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Signed	Nikki Greenough
Name of signatory	Nikki Greenough
Role of signatory	Childcare Manager

Version	Changes	Date Adopted	Name
1.00		18 th November 2024	Michelle Overton
2.00	Reflect change in EYA policy (July 25)	20 th October 2025	Michelle Overton
3.00	To reflect new menu rotation	10 th February 2026	Nikki Greenough