



Beaconfields Primary School

Food Preparation Procedure

2025 – 2026

## Procedure for Preparing Snack – Nursery (Early Years)

### UK Primary School Setting

#### 1. Preparation Before Snack Time

1. **Wash hands thoroughly** following school handwashing guidelines (warm water, liquid soap, 20 seconds).
2. **Wear appropriate PPE** if required by the school (e.g., apron, gloves for serving).
3. **Clean and sanitise all surfaces** where food will be prepared and served.
4. **Check allergy and dietary information** for all children (ensure updated class list is visible and followed).
5. **Gather all necessary equipment**
  - Chopping boards and knives (child-safe versions if pupils help)
  - Plates/bowls/cups
  - Jug for water or milk
  - Cloths/paper towels
  - Bin for waste

#### 2. Preparing the Snack

1. **Wash fruit and vegetables** under cold running water.
  2. **Cut food safely** into small, age-appropriate pieces to prevent choking (e.g., grapes halved lengthways, bananas sliced, apples thinly sliced).
  3. **Prepare healthy options** in line with school and EYFS guidelines (e.g., fruit, vegetables, toast, crackers, yoghurt).
  4. **Pour drinks** (milk or water) into jugs, checking allergies and preferences.
  5. **Arrange food on trays** in a way that is accessible for the children.
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#### 3. Snack Time Routine

1. **Invite children to wash their hands** before joining the snack table.
2. **Encourage independence**

- Children pour their own drinks with support as needed.
  - Children choose from available snack options.
3. **Supervise closely** to ensure safe eating and support social interaction.
  4. **Promote good manners** and conversation (turn-taking, “please” and “thank you”).
  5. **Monitor for choking risks** and ensure children stay seated while eating.
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#### 4. After Snack Time

1. **Dispose of food waste** in the appropriate bin (including compost if the school uses it).
  2. **Collect and wash cups, plates and utensils** using school hygiene procedures.
  3. **Wipe and sanitise tables and preparation areas.**
  4. **Ensure floor is clean**—sweep or spot clean as needed.
  5. **Record any issues**
    - Allergic reactions
    - Accidents
    - Notable comments or concerns about children’s eating habits
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#### 5. Food Safety and Hygiene Considerations

- Follow the school’s **Food Hygiene Policy** and **Safer Food, Better Business** guidance.
  - Ensure all staff involved hold up-to-date **food hygiene training** where required.
  - All food must be stored correctly and checked for expiry dates.
  - Never leave food or drink unattended where pupils may access it unsupervised.
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#### 6. Inclusion and Dietary Needs

- Provide alternatives for children with allergies, intolerances, or cultural requirements.

- Ensure labelled substitutes are stored and served separately.
- Encourage all children to feel included and respected regardless of dietary needs.