



St Peters Pre-School Policies and Procedures
2014

15. Kitchen

Parent helpers and staff at St. Peter's Pre-School have access to the kitchen. The kitchen is used to organise and prepare cleaning and hygiene items and specifically to prepare food for snack time. There is a messy sink where craft items can be cleaned and messy cloths can be stored.

- Children are not to enter the kitchen at ANY time; they should complete food prep and activities in the main preschool room and use the hatch to take or deliver snack items from adults. The only exception to this rule is if the child is accompanied by an adult for educational purposes only. In this instance there should be no more than 2 children with 1 adult to ensure close supervision.
- All children are to wash their hands before and after eating food.
- Yellow cloths are for food, blue/white for other cleaning.
- Food containers etc. to be **washed in left hand** sink, all other **washing up in 'messy' sink behind door.**
- Floors to be swept (daily) / washed as needed. The church also provides a cleaner.
- Cupboards to be cleared out and cleaned at end of term and before if needed.
- Check cupboard and fridge are emptied of out of date food at least weekly.
- Used towels etc to be placed in wash bag, (supervisor to wash when full).
- Bins to be emptied as needed – recycle where appropriate.

All staff involved in preparing and handling food must receive training in food hygiene.

This policy was adopted at a meeting of the Pre-school held on (Date)

Signed on behalf of the Pre-school: (Chairperson)