



Snack Time Procedure

Updated September 2024

At Briar Dene Childcare, we prioritise healthy eating, good hygiene, and a calm, pleasant environment during snack time. This procedure outlines the steps to ensure that snack time is a safe, enjoyable, and educational experience for the children in our care.

The purpose of this procedure is to:

- Provide a structured, safe, and hygienic environment for children during snack time.
- Promote healthy eating habits by offering nutritious snacks.
- Encourage good table manners and social interaction.
- Ensure that all staff and children are aware of the food safety and hygiene standards required during snack time.

This procedure applies to all children, staff, and visitors involved in snack time. It covers:

- The preparation and serving of snacks.
- Hygiene practices before, during, and after snack time.
- Supervision and behaviour expectations during snack time.
- Managing allergies and dietary restrictions.

Snack Time Preparation:

Snack Selection

- Snacks offered will be nutritious and appropriate for the age group, including a variety of fruits, vegetables, whole grains, dairy, and protein-rich foods.
- Snacks will be carefully planned to meet the dietary needs of all children, including those with allergies or special dietary requirements.
- A snack menu will be displayed for parents/guardians, and any changes to the menu will be communicated in advance.

Allergen Management

- All allergens will be clearly identified on the snack menu.
- Parents/guardians must inform the nursery of any allergies or dietary restrictions their child has.
- Staff will be trained to identify and handle allergies safely, ensuring that children with known allergies are not exposed to foods they cannot safely eat.

Snack Preparation

- Staff will wash hands thoroughly before preparing snacks and will wear clean aprons and gloves if necessary.
- Snacks will be prepared in a clean and hygienic environment.
- All snacks will be served in appropriate portions for the age and developmental stage of the children.

Snack Time Procedure:

Hygiene Practices

- **Handwashing:**
 - Children will wash their hands before snack time using soap and water, under the supervision of a staff member if necessary. Staff will assist younger children with washing their hands thoroughly.
 - Staff will also wash their hands before serving food and after handling any waste, such as food wrappers or napkins.
- **Clean Eating Areas:**
 - Snack tables and seating areas will be cleaned and sanitised before and after each snack time.
 - Staff will ensure that each child has a clean, safe eating space.

Serving Snacks

- Snacks will be served in appropriate portions to reduce waste and to accommodate the children's individual appetites.
- Children will be seated at tables or in designated snack areas where they can eat in comfort, minimising distractions.
- Staff will supervise children while they eat, ensuring that they follow proper eating etiquette (e.g., sitting down while eating, chewing with mouths closed).
- Drinking water will be available throughout snack time, and children are encouraged to drink water to stay hydrated.

Supervision and Behaviour Expectations:

- **Staff Supervision:**
 - Staff will actively supervise the children during snack time, offering help with opening packages or containers, encouraging positive social interaction, and ensuring safety.
- **Behavioural Expectations:**
 - Children will be encouraged to use polite table manners, including saying "please" and "thank you," sitting while eating, and using napkins.
 - Staff will provide gentle reminders to children if needed and praise positive behavior such as sharing or trying new foods.
- **Time Management:**
 - Snack time will last for a set period (e.g., 15–20 minutes) to ensure that all children have enough time to eat without feeling rushed.
 - After snack time, children will have the opportunity to wash their hands again before resuming other activities.

Handling Special Dietary Requirements and Allergies:

- **Allergies:**
 - Staff will check snack menus and ingredient labels to ensure that they are aware of any potential allergens.
 - If a child has an allergy to a particular food, the staff will ensure that the child does not receive that food, and appropriate substitutes will be provided.
 - Any incidents of allergic reactions will be immediately addressed, and emergency protocols will be followed as needed.
- **Dietary Restrictions:**
 - Children with specific dietary needs (e.g., vegetarian, gluten-free, lactose-free) will be provided with snacks that meet their requirements.
 - Parents must inform the nursery of any special dietary needs or preferences when enrolling their child.

Cleaning Up After Snack Time:

- **Waste Disposal:**
 - Staff will ensure that all leftover food, packaging, and waste are disposed of properly in a hygienic manner.
 - Used napkins and tissues will be collected and discarded in a bin.
- **Cleaning and Sanitising:**
 - After snack time, staff will clean tables, chairs, and floors to maintain hygiene standards.
 - All surfaces that come into contact with food will be sanitised using safe, non-toxic cleaning products.
- **Personal Hygiene:**
 - After cleaning up, staff will wash their hands thoroughly before attending to any other tasks.

Record-Keeping:

- **Snack Time Logs:**
 - A daily snack log will be kept to track the snacks served, including any special dietary accommodations made for children. This will help ensure that all children receive the correct snack and that dietary needs are met.
- **Allergen Information:**
 - Any allergies or dietary restrictions for each child will be recorded and made easily accessible to all staff during snack time.

This procedure will be reviewed annually, or when necessary, to ensure that it remains in line with the latest health and safety guidelines and best practices. Any updates or changes to the procedure will be communicated to all staff, parents, and guardians. By following this Snack Time Procedure, we ensure a healthy, hygienic, and enjoyable snack experience for the children. We aim to provide nutritious snacks while encouraging positive eating habits and good hygiene practices.

Review of Policy:

This policy will be reviewed annually (September 2025), or as needed, to ensure that it remains relevant and effective in meeting the evolving needs of the children, families, and staff within the nursery.

Name:	Position:	Signed:	Date:
David Birkbeck	Owner		
Kayleigh Tydd	Director		
Greg Bamber	Nominated Individual		
Zoe Tydd	Manager & DSL		
Abbie Lloyd	Deputy Manager		
Jade Radcliffe	Second Deputy Manager		
Pamela Lear	Practitioner		
Diane Jones	Practitioner		
Emily Gautrey	Practitioner		