



**Thomley**  
**Food & Drink Policy**

## Food and Drink Policy

### Version Control

#### Thomley Food & Drink Policy

Date	Version No.	Produced By	Reason for Update	Approved
16/05/ 2016	Version 1	S Nieburg		
30/11/ 2017	Version 2	W Koehler	Annual review	W. Koehler
11/3/19	Version 3	W Koehler	Annual Review	W Koehler
05/05/2021	Version 4	J Kitchen	Annual Review	E. Shinton
23/05/2022	Version 5	J Kitchen	Annual Review	E. Shinton

# Food and Drink Policy

## Contents

1.	Introduction .....	4
2.	Who is this for?.....	4
3.	Designated Areas .....	4
4.	Food .....	5
5.	Drink.....	5
6.	Taking Precautions .....	6

# **Food and Drink Policy**

## **1. Introduction**

- 1.1. Thomley welcomes visitors who have a variety of requirements when it comes to food and drink. This policy sets basic care requirements to support visitors who have requirements based on religious beliefs, allergies, food intolerances, etc. It also sets out what Thomley will do to minimise the risk of contamination through visitors consuming food/drink that would trigger a severe reaction.
- 1.2. In all cases staff are reminded to be aware of any individual requirements by being familiar with a visitor's individual risk assessment/care plan.

## **2. Who is this for?**

- 2.1. This Policy/Procedure is relevant to:
  - 2.1.1. Employees
  - 2.1.2. Casual Staff
  - 2.1.3. Volunteers
  - 2.1.4. Visitors

## **3. Designated Areas**

- 3.1. Food and drink may only be consumed in Thomley's designated areas, these being the:
  - 3.1.1. Pavilion
  - 3.1.2. Offices (staff only)
  - 3.1.3. Manor Hall Kitchen
  - 3.1.4. Outdoor picnic areas
  - 3.1.5. Outdoor Covered Marquee

## **Food and Drink Policy**

3.2. These areas have been identified so that:

- 3.2.1. The consumption of food and drink can be closely monitored by visitors and their carers.
- 3.2.2. The disposal of rubbish and left over food can be contained within certain areas, thereby maintaining the site's cleanliness. In order to minimise the amount of rubbish disposed on site, all individuals will be encouraged to take their rubbish with them.
- 3.2.3. Visitors are able to distinguish between activity time and eating time.
- 3.2.4. The risk of anyone acquiring food which they are allergic to or which should be omitted from their diet is minimised.
- 3.2.5. We reduce the potential for cross contamination of play equipment and likelihood of allergic reaction.

### **4. Food**

4.1. Parents and carers are advised, prior to visiting Thomley, to bring their necessary choice of food. Thomley will provide a range of snacks, light meals and hot/cold drinks including gluten and dairy free options. These will be stored safely and out of the reach of children in our café.

4.2. Thomley recognises that:

- 4.2.1. Specific diets (i.e. gluten free and dairy free) are increasingly being implemented by families.
- 4.2.2. Food allergens, some of which are potentially fatal, and food intolerances are becoming increasingly common.

### **5. Drink**

5.1. Parents/carers are advised, prior to visiting Thomley, to bring their necessary choice of refreshments. However, drinking water can be accessed in the Pavilion.

5.2. Thomley will make available additional tea, coffee and cold drinks at a cost to visitors from the café.

5.3. Thomley has an alcohol licence. It will follow guidance and regulations in managing the sale and consumption of alcohol on its premise.

## **Food and Drink Policy**

### **6. Taking Precautions**

6.1. Thomley will:

6.1.1. Prominently display information on food allergies and intolerances.

6.2. Ask parents/carers:

6.2.1. Not to share food with children from other families.

6.2.2. To ensure that all food is enclosed in a secure container and that the container is clearly marked with the owner's name.

6.2.3. To supervise their children at all times whilst eating and drinking in the designated areas.

6.2.4. To lock all lunch boxes, upon arrival, in the lockers of the Pavilion or keep it within sight at all times.

6.3. Individuals visiting Thomley have use of on-site cutlery and crockery, as well as a microwave. For safety reasons this area should be supervised by a parent/carer/member of staff.