**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**Menu Planning Policy during COVID 19- referencing Standard 5**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality nutritious menus by employing and supporting staff who will work with a high degree of commitment and professionalism in a healthy and safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for menu planning within the Day Care Setting.

**2. Definition:**

This policy applies to all catering staff, teachers, leaders and assistants employed by Victoria College Day Care. The policy covers the framework for menu planning within the Day Care setting and what is being eaten by children on a daily basis.

**3. Aims and Objectives:**

1. To ensure that all menus within the Day Care setting are written in line with “Nutrition Matters for the Early Years”.

**4. Procedures:**

* All staff have completed Level 2 Food Hygiene training.
* The setting is registered with the BELB Environmental Health Service and subject to annual inspection.
* The Day Care Manager (or Deputy Manager) will meet with the catering staff on a monthly basis to review and evaluate menus. Food and drink will be sourced from the four main food groups.
* Staff and parents will be kept informed about the menus in operation.
* Menus will be made available to parents/carers at the start of each month. Parents/ carers will have the option of paying additionally for a heated, nutritious meal at lunchtime.
* Feedback from the children and parents/ carers will be taken into consideration.
* Milk and water will be made available to pupils.
* All pupils will eat together in the setting room at snack times and lunch.
* Pupils should bring in their own healthy snack and water.
* Pupils will be encouraged to wash hands before handling food.
* Canteen staff will follow the recommended guidelines for handling food during COVID 19.

**5. Review and Evaluation:**

The policy will be reviewed at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise