



Lunch Club Policy

Lunch Club is open to all children who attend Whitsers Playgroup on the day it occurs. Lunch Club currently runs Monday to Friday from 12pm – 1.00pm, however this is subject to change by Committee decision for which appropriate notice will be given.

- Lunch Club will run with two or more supervising adults, at a minimum staff to child ratio of 1:8.
- At least one supervising adult for each day will have completed the Basic Food Hygiene course.
- Parents will need to provide a named packed lunch and drink.
- Staff and parents are responsible for placing any individual items that require refrigeration into the Memorial Hall fridge in the kitchen. All such items must be clearly named. Any uneaten items of food will be returned to parents in the lunch box.
- Staff remind parents not to send in any products containing nuts, due to high allergy risk (see Allergy Policy). Reminders are often placed on the white board for parents to see.
- Childrens dietary requirements are recorded on their contact cards and allergy information is on the allergy board.
- Parent helpers will not distribute food to the children without prior consultation with a member of playgroup staff in order to avoid any possibility of a child eating foodstuff to which they may be allergic. Staff remind children about the importance of not sharing food.
- Parents are responsible for alerting playgroup staff to any suspected or known allergies that their child may have in order that playgroup staff can monitor and avoid food contamination.
- If it is suspected that a child has an allergic reaction, staff will follow the Health & Safety procedures already in place as per policy. A member of staff will be responsible for caring for that child and they will also be responsible for phoning the child's parents/carer and arranging for the sick child to be collected.

In the event that we may be required to administer individual prescribed lifesaving medication such as an EpiPen, we will ensure that our insurance policy covers this. If specialist knowledge is required, staff involved in administering medication will receive training from a qualified health professional.

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We are not automatically insured. To add to the policy, at no additional cost, we must write to the insurance company with the following:

Childs name

A letter from the G.P. detailing the child's condition and treatment required

Parents written consent that the staff may administer the treatment

Proof of staff training has occurred.

- Staff will ensure that the tables are cleaned with anti-bacterial spray prior to lunch club.
- Staff will encourage all children staying for lunch club to wash their hands prior to starting their lunch.
- Whitsers are required to inform OFSTED of any food poisoning affecting two or more children looked after by playgroup.
- Parents are asked to keep their children at home if they have any infection and for at least 48 hours after the last attack of vomiting or diarrhea.

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