Balogun Bassey
Community Interest Company

Balogun Bassey CIC - Food Handling Policy

1. Purpose

This policy sets out how Balogun Bassey Community Interest Company (CIC) ensures the safe handling, distribution, and consumption of food provided to children during our programs. Our primary goal is to protect children's health and well-being while promoting inclusive, safe, and enjoyable mealtime experiences.

2. Scope

This policy applies to all Balogun Bassey CIC staff, volunteers, and third-party partners involved in food handling and distribution during programs where meals are provided to children.

3. Food Provision

- All meals are provided by **certified external caterers** who are approved by local authorities and hold up-to-date food hygiene ratings and certifications.
- Meals are **delivered fresh daily** to our program venues, stored and served according to food safety guidelines.

4. Parental Consent and Dietary Requirements

- Prior to any program involving food provision, **parents or guardians must complete a Food and Dietary Requirements Form**, detailing:
    - Food preferences
    - Allergies or intolerances
    - Cultural or religious dietary restrictions
- These forms are collected, reviewed, and securely stored by Balogun Bassey CIC staff to ensure all dietary needs are accommodated.
- Children will **only be served meals that match their specified dietary needs**.

5. Food Handling and Distribution

- Meals are checked upon delivery to ensure they are properly packaged and labelled.
- Staff and volunteers responsible for distributing meals:
    - Complete **basic food hygiene awareness training**
    - Follow proper **hand hygiene** and **cleaning procedures**
    - Use appropriate utensils and wear gloves when serving food
- Food is **not reheated or altered** on site. Meals are served as delivered to maintain safety standards.

6. Food Allergies and Cross-Contamination

- Staff are made aware of any children with **severe allergies**, and allergen information is cross-checked against the caterer's ingredients.
- Allergen-specific meals are clearly labelled and served **separately** to prevent cross-contamination.
- Children are **not permitted to share food** with others under any circumstances.

7. Storage and Waste

- Hot food is kept in **insulated containers** or hot-holding units as required until distribution.
- Any leftover or expired food is:
    - Disposed of safely and hygienically
    - Not stored for later use

8. Incident Reporting

- Any incident involving allergic reactions, foodborne illness, or food refusal due to quality concerns must be:
  - **Reported immediately** to the program lead and the Designated Safeguarding Lead
  - Recorded in the incident log
  - Communicated to the parent/guardian as soon as possible
- Where necessary, incidents will be reviewed to improve food handling procedures.

9. Monitoring and Review

This policy is reviewed annually or sooner if needed (e.g., changes in catering providers, food safety laws, or feedback from parents). Feedback from parents, staff, and children is welcome to improve our food safety practices.

10. Contact

For any concerns regarding food provision or dietary needs, please contact: **info@balogunbassey.org** or the designated Safeguarding lead.

11. Policy Review and Approval

This policy has been approved by the Board of Directors and undergoes an annual review.

Last Review Date: 1 March 2026

Signed by:

Samiat Balogun
Director

Amy Meite
Director