



Food Safety Policy

Responsible Person	Director
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Review by	JG

1. Policy Statement

CM Sports is committed to ensuring that all food provided, stored, prepared, handled or served to children, families, staff and visitors is managed safely and hygienically.

CM Sports recognises that food safety is an important part of protecting children's health, safety and welfare. Appropriate arrangements will be maintained for food hygiene, preparation, storage, temperature control, allergen management, cross-contamination, cleaning and personal hygiene.

Where food is supplied by an external catering provider, CM Sports will ensure that appropriate checks and procedures are in place for the safe receipt, storage, handling and service of that food.

Where CM Sports prepares food itself, staff will follow appropriate food safety procedures, risk assessments and the principles of Hazard Analysis and Critical Control Point (HACCP).

CM Sports will comply with applicable food safety legislation and relevant guidance and will maintain an appropriate documented food safety management system proportionate to the level and type of food handling undertaken.

2. Scope

This policy applies to all CM Sports activities and settings where food is:

- purchased or received;
- transported;
- stored;
- prepared;
- cooked;
- reheated;
- served or distributed;
- provided as snacks or meals; or
- used as part of children's cooking or food-related activities.

This includes CM Sports childcare, holiday clubs, HAF provision, CM Foundation projects, sports activities, events and other activities where food is provided.

3. Responsibilities

Managers

Managers are responsible for ensuring that:

- appropriate food safety arrangements are in place;
- relevant food safety risk assessments are completed;
- an appropriate Food Safety Management System (FSMS) is maintained;
- staff receive appropriate food hygiene training where required;
- food preparation and storage areas are suitably maintained;
- temperature checks and other required monitoring are completed;
- allergen and dietary information is available and communicated appropriately;
- catering providers meet appropriate food safety requirements;
- records are maintained;
- incidents and near misses are investigated and reviewed; and
- safeguarding concerns relating to food provision are escalated appropriately.

Staff

All staff involved in food handling must:

- follow this policy and relevant food safety procedures;
 - follow their food hygiene training;
 - maintain high standards of personal hygiene;
 - follow food preparation, storage and temperature-control procedures;
 - prevent cross-contamination;
 - follow allergen and dietary requirements;
 - report food safety concerns, incidents and near misses;
 - follow relevant Individual Healthcare Plans (IHPs), where applicable; and
 - report safeguarding concerns to the Designated Safeguarding Lead (DSL) or safeguarding lead.
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4. Food Safety Management System

CM Sports will maintain a Food Safety Management System based on the principles of HACCP and proportionate to the food activities undertaken.

The system will identify:

- food safety hazards;

- points where hazards may occur;
- appropriate control measures;
- monitoring arrangements;
- corrective actions;
- responsible staff;
- required records; and
- review arrangements.

The level of food safety management required will reflect whether CM Sports is:

1. receiving and serving food prepared by an external caterer;
2. storing and distributing food;
3. preparing snacks or simple food items; or
4. undertaking cooking or more extensive food preparation.

5. External Catering Providers

Where food is prepared by an external catering provider, CM Sports will ensure that appropriate arrangements are in place with the provider.

Where relevant, CM Sports will obtain confirmation that the catering provider has an appropriate Food Safety Management System.

Where food is delivered to CM Sports, staff will check, where applicable:

- delivery condition;
- packaging;
- use-by dates;
- temperature requirements;
- time of delivery;
- signs of contamination or damage; and
- any specific storage requirements.

Where temperature checks are required, these will be recorded on the appropriate temperature-control record.

Food that is considered unsafe, damaged, contaminated or outside required safety parameters must not be served.

6. Personal Hygiene

All staff and children involved in food handling or preparation must maintain appropriate personal hygiene.

Hands must be washed thoroughly:

- before handling or preparing food;
- when entering a food preparation area;
- after using the toilet;
- after handling raw food;
- between handling raw and ready-to-eat food;
- after eating;
- after coughing, sneezing or blowing the nose;
- after handling waste;
- after handling cleaning products;
- after outdoor activities, sports or trips;
- after touching the face or hair; and
- after returning from breaks.

Staff must ensure that:

- fingernails are short and clean;
- food handlers do not wear inappropriate nail varnish or artificial nails where this could create a food safety risk;
- cuts, sores or wounds are covered with a suitable waterproof dressing;
- hair is tied back where appropriate;
- jewellery is kept to a minimum where it could create a food safety risk;
- clean protective clothing is worn when appropriate; and
- food handlers do not chew gum or eat while preparing food.

Children participating in food preparation must receive age-appropriate supervision and instruction on handwashing and hygiene.

Children must not participate in food preparation where they are unwell or where doing so would create an avoidable health risk.

7. Illness and Food Handling

Anyone displaying symptoms that may present a food safety risk must report this to the manager.

Staff who are experiencing symptoms such as vomiting or diarrhoea must not handle or prepare food where this would create a risk of contamination and must follow CM Sports infection-control and exclusion procedures.

Where a child becomes unwell, staff must follow the CM Sports Infection Control and relevant medical procedures.

If more than one child or member of staff develops symptoms potentially associated with food poisoning, the manager must be informed immediately and appropriate action taken.

Where required, advice should be sought from the relevant health or regulatory authority.

All significant food safety incidents must be recorded.

8. Food Preparation

Where CM Sports prepares food, staff must ensure that:

- ingredients are suitable and within their use-by dates;
- preparation areas are clean;
- equipment is clean and suitable;
- hands are washed before preparation;
- raw and ready-to-eat foods are kept separate;
- appropriate cooking and reheating procedures are followed;
- food is protected from contamination;
- appropriate temperature controls are maintained; and
- allergen and dietary requirements are checked before food is served.

Staff must follow the relevant food safety risk assessment and HACCP procedures for the food being prepared.

9. High-Risk Foods

High-risk foods require particular care because they may support the growth of harmful microorganisms.

Examples include:

- cooked meat and poultry;
- cooked meat products and gravies;
- milk, cream, butter, custard and dairy products;
- cooked eggs and egg products;
- cooked rice;
- fish and shellfish; and
- other foods identified through the food safety risk assessment.

Where CM Sports prepares or handles high-risk foods, appropriate controls must be identified and documented.

These controls may include:

- temperature control;
- time control;
- separation of raw and cooked foods;
- appropriate storage;

- appropriate cooking and reheating;
- hygienic handling; and
- prevention of cross-contamination.

CM Sports will consider children's allergies and dietary requirements when determining whether particular foods are appropriate.

10. Temperature Control

CM Sports will ensure that food is stored, prepared, cooked, reheated, transported and served in accordance with appropriate food safety requirements.

Where temperature monitoring is required, checks will be completed using suitable equipment and recorded on the relevant temperature-control log.

Where food is delivered by a catering provider, CM Sports will follow the agreed delivery and temperature-checking arrangements.

Where temperatures fall outside required limits, appropriate corrective action must be taken and recorded.

11. Food Storage

Food must be stored in a manner that protects it from contamination and deterioration.

Staff must:

- follow manufacturer's storage instructions;
- check use-by dates;
- rotate stock appropriately;
- keep food covered where appropriate;
- separate raw and ready-to-eat foods;
- maintain suitable refrigerator and freezer conditions;
- avoid storing food with chemicals or cleaning products; and
- dispose of food that is unsafe or beyond its use-by date.

Fridges and freezers must be cleaned and maintained appropriately.

Where refrigeration is used, temperatures must be monitored where required by the food safety management system.

12. Cross-Contamination

CM Sports will take reasonable steps to prevent cross-contamination.

Cross-contamination may occur through:

- raw food contacting ready-to-eat food;
- contaminated surfaces or equipment;

- poor hand hygiene;
- incorrect storage;
- utensils or containers;
- cleaning practices; or
- pests.

Staff must ensure that:

- appropriate cleaning takes place between food preparation tasks;
 - separate equipment is used where necessary;
 - raw and ready-to-eat foods are separated;
 - food is appropriately covered and stored;
 - hands are washed appropriately; and
 - children participating in cooking activities receive appropriate supervision.
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13. Allergen Management

CM Sports recognises that food allergies can cause serious illness, including anaphylaxis.

All known allergies and dietary requirements must be identified before food is provided or children participate in food preparation activities.

CM Sports will:

- obtain relevant allergy and dietary information from parents/carers;
- ensure relevant staff are aware of significant allergies;
- follow Individual Healthcare Plans where applicable;
- check food ingredients and allergen information where required;
- prevent avoidable cross-contact with allergens;
- ensure food is not shared where this could create a risk;
- provide appropriate supervision during food-related activities; and
- follow the CM Sports Allergy Safety Policy.

CM Sports cannot guarantee that an environment will be completely allergen-free. Appropriate and proportionate controls will therefore be implemented to reduce risk.

14. Medical Needs, SEND and Individual Requirements

CM Sports recognises that children may have medical, dietary, sensory, physical or communication needs that affect their participation in food-related activities.

Staff must consider:

- allergies;

- medical conditions;
- dietary requirements;
- SEND;
- sensory needs;
- communication needs;
- cultural or religious dietary requirements where relevant; and
- any other individual requirement communicated to CM Sports.

Reasonable adjustments will be made where appropriate to enable children to participate safely and inclusively.

Where an IHP or other individual plan is in place, staff must follow the relevant arrangements.

15. Safeguarding and Child Protection

Food safety is part of CM Sports' wider responsibility to protect children's health, safety and welfare.

Staff must remain alert to concerns relating to a child's welfare that may arise in connection with food provision.

Concerns must be reported to the DSL or safeguarding lead where, for example:

- a child's known medical or dietary requirement is repeatedly ignored;
- a child is knowingly given food that presents a significant health risk;
- there is evidence that a child's basic dietary or medical needs are not being appropriately met;
- a child makes a disclosure concerning food, care or treatment;
- there are concerns about deliberate or reckless food safety practices;
- information provided by a parent/carer raises a safeguarding concern; or
- there is any other concern that a child may be at risk of harm.

Staff must not investigate safeguarding concerns themselves.

Safeguarding concerns must be managed in accordance with the CM Sports Safeguarding & Child Protection Policy.

16. Children Participating in Cooking Activities

Where children participate in cooking or food preparation activities, CM Sports will ensure that:

- activities are age and developmentally appropriate;
- children receive appropriate supervision;
- hygiene procedures are followed;
- suitable equipment is used;
- appropriate risk assessments are completed;

- allergen information is considered;
 - children with SEND or additional needs receive appropriate adjustments;
 - hot surfaces, sharp equipment and other hazards are appropriately controlled; and
 - children are not exposed to avoidable food safety risks.
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17. Cleaning of Food Preparation Areas

Food preparation areas must be kept clean and hygienic.

Cleaning schedules will identify:

- what must be cleaned;
- how often it must be cleaned;
- the appropriate cleaning method;
- the person responsible; and
- any required checks.

Cleaning records must be completed where required.

Managers are responsible for monitoring compliance with cleaning arrangements.

Cleaning chemicals must be stored safely and away from children and food in accordance with the CM Sports COSHH Policy.

18. Fridges and Freezers

Where fridges and freezers are used, they must be:

- maintained in good working order;
- kept clean;
- checked regularly;
- used in accordance with appropriate temperature requirements; and
- checked for expired, damaged or contaminated food.

Food must not be retained beyond its use-by date.

Any temperature failure that could affect food safety must be reported to the manager and appropriate corrective action taken.

19. Food Safety Training

Staff who handle or prepare food must receive appropriate food hygiene training proportionate to their role.

Training records will be maintained.

Managers will ensure that staff understand:

- personal hygiene;

- food contamination;
- allergen awareness;
- temperature control;
- cross-contamination;
- safe storage;
- cleaning;
- reporting procedures; and
- relevant emergency procedures.

Additional training will be provided where required following incidents, changes in responsibilities or identified training needs.

20. Incidents, Allergic Reactions and Near Misses

Food safety incidents, suspected food poisoning, allergic reactions and significant near misses must be reported immediately to the manager.

Where a child is affected:

- appropriate first aid or emergency medical assistance must be provided;
- parents/carers must be informed as appropriate;
- the incident must be recorded;
- the DSL must be informed where there is a safeguarding concern; and
- the circumstances must be reviewed to identify whether further action is required.

In a medical emergency, staff must follow the relevant medical emergency procedure and contact emergency services where necessary.

21. Recordkeeping

CM Sports will maintain appropriate food safety records, which may include:

- food safety risk assessments;
- HACCP/FSMS documentation;
- temperature records;
- cleaning schedules;
- food safety training records;
- allergen information;
- incident and near-miss records;
- catering-provider information; and
- corrective actions.

Records must be completed accurately and stored securely.

Safeguarding records must be maintained in accordance with the CM Sports Safeguarding & Child Protection Policy.

22. KCSIE 2026 Safeguarding Alignment

This policy has been reviewed to ensure that relevant safeguarding principles reflected in **Keeping Children Safe in Education (KCSIE) 2026** are incorporated into CM Sports' food safety arrangements.

The policy supports:

- a child-centred approach to safety and welfare;
- consideration of children's individual needs and vulnerabilities;
- appropriate support for children with SEND;
- recognition and escalation of concerns affecting children's welfare;
- appropriate reporting to the DSL/safeguarding lead;
- accurate recording of incidents and concerns;
- appropriate information sharing where required to protect a child;
- safe management of medical and dietary needs;
- appropriate staff responsibilities and professional practice; and
- learning and review following incidents or concerns.

KCSIE is statutory guidance for schools and colleges. CM Sports therefore considers this policy to be **aligned with relevant KCSIE 2026 safeguarding expectations**, particularly where CM Sports operates within or alongside school settings.