POLICY DOCUMENT

The Recharge Club™

Food Safety and Allergen Management Policy

Safe Food Preparation, Dietary Needs and Allergen Management at The Recharge Club

Document Owner:	Mrs Michaela Cmorej, Director
Company Name:	NutriDive Ltd
Company Number:	16659858
Trading Name:	The Recharge Club™
Registered Office Address:	39 Coltsfoot Drive, Chorley, PR6 0JP
Food Safety Lead:	Mrs Michaela Cmorej, Director, BSc(Hons), ANutr
Deputy Food Safety Lead:	Mr Michal Cmorej, Deputy Director
Status:	Mandatory Policy — applicable to all staff and bank staff involved in food handling
Date Adopted:	1st August 2026
Review Frequency:	Annually, and immediately following any food safety incident or change in statutory guidance
Next Review Due:	Twelve months from the date of adoption
Related Policy:	This policy is read alongside the Health and Safety Policy and the Medication Administration Policy

1. Policy Statement

The Recharge Club™ takes food safety and the management of dietary needs and allergies extremely seriously, recognising that many of the children in its care have specific dietary requirements, whether medical, religious, cultural, or by personal or family choice. The Director's background as a registered Associate Nutritionist informs the organisation's approach to food, ensuring meals are not only safe but genuinely well-planned for the children who eat them.

> ***No food is given to a child without first checking that child's recorded allergies and dietary requirements. This check is never skipped, however well a child is known to staff.***

2. Purpose and Scope

This policy applies to every meal, snack and drink provided at The Recharge Club™, and to food brought in by families, and to every member of staff involved in planning, preparing, or serving food. It should be read alongside the Health and Safety Policy and the Medication Administration Policy.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation and statutory guidance:

- The Food Safety Act 1990
- The Food Hygiene (England) Regulations 2006
- The Food Information Regulations 2014, and the Food Information (Amendment) (England) Regulations 2019, which introduced full ingredient and allergen labelling requirements for food prepared on the premises where it is sold or served
- The fourteen major allergens identified in retained European Union food information law, as enforced in the United Kingdom
- The Equality Act 2010, including the duty to make reasonable adjustments for a child's medical dietary needs

4. Food Business Registration

The Recharge Club™ is registered as a food business with the relevant local authority at least twenty-eight days before opening. Where food is also prepared at a home address in connection with the business, that address is registered separately where required.

5. Food Handler Qualifications and Hygiene

- Every member of staff involved in food preparation holds a current Level Two Food Hygiene qualification, renewed at least every three years
- Food handlers wash their hands thoroughly before handling food, and at every point this would reasonably be expected, such as after handling raw ingredients or assisting a child with personal care
- Any member of staff with a stomach upset, infected wound, or other condition that could contaminate food does not handle food until they are well or the wound is appropriately covered

6. Menu Planning and Dietary Requirements

The Recharge Club™ plans its menus to accommodate the full range of dietary requirements likely to be present within its mixed group of children, and treats every dietary requirement, whether medical, religious, cultural, or by personal or family choice, with equal seriousness and respect.

- Plant-based, vegetarian and vegan diets are catered for as standard, with suitable protein, calcium and nutritional alternatives planned in rather than a child simply being served a smaller version of what other children are eating

- Religious and cultural dietary requirements, such as halal, kosher, or other specific preparation requirements, are recorded in the child's Individual Support Plan and accommodated
- Medical dietary requirements, such as a gluten-free, dairy-free, or low-fibre diet, or a diet related to a metabolic or gastrointestinal condition, are recorded in the child's Individual Support Plan and individual health care plan, and are followed precisely
- Sensory-related food preferences and restrictions, common among autistic children, are recorded and respected as a genuine access need rather than simply a matter of fussiness, and staff avoid pressuring a child to eat food that causes them sensory distress
- Menus are planned on a rolling basis with these requirements built in from the outset, rather than adjusted as an afterthought for individual children

7. Allergen Management

The Recharge Club™ manages the fourteen major allergens recognised in law: celery, gluten-containing cereals, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites, and tree nuts.

- Every child's allergies are recorded in their Individual Support Plan before their first session, including the severity of reaction and any emergency medication required, in line with the Medication Administration Policy
- A summary of every child's allergies attending a given session is displayed prominently in the kitchen area for staff reference, without being visible to other families or children
- Ingredient lists and allergen information are checked for every food item brought into the premises for group use, including packaged snacks
- Separate utensils, chopping boards, and preparation surfaces are used for allergen-free preparation, and are cleaned thoroughly between uses to avoid cross-contamination
- Where a child has a severe allergy, food for that child is prepared first, on a clean surface, before any other food preparation begins that session

8. Individual Dietary and Allergy Records

Every child's dietary requirements and allergies form part of their Individual Support Plan, are reviewed at least every six months, or sooner if circumstances change, and are updated immediately if a family reports a new or changed allergy or dietary requirement.

9. Food Preparation and Storage

- Perishable food is stored at the correct temperature, with refrigerator and freezer temperatures checked and recorded at the start of every session
- Raw and ready-to-eat food is stored, prepared and served separately, using colour-coded equipment where practicable
- Food is served promptly after preparation, and any food not consumed is disposed of rather than reused for a later meal or session

10. Food Brought From Home by Families

Where a family brings food from home for their child, for example to meet a specific dietary or sensory need, this food is clearly labelled with the child's name, stored separately from other food, and, where it contains a known allergen relevant to another child in the group, kept and served in a way that avoids any risk of cross-contamination.

11. Managing an Allergic Reaction

Where a child shows signs of an allergic reaction, staff follow that child's individual health care plan immediately, which may include the administration of emergency medication such as an adrenaline auto-injector, in line with

the Medication Administration Policy. Where a reaction is severe, the emergency services are contacted on 999 without delay, and the family is contacted at the same time.

12. Kitchen Hygiene and Cleaning

The kitchen and food preparation areas are cleaned before and after every session, using appropriate food-safe cleaning products, and a cleaning schedule is maintained and checked by the Director.

13. Supplier Checks

Food is purchased from reputable suppliers, and, where a supplier provides prepared or packaged food, allergen and ingredient information provided by the supplier is checked and retained.

14. Training

All staff involved in food preparation hold a current Level Two Food Hygiene qualification, and all staff, whether or not directly involved in food preparation, receive training in allergen awareness and the management of an allergic reaction as part of their induction, refreshed at least every two years.

15. Roles and Responsibilities

Food Safety Lead	Mrs Michaela Cmorej, Director. Holds overall responsibility for food safety and allergen management, plans menus with dietary needs built in from the outset, and ensures every child's allergy information is current and clearly available to staff.
Deputy Food Safety Lead	Mr Michal Cmorej, Deputy Director. Supports food safety compliance and deputises for the Food Safety Lead in their absence.
All Staff Involved in Food Handling	Follow this policy at all times, check allergen information before preparing or serving food, and report any concern or near miss immediately.

16. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any food safety incident, allergic reaction, or change in statutory guidance. This policy should be read alongside the following related policies and documents:

- Health and Safety Policy
- Medication Administration Policy
- Individual Support Plan and individual health care plan templates

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.