

CHEMIN NEUF COMMUNITY NL – SAFEGUARDING GUIDANCE -

INTRODUCTION

- THIS RESOURCE PACK AIMS TO HELP WITH SAFEGUARDING IN DAILY LIFE AND MISSION ACTIVITY. IT HAS FOUR SECTIONS:
 1. POLICY/CULTURE
 2. GUIDANCE/PRACTICE
 3. FORMS/TOOLS (CANA/VOLUNTEERS)

PLEASE ADD/ADAPT THE TOOLS FOR YOUR SPECIFIC USE AND ADD THEM TO THE PACK FOR FUTURE REFERENCE

PLEASE READ SECTION 2 (GUIDANCE) CAREFULLY AS HOUSE LEADERS ARE RESPONSIBLE FOR ENSURING THAT THEIR HOUSES AND MISSIONS COMPLY WITH SAFEGUARDING REQUIREMENTS

- IN HOUSE CONCERNS SHOULD BE REPORTED EITHER TO THE HOUSE S/G OFFICER; THE COMMUNITY S/G REP (CURRENTLY SB) OR THE HEAD OF THE COMMUNITY. PLEASE ENSURE THAT SUCH CONCERNS ARE REPORTED; IT IS NOT APPROPRIATE TO SIMPLY DEAL WITH THEM INTERNALLY
-CAN BE CONTACTED FOR GENERAL ADVICE

SECTION 1 - POLICY AND CULTURE

IN THIS SECTION YOU WILL FIND

- THE COMMUNITY'S SAFEGUARDING POLICY (Pages3-4)
- NOTES ON THE IMPORTANCE OF ESTABLISHING A CULTURE OF SAFEGUARDING THAT PROTECTS AND RESPECTS ALL (Pages 5-7)

+CHEMIN NEUF COMMUNITY+ Safeguarding Policy

The Chemin Neuf Community (CCN NL) believes that it is always unacceptable for anyone, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, to experience harassment, bullying or abuse of any kind. Consequently the Community recognises its responsibility to safeguard the welfare of all – particularly children, young people and vulnerable adults - by a commitment to practice which protects them from all types of harm or abuse

The purpose of the policy is:

- To offer a framework of safety, care and protection for all involved in CCN life and missions including community members and their families
- To provide volunteers/helpers with guidance around policy, expectations and support
- To ensure that all involved are clear about procedures they should adopt if they have any safeguarding concerns or they suspect that anyone may be experiencing, or be at risk of harm.

This policy applies to all involved, including trustees, community members, volunteers, helpers and anyone working on behalf of CCN.

We will seek to safeguard all involved with the Community including community members, children, young people and vulnerable adults by:

- valuing them, listening to and respecting them
- adopting safeguarding guidelines through written procedures and a code of conduct for volunteers and helpers
- recruiting volunteers/helpers safely, ensuring all necessary checks are made
- sharing information about safeguarding and good practice with children, parents, community members, volunteers and helpers
- ensuring that we live and work transparently and vigilantly and that concerns are confronted and reported
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for volunteers and helpers through supervision, support and training
- ensuring guidance is given at the beginning of each mission or session, and encouraging open feedback.
- reviewing our policy and good practice annually

June 2020

WORKING TOWARDS A CULTURE OF SAFEGUARDING

In our role as a specific Christian Community we are striving towards a culture of safeguarding where all are safe from harm and abuse and where every person is encouraged and enabled to enjoy the fullness of life in Jesus Christ through the prayerful, caring, nurturing, supportive and protective endeavours of the Christian community, both individually and collectively.

We are aware that we have a responsibility to take seriously safeguarding in all its elements.

LIVING A CULTURE OF SAFEGUARDING

The entire Society is called to live through values and principles which allow a safe environment for all, but these are already implicit in the nature of the Church and its mission, as the authentic witness to the message of the gospels. Whilst all members of the Church have a role to play in promoting a culture of safeguarding, the call of the Chemin Neuf Community to share a community life and to minister to children, young people, couples and individuals demands particular vigilance and clear leadership to ensure that a culture of safeguarding is understood and owned by the Community as a whole.

In order to maintain a safe, trusting and nurturing environment there needs to be a culture of:

- Openness and Transparency
- Love and Respect
- Responsibility and Accountability
- Compassion and Support
- Justice and Integrity
- Honesty and Humility
- Questioning and Challenge
- Learning and Change

Leaders of Community houses/missions/settings have a duty to ensure that everyone for whom they are responsible understands our commitment to safeguarding in its broadest sense i.e including not just protection of children but also consideration of health and safety, fire and building risk, and daily life that does not tolerate harassment, bullying etc.

The following features are key to promoting a culture of safeguarding:

1. Work to enable all – community members and volunteers – to ‘own’ a commitment to good safeguarding practice as an integral part of our ministry and mission
2. Ensure that we live and work as transparently as possible; that abusive behaviour of any sort is explicitly unacceptable and should be reported
3. Develop a culture where roles and responsibilities are clear and where all involved work in mutual trust and collaboration
4. Develop and nurture a sense of welcome, hospitality, openness, dialogue and careful listening
5. Respect the rights of children, young people and the vulnerable and actively seek to ensure their voice is heard
6. Work to ensure justice and support for those abused or affected in any way by abuse
7. Work to ensure justice and support for any accused person

SECTION 2 - GUIDANCE AND PRACTICE

IN THIS SECTION YOU WILL FIND

- **GENERAL GUIDANCE FOR HOUSE/MISSION LEADERS (pages 9)**
- **SPECIFIC GUIDANCE FOR MISSION LEADERS (pages 10)**
- **SPECIFIC CONSIDERATIONS RESPONSIBLES CHILDREN by CANA MISSIONS (pages11-12)**
- **GUIDANCE NOTES FOR VOLUNTEERS WORKING WITH CHILDREN (pages 13-19)**

CHEMIN NEUF COMMUNITY

GENERAL GUIDANCE FOR HOUSE LEADERS/MISSIONS

General

- It is not only about protecting children but also young people under 18 and any vulnerable adults. It includes attention to health & safety, buildings/hazards, fire safety, travel and transport arrangements. Therefore, a mission file should be in place that logs basic information regarding safeguarding needs – see below.
- Each mission should consider who will be responsible for safeguarding issues. This will normally be the person in charge of the mission but if delegated to a member of the mission team the name of the Safeguarding Officer should be clearly recorded.
- At the beginning of every mission the safeguarding officer should be identified to participants and relevant information given concerning specific mission and house requirements.
- Please ensure that all helpers have a copy of the Community's safeguarding policy in their rooms together with guidance re who to approach with any concerns

SPECIFIC ISSUES FOR MISSION/HOUSE LEADERS TO CONSIDER

- It is the responsibility of the house/mission leader to ensure that a named person is responsible for safeguarding compliance for each mission before it begins
- If there are gaps in compliance this should be communicated to the leader of the Community as soon as possible
- Safeguarding legislation applies to children and young people up to 18 as well as vulnerable adults (eg those who need help with personal care).
- Therefore Cana missions where children are cared for and youth missions for under 18's all come within the safeguarding criteria
- This means that those helpers working with children are either in regulated or supervised activity. Regulated activity is frequent and regular, unsupervised and can include personal care.
- This would include roles such as teachers; mission leaders; children's group leaders and overall children's leader.
- Helpers may be helping regularly throughout the mission but are always supervised by someone in regulated activity. They should always complete a self declaration form prior to the mission starting. It's often helpful to send this by email before hand so that helpers can read it, complete the form and bring it with them to the mission.

- When they arrive, these forms are then collected and some preparation/training should take place to familiarise all helpers with the concept of safeguarding, as well as CCN policy and practice regarding who to discuss concerns with.

SPECIFIC CONSIDERATIONS – RESPONSIBLE CHILDREN (CANA)

- Ensure that information concerning each child attending is received early enough to address individual needs
- Application forms need to encourage parents to provide as much information as possible and also to convey our commitment to safe care for their children
- Early planning needs to identify those volunteers who will be in regulated activity as leaders so that appropriate checks can be made within the relevant timescale
- All helpers including those in non regulated activity will require a training session before the start of the mission to ensure they understand the responsibilities, expectations and boundaries of their roles as well as how to respond to any concerns/allegations
- Self declaration forms should always be obtained from all helpers involved with children before the mission starts
- to supervise other helpers and the overall children's leader should support them in this
- All helpers should have, in their rooms, a copy of CCN Safeguarding Policy (attached), any mission specific guidance and written information concerning whom to speak to if they have concerns (see attached)
- Remember the role of drivers on outings, first aid officers and materials, swimming safety/lifeguard attendance, baby sitters
- Baby sitters should offer a 'listening ear' service only and call parents if crying/distress persists.
- It is helpful to speak to parents at the beginning of the retreat to underline our commitment to safe care of their children, to remind them that it is a shared responsibility and to identify the safeguarding officer for the mission
- Remember the need to take care with photographs. Only one person should be taking mission photos of the children; these should be shared with parents and they should be clear about protocol for use.

RECOMMENDED RATIOS –

MIN OF 2 LEADERS;

1 ADULT TO EVERY 3 CH UNDER 5;

2 ADULTS TO EVERY 6 CH AGED 5-8;

1 ADULT TO EVERY 10-15 CH AGED 8-11;

1 ADULT TO EVERY 15-20 CH OVER 11.

N.B PLEASE ENSURE THAT VOLUNTEERS ARE GIVEN COPIES OF OUR POLICY PLUS THE RELEVANT PRACTICE GUIDANCE AND THE WHAT IF CHART BELOW. IT IS OFTEN BEST TO COPY THESE AND LEAVE THEM IN THEIR ROOMS IN A FOLDER FOR THEM TO READ AT LEISURE FOLLOWING THE BRIEFING MEETING

IF A CHILD/YOUNG PERSON SPEAKS TO YOU ABOUT AN INCIDENT OF CONCERN:

- ❑ **LISTEN AND BE REASSURING**
- ❑ **TRY NOT TO MAKE JUDGEMENTS OR TO ASK TOO MANY QUESTIONS – FOCUS ON LISTENING**
- ❑ **DON'T PROMISE CONFIDENTIALITY; YOU WILL NEED TO SHARE INFORMATION**
- ❑ **RECORD THE FACTS AS QUICKLY AS POSSIBLE – WHAT WAS SAID, WHAT YOU/OTHERS DID AND DATE/SIGN YOUR RECORD**
- ❑ **SPEAK TO YOUR MISSION SAFEGUARDING OFFICER WHO WILL CONTACT THE SAFEGUARDING RESPONSIBLE OF THE COMMUNITY (CONTACT NUMBERS ON FIRST PAGE OF THIS PACK)**
- ❑ **ENSURE THE SAFETY OF THE CHILD IF NECESSARY**
- ❑ **DO NOT DISCUSS THINGS WITH ANYONE WHO DOES NOT NEED TO KNOW**

SPECIFIC GUIDANCE

Think and act carefully to avoid situations that could lead to embarrassment, accusation or temptation. For example, it is not acceptable for a helper and a child to be together 'in private'.

Ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults.

No helper, child or young person should leave the group setting without the permission of the group leader. Toilet facilities should be made easily available for each group.

Unsettled babies should remain within sight or hearing of the group setting. They should not, for example, be taken by a helper for a walk in a pushchair beyond sight or hearing contact of the group. Change babies nappies within the group setting using a mat on the floor.

When assisting young children going to the toilet, tell your group leader and keep contact by sight or hearing with the group setting, for example by leaving the toilet door open.

No child or young person may leave the site unaccompanied.

All children activities should be agreed in advance with the Overall Children Leaders.

No strangers are to be given access to the children groups.

Photographs of children should not be taken – a designated photographer will ensure that photos are collated and shared with parents and published only after.

Avoid to take pictures from children without proper cloths even in the summertime (including during the online-programs, participants have to be informed in the beginning that pictures will made during the online program).

If a child shares information with you that causes you concern you should listen attentively –see guidelines at beginning of these notes; discuss your concerns immediately with the Safeguarding Officer named in your Written Agreement Form

If you see/observe/notice any behaviour or injury that causes you concern you should discuss this immediately with the Safeguarding Officer

Helpers should be aware of the location of:

- the nearest first aid kit
- those helpers who have first aid training
- the nearest telephone in the event of an emergency
- all fire exits

GENERAL GUIDANCE

AVOIDING ACCIDENTS

Falls: Discourage adults from carrying anything else when they are carrying a young child. Always change a baby's nappy on a mat on the floor. Ensure that highchairs or pushchairs used have a five-point safety harness – and that it is used at all times.

Child-resistant window locks which are accessible to children should be locked; keep furniture away from windows.

Poisoning: Keep all cleaning products out of sight and reach of young children. Never leave medicines lying around in handbags where children could find them.

Cuts: Keep all sharp kitchen utensils out of reach and never allow children into the kitchen areas.

Fire Safety: Keep matches out of the way of children; do not use candles.

Burns and scalds: Make any areas where hot drinks are served strictly child free zones – and make child-friendly zones strictly hot drink free areas.

Choking: Never leave a baby propped up to drink from a bottle as they can easily choke. For young children, the biggest risk of choking comes from running around with food in their mouths. So teach children to sit still when they are eating. Keep small items – like coins, buttons, small batteries out of children's reach.

Don't let babies and small children play with toys designed for an older age group as these may have small parts that could be swallowed.

Suffocation: Don't put babies to sleep on pillows or bean bags – because of the risk of suffocation. Put babies to sleep in cots in the 'feet to foot' position so that they can't wriggle down under the blankets. Don't use soft padded bedclothes such as pillows and duvets for children under a year old.

Toy safety: Make sure the toys you use are appropriate for the different age groups. Don't let young children play with older children's toys and remember to put away any toys which are unsuitable for a particular age group.

Road safety: Ensure that all helpers set good road safety examples.

In-vehicle safety: Seat belts aren't designed to fit children's smaller bodies in the right places. According to the law it is obligatory that children under 18 who are less than 1.35 metres tall must travel in an EU approved child car seat or raised booster seat if (without a booster) the seat belt crosses at their neck. This applies to travelling in the front to back seats. A child under three may not be transported without being strapped in to a seat. The Netherlands has not widely adopted Extended Rear Facing car seats and most commonly-sold car seats rear-face only until between 9 - 12 months of age.

Outdoor activities: If you use an outdoor play area, you need to think about safety issues e.g. fence in any areas where children play/ensure that gates are kept shut securely/supervision of small children on play equipment/take special care with hardcore areas where falls may cause injury.

Planning offsite outings

Outings offsite must be agreed in advance with the Overall Children Leader.

Permission from parents in writing should always be given.

No child/young person should travel in your own personal vehicle unless this is specifically authorised by the mission leader and no other vehicle is available

Always visit a new venue in advance so you can do a risk assessment.

Look for journey break/toilet facilities en route eg community play areas, where children can let off steam.

Look for somewhere where the car park is close to the venue – to avoid danger from cars.

Look for outdoor venues where younger children can remain within view at all times.

Plan ahead for all activities and have clear policies which everyone implements.

FOR CHILDREN'S LEADERS - CHECK:

- That whoever is responsible for the trip has visited the venue and completed a risk assessment.
- Everyone knows who is responsible for leading the trip.
- The adult to children ratio is acceptable.
- Everyone is aware of who the first aider is.
- All adults are aware of procedures to follow in emergencies eg a lost child.
- You have a list of all on the trip and their mobile contact details.
- You have a first aid and hygiene kit that is adequately stocked.
- You have all necessary medication.
- Give children basic instructions about what to do if they get lost and agree a meeting time and place

SECTION 3 – FORMS/TOOLS

IN THIS SECTION YOU WILL FIND A VARIETY OF FORMS/ THAT MAY BE USEFUL FOR CANA AND FOR VOLUNTEERS/HELPERS EG

- CANA –CONSENT FORM FOR OUTINGS; UNDER 5’S FORM; SWIMMING CONSENT; INCIDENT REPORT FORM
- VOLUNTEERS/HELPERS – LETTER ENC SELF DECLARATION FORM EXAMPLE SELF DECLARATION FORM/WRITTEN AGREEMENT FORM
- RESOURCES THAT MAY BE HELPFUL IN THINKING ABOUT HEALTH AND SAFETY AND FIRE RISK ISSUES

THESE ARE ONLY EXAMPLES – THE EXAMPLE SELF DECLARATION FORM IS SUBJECT TO CHANGE SO PLEASE CHECK THE CURRENT BEFORE PRINTING- OTHER LETTERS/CONSENTS ETC CAN ALL BE MODIFIED TO SUIT PARTICULAR NEEDS

Consent form for Children’s visit to

The Wednesday trip for the two groups of older children will be to _____ We will be leaving at 10:30. We will be stopping at..... for a gentle walk. Hopefully, we will arrive at between 12:15 and 12:45. Once parked we will have lunch on the sea front and then depending on the weather we will either visit the Museum or play on the beach. In the event of rain, a walk will be offered for those keen to stay outside. Your child/ren will be supervised throughout

On the way back we will be stopping at _____ .

Depart 10:30

Walk: 10:50 – 11:30

DEPART FROM: 11:30 ARRIVE _____ : 12:30

Lunch: 12:30

Museum or beach: 12:50

Depart: 3:15

Arrive _____ : 3:45

Depart _____ : 4:30

Arrive at Oosterhout: 5:00

Please sign this form if you are happy for your child to go on this trip. Please add any notes at the bottom of this form if there are any particular needs we should be aware of

I.....

Am happy for my child/children.....to go on the above trip.

Signed _____

Date: _____

-CHEMIN NEUF COMMUNITY –

CANA WEEK UNDER 5'S INFORMATION FORM

Please complete so that we may make your child welcome and return to:

Family name: _____ Child's name: _____ Boy/Girl

Does your child sleep in a _____ bed _____ cot

Does your child rest or sleep in the day? _____ Yes _____ No

If so, when and for how long?.....

What helps them get to sleep? A soother, being cuddled, a story, gentle music etc ?

Does your child like to drink from? a cup, a beaker with lid, a bottle?

Approximate feeding times (for babies)

Do you like your baby to have boiled water/fruit drink etc?

Any likes/dislikes in food or drinks?

Does your child have a 'cuddly' - if so what is it?

Is your child potty trained yet? _____ No _____ Yes

Any health problems or special needs e.g. allergies etc.

Does your child understand Dutch?

Any other things you would like us to know? Please give us as much information as possible that can help your child settle as easily as possible.

Please supply a named bag for your child to contain his/her personal things e.g. nappies, cuddlies etc and also supply any special drinks, special cups, bottles, sterilising equipment as appropriate. If you have any queries, please contact: Cana NL Tel:

Email:

CCN INCIDENT REPORT FORM

EVENT LEADER:

PHONE:

EMAIL:

NAME OF PERSON INVOLVED:

DOB:

CIRCUMSTANCES OF INCIDENT-

DATE OF INCIDENT:

LOCATION:

DETAILS OF INCIDENT - PLEASE RECORD AS FULLY AS POSSIBLE:

NATURE OF HARM:

TREATMENT GIVEN:

REPORTED TO: (FULL NAMES/S AND CONTACT DETAILS)

WHO WAS PRESENT (ADULTS + CHILDREN):

OTHER ACTION TAKEN:

PLEASE FORWARD TO THE SAFEGUARDING CO-ORDINATOR AND STORE CONFIDENTIALLY
AND SECURELY IN LINE WITH DATA RETENTION POLICIES

LETTER TO VOLUNTEERS ENCLOSING SELF DECLARATION FORM

Dear

Thank you so much for offering to serve at Cana 20.. to be held at on

The Chemin Neuf Community is working with safeguarding requirements and anyone volunteering to work with children or young people under 18 has to confirm that there is no known reason why they should not work with these groups. I am therefore enclosing a self declaration form for you to complete and I would be grateful if you could bring it to the mission and hand it to the children's groups leader (). A copy of the Community's Safeguarding Policy is also attached and a copy of the Practice guidelines for the session will be available for you at

I apologise for the extra work involved but hope you will appreciate that we take safeguarding seriously and need to reassure all involved in attending missions that the safety and well being of our children is a priority. Thank you again for your offer of service – we could not manage without the help and support of volunteers such as yourself - and may your mission experience be a time of great blessing for you.

Safeguarding Lead
Chemin Neuf Community

EXAMPLE ONLY AND INCOMPLETE RESPONSIBLE DECLARATION

CANA SAFEGUARDING SELF DECLARATION (CONFIDENTIAL)

(Please complete in BLOCK CAPITALS)

Community:

Role(s) Applied For: CANA 20.. – children

Status of Role: Employed / Post holder / Voluntary

Title: Mr/Mrs/Miss/Ms/Other (please specify)

Current Full Name: (please include all forenames in addition to your surname)

Full Address inc. Postcode :

Date of Birth: Male / Female
(dd/mm/yyyy) (please delete accordingly)

Preferred Contact Telephone number(s):

Email Address:

Question 1

Have you ever been accused of inappropriate conduct within an employed/ voluntary capacity? Yes / No (delete accordingly)

If Yes, please provide summary details overleaf.

Question 2

Are you/have you ever been the subject of an investigation into a concern about any child in your care or investigated under adult protection safeguarding procedures?

Yes / No (delete accordingly)

If Yes, please provide summary details overleaf.

Declaration: Please read, sign and date:

I understand that to knowingly provide inaccurate information will be considered a breach of trust and may result in my being asked to step down from my post

I declare that the information I have given on this form is correct and true to my knowledge.

Signed..... Date.....

TO BE COMPLETED BY VOLUNTEER

I have read the policies of the Chemin Neuf Community for safeguarding children and I understand my responsibilities to the children with whom I have contact. I know what action to take if I am concerned about safeguarding issues concerning any child. I agree to adhere to the Good Practice Guidelines of the Chemin Neuf Community.

Signed..... Date.....

FIRE SAFETY ORDER - Responsibilities

The responsible person must:

- carry out a fire risk assessment of the premises and review it regularly
- tell staff or their representatives about the risks you've identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training
- provide information to any visitors/guests about safety procedures

Carrying out the assessment (see attached chart for suggestions)

1. Identify the fire hazards.
2. Identify people at risk.
3. Evaluate, remove or reduce the risks.
4. Record your findings, prepare an emergency plan and provide training.
5. Review and update the fire risk assessment regularly.

You'll need to consider:

- emergency routes and exits
- fire detection and warning systems
- fire fighting equipment
- the removal or safe storage of dangerous substances
- an emergency fire evacuation plan
- the needs of vulnerable people, eg the elderly, young children or those with disabilities
- providing information to employees and other people on the premises
- staff fire safety training

EVACUATION PLANS – SHOULD BE DISPLAYED IN ALL BEDROOMS

Your plan must show how you have:

- a clear passageway to all escape routes
- clearly marked escape routes that are as short and direct as possible
- enough exits and routes for all people to escape
- emergency doors that open easily
- emergency lighting where needed
- training for all employees to know and use the escape routes
- a safe meeting point for staff

People with mobility needs

You should also make special arrangements for people with mobility needs, eg make sure there are people to help wheelchair users get downstairs if there's a fire.

Maintenance and testing

You must carry out regular checks to make sure that:

- all fire alarm systems are working
- the emergency lighting is working
- you record any faults in systems and equipment
- all escape routes are clear and the floor is in good condition
- all fire escapes can be opened easily
- automatic fire doors close correctly
- fire exit signs are in the right place

Fire drills and training

You should carry out at least one fire drill per year and record the results. You must keep the results as part of your fire safety and evacuation plan.

Your local fire and rescue authority visits premises to check the fire risk assessment and fire prevention measures are appropriate. Fire safety officers should help you understand the rules and comply with them.

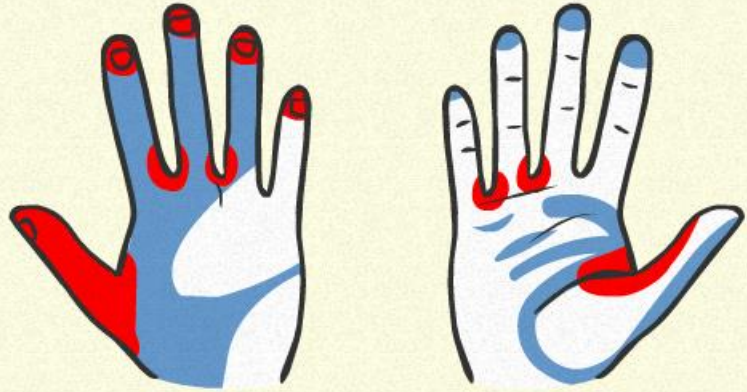
SAFE FOOD HANDLING, KITCHEN HYGIENE AND KITCHEN SAFETY - THE GOLDEN RULES

10 GOLDEN RULES FOR SAFE FOOD HANDLING

Always wash your hands thoroughly every time you enter the kitchen or between preparation of different types of food. You should wash for long enough to sing the verse of a hymn or to say the Lord's Prayer.

Hand washing

It is a legal requirement to have a separate sink for hand washing. Hands should be washed by systematically rubbing all parts of the hands and wrists with soap and water, being particularly careful to include the areas of the hand that are most frequently missed - the nails and thumbs.



Less frequently missed

Frequently missed

Most frequently missed

Use gloves wherever possible when handling food – limit handling with bare hands to a minimum

Do not handle food if you are sick or have cuts or sores on your hands. Cuts should be covered with coloured sticking plasters

Keep hot foods hot and cold foods cold (below 5° C)

75° is the central core temperature for cooking or heating food, and it should reach this temperature for at least 30 seconds or 70° for 2 minutes

63° is the legal holding temperature

5° is the fridge temperature

-18° is for frozen food

Food may only be reheated once and must reach 75° throughout

Defrost food in the fridge not in the open kitchen, if fridge space unavailable, the frozen food should be thawed whilst immersed in cold drinking water

- Do not refreeze thawed food
- Store food appropriately.
 - Store raw meat, poultry and fish in sealed containers on the bottom shelf of the fridge

- Raw foods should always be stored below cooked foods
- Make sure all foods are either wrapped or in covered containers before storing in the fridge.
- Store leftovers in labelled covered containers in the fridge and consume within 2-3 days.
- Don't put hot food in the fridge - let it cool first.
- Do not overload your fridge.
- Store foods in 'First in First Out' FIFO principle
- Take great care with high risk foods. These include
 - Raw meat, fish and dairy products
 - Cooked meats and poultry, cooked fish and shell fish
 - Raw egg dishes
 - Dairy products
 - Cooked rice and salad

Don't let such food sit out in the kitchen for long periods of time and observe reheating rules for rice

- Never smoke in food preparation areas – and preferably don't eat there!

10 GOLDEN RULES FOR KITCHEN HYGIENE

- The entire cooking area should be wiped down regularly and disinfected at the end of each day
- Cooking and preparation surfaces should be wiped down regularly and disinfected several times a day
- Floors should be swept after each meal. However, because they are non-food contacting, they don't need to be disinfected
- Refuse containers should be emptied as often as needed and always at the end of the day. The container should be cleaned thoroughly
- Cloths often spread more bacteria than they clean so change dish cloths when you've used them to wipe counters with raw meat.

- Always wash dish cloths and kitchen towels on hot and on a regular/heavy duty cycle. This is because 82° effectively disinfects
- All disposable cloths should be binned frequently, preferably after being used to wipe preparation surfaces
- Use the right type of cleaning agent for the right circumstances
 - Detergents dissolve grease and fat as well as lift off dirt but do not kill bacteria
 - Disinfectants do not clean surfaces and are ineffective when food residues are present. However, disinfectants kill bacteria and micro organisms to a safe level.
 - Sanitisers are combinations of detergents and disinfectants that remove dirt and kill bacteria
 - Check labels to ensure the right concentration is used and that the product is allowed enough contact time to kill bacteria
 - Very hot water (82° or more) can also be used to disinfect
 - Remember that some disinfectants need to be washed off
 - Store cleaning substances in cupboards
- Wipe up spills immediately
- Never cook in loose clothes and keep long hair tied back
- Don't wear dangling jewelry
- Look for signs of pest infestation – rodents, insects, birds and animals and take advice if any are found

10 GOLDEN RULES FOR KITCHEN SAFETY

- Store knives in blocks or in the drawer
- Do not put knives or other sharp instruments into a full sink. Somebody could reach in and hurt themselves
- Keep pot-holders nearby and always use them
- Turn pot handles away from the front of the stove
- When using a blender, make sure the lid is on tight and when the contents are hot, cover with a cloth. Don't fill the blender more than half way
- Turn off appliances when not in use
- Most slip injuries happen on wet floors, so clean up spills immediately.
- Cooking for crowds means heavy pans. Avoid lifting items that are too heavy (eg pans, dish trays etc). Get two people to lift the item if necessary
- Be aware of risks posed by hot surfaces or equipment
 - Avoid carrying hot liquids and materials if there is a risk of splashes.
 - Follow safe procedures for opening oven doors.
- Make sure you know where the fire extinguisher and first aid kit are kept

Date of this guidance: June 2020

To be reviewed: June 2021