



Safeguarding

1.16.9 Mealtimes procedures

1. Ensure the children have washed their hands properly with soap.
2. Adults to also wash their hands with soap too.
3. Children to sit down in a chair. Make sure the chair is tucked in closely to the table.
4. Mini Monties and the younger 2's are to wear bibs.
5. Sit down at the table with the children and check that the table is fully set up. Please let the senior leading the room know if the table isn't set properly for you. The things you should look for on the table are:
 - a. 2 x slop bowls.
 - b. 1 x cutlery drawer.
 - c. 1 x blue cloth.
 - d. A cup for each child.
 - e. Bowls for pudding and pudding.
 - f. Main meal and dietary meal (as needed).
6. Children serve themselves lunch – younger children with support from older children or adults.
7. Adults MUST sit with children at table at all times whilst eating – we must always remember that food can be a choke hazard so do not leave the table please. Children do not leave the table either unless they need the toilet – if this is the case ensure child doesn't have food in mouth before they go to the toilet.
8. Ensure there is a first aider in the room whilst children are eating. It is everyone's responsibility to remember to check for this.
9. Clean tables as you go along. Children should be encouraged to use blue cloth to clean. Adults should also clean using blue cloth.
10. Ensure a dustpan and brush is close by – sweep after main meal.
11. Once they've finished their main meal children scrape the food they haven't eaten into one slop bowl. Dirty cutlery goes into the other slop bowl.



12. Once the meal and pudding have been finished move onto milk – children to pour their own milk.
13. After the children have finished their milk collect all the cups into middle of the table.
14. Children going to be bed will be taken to sleep room by a member of staff. The non-sleepers wait at the table.
15. When the sleepers are in sleep room we invite children one table at a time to stand up, tuck their chairs in and to make a circle.
16. One member of staff sits with the children reading story while other member of staff fill up trolley, wipe down tables and sweep underneath tables.

This policy was updated and reviewed on:

Review date	Name	Signature
September 2025	Stuart Watt	