

# FOOD POLICY & PROCEDURE

Wildlings Pte Ltd

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## 1. POLICY OVERVIEW

Food is part of what makes Wildlings what it is. Children cook on the fire, bake potatoes in the coals, harvest from the growing systems, and share a meal outdoors with their group. Food is also a common way a child in our care could come to serious, immediate harm — through an allergic reaction, through choking, or through food that has been kept unsafely in a hot climate.

This policy sets out the three ways food comes into contact with children at Wildlings, and what we do about each:

- Food experiences we run. Foraging, harvesting, preparing and cooking, where Wildlings chooses the ingredients and the recipe and leads the activity.
- Food brought from home. Snacks and packed lunches sent in by parents, over which we have very little control.
- Catering we buy in. Lunches ordered from an external caterer for Wildlings programmes. Snacks and drinks for camps.

It sets the standard we hold that food to — nutritionally, environmentally and above all in terms of safety — and it sets out the procedures staff follow. It should be read alongside the Cooking and Food Hygiene Activity Risk Assessment, which covers the practical hygiene controls at the point of cooking, and the Child Safeguarding Policy and Procedure.

## 2. PURPOSE

This policy aims to:

- Ensure that no child is ever given food that could trigger a known allergy.
- Ensure that food served at Wildlings is safe to eat in Singapore's climate, and free from foreseeable choking and injury hazards.
- Set a quality and nutrition standard for the food we choose, so that our food offer is not simply sweets, cakes and biscuits.
- Root our food experiences in the environment and the Forest School ethos — growing, harvesting, cooking and eating with an understanding of where food comes from.
- Give staff clear, checkable procedures for planning food experiences, handling food from home, and ordering and serving catering.
- Minimise the food waste and packaging waste our food creates, and process what we do create on site wherever we can.

### 3. SCOPE

- This policy applies to all Wildlings-run programmes — Forest School terms, holiday camps, socials, parties, playgroups and events, at Dempsey, West Coast Park and any external venue we run our own programme from.
- **School and organisation programmes are excluded.** Where Wildlings delivers a programme for a school or another organisation, that school or organisation's own food, allergy and catering policies take precedence. Wildlings follows their policy and their procedures. This policy does not override them and is not offered to them as an alternative.
- Where a school or organisation has no food policy of its own, or its policy is silent on a point, Wildlings applies this policy and tells the school we are doing so.
- The allergen and anaphylaxis rules in section 5 are the exception: they apply everywhere, on every programme, without exception, because they exist to keep a child alive.

### 4. OUR FOOD STANDARD

Every food decision at Wildlings — an experience, a snack, a catering order — is measured against these five things, in this order.

1. **Safe.** No child is given food that could trigger a known allergy. No food carries a foreseeable choking or injury hazard. No food is served outside safe temperature and time limits.
2. **Rooted in the environment.** Wherever possible the food connects to the site and the season — something the children grew, harvested, found, or cooked over a fire they built. Children should understand where the food in front of them came from.
3. **Nourishing.** Our food offer is not only sweets, cakes, biscuits and treats. Fruit, vegetables, salads and whole ingredients feature regularly and by design, and nutrition is treated as part of the learning, not an afterthought. Treats have a place — they are not the default.
4. **Skill-building.** Food experiences give children real work to do: washing, chopping, mixing, kneading, tending the fire, serving, clearing. The eating is the end of the activity, not the whole of it.
5. **Low waste.** We plan portions to be eaten, process food waste on site through our living systems, and reduce packaging at source. Leave no trace applies to lunch as much as it applies to anything else.

### 5. ALLERGIES, INTOLERANCES AND DIETARY REQUIREMENTS

This is the most important section of this policy. A mistake here can kill a child. Every member of staff working with food must be able to apply it without reference to anyone else.

#### 5.1 Allergen Groups

The Singapore Food Agency requires eight allergen groups to be declared on prepacked food labels. Wildlings works to those eight, plus sesame, which is a declarable allergen in the UK, EU and United States but not in Singapore, and which we have chosen to include.

| Allergen group            | Includes                                               |
|---------------------------|--------------------------------------------------------|
| Cereals containing gluten | Wheat, rye, barley, oats, spelt and hybridised strains |
| Crustaceans               | Prawns, shrimp, crab, lobster, crayfish                |
| Eggs                      | Including egg used as a binder or glaze                |
| Fish and molluscs         | Including oysters, clams, scallops, and fish sauce     |

| Allergen group                     | Includes                                                              |
|------------------------------------|-----------------------------------------------------------------------|
| <b>Peanuts and soybeans</b>        | Including peanut oil, peanut butter, soy sauce, tofu, edamame         |
| <b>Milk</b>                        | Including lactose, butter, cheese, yoghurt, cream                     |
| <b>Tree nuts</b>                   | Almond, hazelnut, walnut, cashew, pecan, Brazil, pistachio, macadamia |
| <b>Sulphites</b>                   | At 10 mg/kg or above — common in dried fruit and some processed foods |
| <b>Sesame (Wildlings addition)</b> | Seeds, sesame oil, tahini, and breads or buns topped with sesame      |

Table: Allergen groups Wildlings works to. The first eight are the Singapore Food Agency's mandatory declarable allergens; sesame is a Wildlings addition.

## 5.2 How we collect and hold allergy information

- Parents declare allergies, intolerances and dietary requirements on the Wix booking form at the point of booking. This is the only source of record.
- Declared allergies are carried onto the enrolment list for the programme, so the delivery team has them in front of them at the session.
- The session lead checks the enrolment list for declared allergies before every session, and again before any food is served. This check is not delegated.
- Where a parent declares a severe or anaphylactic allergy, the session lead contacts the parent before the child's first session to confirm the trigger, the symptoms, whether the child carries an adrenaline auto-injector, and where it will be kept.
- Where an allergy is disclosed to a member of staff verbally, in person or by message, it is treated as real immediately and passed to the session lead and to the office the same day so the booking record can be updated. Staff never rely on their memory or on a verbal handover alone.
- A child whose allergy information is unclear, contradictory or missing is not given any food we have provided until it is resolved. They may eat the food their parent sent.

## 5.3 The no-nuts rule

- Wildlings is a no-nuts setting. Peanuts, tree nuts, and products containing them are not brought to, prepared at, cooked at, catered for or served at any Wildlings programme.
- This is because children with severe, potentially life-threatening nut allergies attend our programmes regularly, and because in an open outdoor setting we cannot control contact between children, hands, equipment and shared surfaces.
- Parents are asked, clearly and repeatedly — at booking, in the joining information, and in the reminder before each programme — not to pack nuts, nut butters, or products containing nuts in their child's snack or lunch.
- Where a member of staff sees a nut product in a child's lunch, the child is moved to a separate space to eat their lunch, supervised, hands washed after and all food items returned to their bag under supervision. The parent is reminded of the rule at collection.
- The no-nuts rule extends to staff food. Staff do not bring nut products on site.

## 5.4 Serving food to a child with a declared allergy

- Named plate. Any allergy-safe meal or portion is labelled with the child's name before it leaves the serving area, and is handed directly to that child by a member of staff. It is never left on a table for children to collect.

- Two-person check. Before an allergy-safe meal is handed over, a second member of staff confirms the child's name on the label against the enrolment list. Both staff say the child's name and the allergen aloud.
- Serve first. Children with allergies are served first, before the general serving begins, so their meal is handled on clean hands and clean surfaces.
- Never assume. Staff do not judge whether a food is safe by looking at it. If the ingredients are not known and documented, the food is not given to a child with an allergy.
- Children cannot self-screen. Children cannot reliably read ingredient lists, do not always know the full extent of their own allergy, and will not always speak up. The responsibility for a child not eating something dangerous sits entirely with the adults, and most heavily with the adults working with our youngest children.
- Hand washing. All children wash their hands before and after eating. This is a control on allergen transfer as much as it is a hygiene measure.

## 5.5 Food sharing

- Children do not share food at Wildlings. Snacks and lunches sent from home are eaten by the child they were sent for.
- Staff explain the reason to children in age-appropriate terms — that some children get very unwell from foods that are fine for others — so that the rule is understood rather than simply imposed.
- Staff supervise eating actively. Snack and lunch are staffed, not a break.
- Food we provide as part of an experience or a catered lunch is served by staff, to each child individually, and is not passed between children.

## 5.6 Anaphylaxis and emergency response

- Wildlings Forest School Leaders hold paediatric first aid training that covers the administration of an adrenaline auto-injector, and will administer a child's own auto-injector in an emergency.
- A child with a prescribed auto-injector brings it to every session. It is identified to the session lead at drop-off, kept in the designated space, and returned at collection. It travels with the group on any off-site activity.
- A child who has been prescribed an auto-injector but has not brought it may still attend, but does not eat any food provided by Wildlings that day, and the parent is informed at drop-off.
- If a child shows signs of a severe allergic reaction, staff administer the auto-injector without delay, call 995 immediately, keep the child lying flat with legs raised unless breathing is difficult, and follow the Emergency Action Plan in the First Aid Protocol.
- An auto-injector is always followed by an ambulance, even if the child appears to recover. A second dose may be given after five minutes if a second injector is available and symptoms have not improved.
- The parent is called immediately, and the incident is recorded under the Accident and Incident Reporting Procedure the same day.

# 6. FOOD EXPERIENCES RUN BY WIDLINGS

## 6.1 Planning a food experience

- Every food experience is planned in advance on an Experience Plan, with the full ingredient list written down before the session. Nothing is improvised on the day.

- The ingredient list is checked against the enrolment list for the group before the session, not on the morning of it, so that a substitution can be sourced if needed.
- The experience is designed so that every child can take part. Where a child cannot eat the end product, they are given a safe alternative to make and eat alongside the group — never excluded from the activity or left watching.
- The planning names who is leading, who is handling allergen checks, and who is serving.
- Practical hygiene, fire and tool controls follow the Cooking and Food Hygiene Activity Risk Assessment, the Gas Stove Activity Risk Assessment and the Tools and Fires policies.

## 6.2 Ingredients we choose and ingredients we do not

- We choose whole, recognisable ingredients — fruit, vegetables, herbs, salad, grains, bread, eggs — and build experiences around them. Fruit and vegetables feature in the majority of our food experiences.
- We do not use nuts of any kind, or sesame in any form, in any Wildlings food experience.
- We do not serve meat or fish.
- We avoid known choking hazards for the age group we are working with — whole grapes, cherry tomatoes and similar are quartered lengthways for children under 5; hard sweets and popcorn and similar given whole to under-5s are avoided.
- Sweet items are used deliberately and occasionally — a campfire bake, a seasonal celebration — not as the default way to make a food experience appealing.
- Where a recipe can be made with something grown on site, it is.

## 6.3 Growing and harvesting on site

- Children harvest and eat produce from the Wildlings growing systems — the hydroponics, the garden beds and the container garden as part of planned experiences.
- Chicken eggs from our own chickens are not to be consumed. The chickens are medicated with non-food safe tic treatment rendering the eggs unsafe to eat.
- Produce is washed thoroughly before eating. Eggs (not from our coop) are cooked through and are never eaten raw or lightly cooked.
- Children wash their hands after any contact with the chickens, the coop, the compost, the wormery or the soil, and before handling any food. See the Chicken Care Policy and Procedure.
- Nothing is harvested for eating from an area that has been treated, or that is used by the chickens or by wildlife at ground level.

## 6.4 Wild foraging

Foraging is a genuine part of Forest School practice and we teach it. It is also the single easiest way to poison a child, so the rules here are absolute.

- Only plants on the Wildlings Approved Edibles List may be eaten. The list is maintained by Wildlings, names each plant, and is the only authority. A plant not on the list is not eaten, however confident anyone is.
- Every plant to be eaten is positively identified by a qualified Forest School Leader at the point of harvest. Identification by a child, a volunteer, a parent, an app or a photograph is never sufficient on its own.
- Children never put anything in their mouths during a foraging activity without a Leader present who is checking what the children are eating.

- Foraging for identification and handling is unrestricted and encouraged. Foraging for eating is restricted to the Approved Edibles List. Staff make the distinction explicit to children.
- Foraged food is washed before eating and is subject to the same allergy checks as any other food.
- If there is any doubt at all about the identity of a plant, it is not eaten. There is no version of this judgement that is worth making quickly.

## 7. FOOD BROUGHT FROM HOME

We have very little control over what comes in from home, so our approach is to be clear with parents, consistent at the session, and safe by default.

### 7.1 What we ask of parents

- No nuts of any kind — see section 5.3. This is the one non-negotiable ask.
- A full water bottle, named, at every session.
- Food the child can open and manage themselves, in a named, sealed container.
- Food that will survive several hours in a hot, humid outdoor setting without refrigeration. Wildlings does not refrigerate food brought from home.
- A snack and, where the programme runs over lunch, a packed lunch.
- Wildlings does not require parents to send a particular kind of food beyond the nut rule, and does not comment on individual families' food choices.

### 7.2 At the session

- Bags and lunches are kept together in the designated shaded storage point, off the ground, away from the chickens, monkeys and away from ants.
- Staff supervise eating and watch for food being swapped, shared, dropped and not picked up.
- Food that has been sitting in the heat and looks or smells wrong is not eaten. The child is offered an alternative and the parent is told at collection.
- Uneaten food goes home with the child so that parents can see what was and was not eaten. It is not disposed of on site unless it is spoiled.
- A child who arrives with no food is given something to eat. No child goes hungry at Wildlings because of a packing oversight or a family's circumstances. The session lead checks the child's allergy record first, chooses something safe, and tells the parent at collection without making an issue of it.

## 8. CATERING FOR WILDLINGS PROGRAMMES

Wildlings buys in catered lunches for some of its own programmes. This section applies to those only — see section 3 on school and organisation programmes.

### 8.1 Choosing a caterer

- **Licensed.** The caterer holds a current Singapore Food Agency licence. We check it before the first order and keep a copy.
- **Allergen-competent.** The caterer can produce allergen-free meals to specification, label them by name, and explain how they prevent cross-contamination in their kitchen. A caterer who cannot answer this clearly is not used.

- **Not the cheapest.** We do not select on price alone. Nutritional quality, ingredient quality and food safety practice come first.
- **Sustainable where we can.** We give preference to caterers with a stated sustainability position — local sourcing, seasonal menus, reduced packaging, or a container take-back scheme — and we ask the question of every caterer we approach, so that the demand is visible to the market.
- **Reviewed.** Caterer performance is reviewed after each programme against food safety, allergen handling, quality and waste.

## 8.2 What every catering order specifies

- No nuts of any kind, in any dish, including as a garnish or in a sauce.
- No sesame, in any form, including sesame oil and seeded buns.
- No food on the bone.
- Allergy meals prepared separately, packed separately, and labelled with the child's full name and the allergen avoided.
- A full written ingredient list for every dish, supplied before delivery, not on the day.
- A balanced menu including vegetables, salad or fruit — not only rice, noodles and fried items.
- Portion sizes appropriate to the age group, so that we are not throwing away half of every meal.
- Delivery timing, and packaging and return arrangements as agreed under section 9.

## 8.3 Receiving a delivery

- Delivery is scheduled for no more than one hour before the meal is served.
- Hot food arrives above 60°C in hot or insulated boxes. Cold food arrives below 5°C in coolers or insulated boxes. Staff check this on arrival.
- The caterer provides a time stamp and a CONSUME BY time on the packed meals, no more than four hours from the time the food was cooked. Staff check it before accepting the delivery.
- No food is kept at room temperature for more than four hours from the time it was cooked to the time it is eaten. In Singapore's climate this is the limit, not a target.
- The allergy meals are located and set aside before the general meal is opened, and are checked against the enrolment list at that point.
- A delivery that arrives at the wrong temperature, without a time stamp, or without the allergy meals correctly labelled is queried immediately and, where it cannot be resolved, refused. The session lead escalates to management.

## 8.4 Serving and afterwards

- Allergy meals are served first, under the named plate and two-person check rules in section 5.4.
- Staff wash hands before serving and use clean serving utensils for each dish.
- Catered food is not re-heated and is not held over to a later session or a later day.
- Any food remaining past its CONSUME BY time is not eaten and goes to the food waste systems under section 9.

# 9. FOOD WASTE AND PACKAGING

The biggest environmental cost of the food at Wildlings is not the food itself — it is the waste and the packaging that catering creates. Individual bento boxes are convenient for families and attractive as a product, and we

are a service business that has to offer what families want. Our response is to reduce what we create, and to process what we do create on site rather than sending it away.

## 9.1 Food waste

- Food waste is processed on site through our living systems — the wormery, the black soldier fly larvae system and the compost bays — rather than going to general waste. This is the default, not the exception.
- The output feeds back into the growing systems the children harvest from, which closes the loop and makes the system itself a teaching tool. Children are shown where their leftovers go.
- Staff sort food waste at the point of clearing, into the correct system. Cooked food, meat, dairy and citrus are handled according to the requirements of each system (i.e. fruit and vegetables to the compost, most citrus is disposed or used to create eco-enzyme pesticide, meat, dairy, bread should go to the black soldier fly larvae).
- Portions are ordered and served to be eaten. Over-ordering is the cheapest waste to eliminate and is reviewed after every catered programme. Caterers used should sell child portions.
- Food waste volumes are noted after each catered programme so that the next order can be adjusted.

## 9.2 Packaging waste

- Packaging is reduced at source wherever the programme allows — bulk or family-style serving into reusable dishes we wash on site is preferred to individual disposable boxes.
- Where individual packaging is used, Wildlings asks the caterer for returnable or compostable containers, no individually wrapped items, and no plastic cutlery, and supplies reusable cutlery itself.
- Clean, recyclable packaging is separated on site and recycled. It is not put into general waste.
- Wildlings works with its caterers on this actively — asking for take-back of containers, lighter packaging, and bulk options — rather than treating the packaging as fixed. Where a caterer will not engage, that counts against them at review.
- Children take part in the sorting and clearing. It is part of the experience, not a job done after they have gone.

## 10. HYGIENE

- All children and adults wash their hands before eating, before handling food, and after handling animals, soil, compost or the wormery.
- Preparation happens on a cleaned surface under cover, and utensils and crockery are checked clean before use.
- Ingredients requiring refrigeration are transported and held in a cool box until the moment of use.
- Cooked food is cooked through, served at a safe temperature, and not re-heated.
- Full practical detail is in the Cooking and Food Hygiene Activity Risk Assessment, which staff read before leading any cooking activity.

## 11. ROLES AND RESPONSIBILITIES

- **Management.** Maintains this policy, selects and reviews caterers, maintains the Approved Edibles List, and ensures staff hold the paediatric first aid training.
- **Session leads.** Check the enrolment list for allergies before every session and again before food is served; receive and check catering deliveries; know the location of auto-injectors; escalate anything unresolved.

- **Forest School Leaders.** Plan food experiences with a written ingredient list, positively identify anything foraged for eating, and lead the allergen checks at the point of serving.
- **All staff.** Know the no-nuts rule, the no-sharing rule and the named-plate rule, and apply them without needing to be asked.
- **Parents.** Declare allergies and dietary requirements accurately at booking, keep them updated, send no nuts, and supply a prescribed auto-injector where their child needs one.

## 12. REPORTING AND COMPLIANCE

- Any allergic reaction to food, however mild, is recorded under the Accident and Incident Reporting Procedure and the parent is informed the same day.
- Any incident where a child was given, or nearly given, food containing a declared allergen is reported to management immediately and treated as a serious incident, whether or not the child reacted. Near misses are reported — they are how we find the weak point before it hurts someone.
- Any suspected food-borne illness following a catered meal is reported to management immediately, the caterer is informed, and a sample is retained where possible.
- Any choking incident is recorded and reviewed, and the food involved is reviewed for the age group.
- Compliance with this policy is mandatory for all staff and is monitored through programme reviews and caterer reviews.

## 13. RELATED DOCUMENTS

| Topic                                          | Reference                                         |
|------------------------------------------------|---------------------------------------------------|
| <b>Cooking, fire and food hygiene controls</b> | Cooking and Food Hygiene Activity Risk Assessment |
| <b>Gas stove use</b>                           | Gas Stove Activity Risk Assessment                |
| <b>Chickens, eggs and hygiene</b>              | Chicken Care Policy and Procedure                 |
| <b>First aid and emergency response</b>        | First Aid Protocol                                |
| <b>Accidents, incidents and near misses</b>    | Accident and Incident Reporting Procedure         |
| <b>Child safeguarding</b>                      | Child Safeguarding Policy and Procedure           |
| <b>Waste, sourcing and sustainability</b>      | Environmental Policy V2.0                         |
| <b>Session planning</b>                        | Experience Plan                                   |
| <b>Edible plants</b>                           | Wildlings Approved Edibles List                   |

*Table: Wildlings documents referenced by this policy.*

Food at Wildlings should be something children remember — grown, found, cooked and eaten outdoors with their group. It should never be the reason a child comes to harm. Where the appealing option and the safe option conflict, staff choose the safe option. If in any doubt about an ingredient, an allergy or a plant, staff do not serve it and ask first.