

WHOLE SCHOOL FOOD POLICY INCLUDING FOOD SAFETY

INTRODUCTION

The school is dedicated to providing an environment that promotes healthy eating and enabling students to make informed choices about the food they eat. This will be achieved by the whole school approach to food and nutrition documented in this whole school food policy.

The College holds full Health Schools Award Status. This award is made in recognition of the work the whole school community has done in meeting the National Criteria within the four core themes of PSHE (Personal and Social Health Education), Healthy Eating, Physical Activity and Emotional Health and Well Being.

As part of the Every Child Matters it is important that all students understand and adopt a healthy lifestyle. A Healthy School understands the importance of investing in health to assist in the process of raising levels of student achievement and improve standards.

In addition the College is under a legal obligation to comply with all relevant legislation and Codes of Practice in relation to Food Safety for any food provision that it is directly responsible for including school meals, tuck shops/vending and food provided for fund raising/ extra curricular activities.

This policy was formulated through consultation between members of staff, governors, parents, students, school nurse and healthy schools associated dietician Paul Walton. The format has drawn on the Las model Whole School Food Policy and requirements from the LA's Code of practice 10 "Food Safety – Educational Establishments".

The aims of this Food Policy are based on the recommendations of The School Food Plan 2013 which fundamentally is about sharing the pleasures of growing, cooking and eating proper food; improving academic performance of our children and the health of our nation.

FOOD POLICY AIMS

The main aims of our school food policy are:

- 1 To enable students to make healthy, safe food choices through the provision of information and development of appropriate skills and attitudes.
- 2 To provide healthy food choices throughout the school day.
- 3 To inform staff of expected College practice in relation to food safety.

AIM 1 : TO ENABLE STUDENTS TO MAKE HEALTHY, SAFE FOOD CHOICES
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1 **Equal Opportunities**

In healthy eating, as in all areas of the curriculum we recognise the value of the individual and strive to provide equal access of opportunity for all.

2 **Curriculum**

Within the science curriculum food is covered in Year 8 in the food and digestion, and microbes topics. In Year 9 the fit and healthy topic.

Within the ADT, food technology curriculum in Year 7 the balance of good health and a balanced diet. The importance of fruit in a diet. In Year 9 types of diets (including vegetarians). In Year 9 healthy eating and snack products.

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The Module programme in Year 7 covers a topic focused on healthy eating and lifestyles. Whilst in Year 9 the idea of body image and health covered.

3 **Teaching Methods**

Effective teaching requires students to develop their understanding of healthy eating issues and appropriate skills and attitudes to assist them in making informed decisions. Teaching methods adopted in the classroom offer a rich variety of opportunities for participatory learning and include debating issues, group discussions and role-play. These decisions are made at teachers planning meetings.

4 **Leading by Example and Staff Training**

Teachers, extended services leaders, caterers and school nurses have a key role in influencing students' knowledge, skills and attitudes about food, so it is important that they are familiar with healthy eating guidelines. To facilitate this staff will be regularly updated (e.g. via staff newsletter) with information regarding food and healthy eating issues.

5 **Visitors in the Classroom**

This school values the contribution made by the school nurse in supporting class teachers and appreciates the valuable contribution of outside agencies. We believe it is the responsibility of the school to ensure that the contributions made by visitors to the classroom reflect our own philosophy and approach to the subject. The status of visitors to the school is always checked ensuring that the content of the visitor's talk is suitable for the ages of the students.

6 **Resources**

Resources for the teaching of healthy eating in PSHE have been selected to complement the delivery of the curriculum in other subject areas. Samples from some of these resources are displayed in the PSHE teacher's folder and are clearly linked to the term's programme of work. The range of materials used is available for review on request to the head teacher. Books are available for students in the library.

7 **Evaluation of Students Learning**

Teachers are encouraged to use a range of strategies to evaluate the teaching and learning in healthy eating.

These include:

- Discussion in the suitability of resources and methodology at team meetings
- Consultation with students through the Student Voice about existing programmes of study and special events
- Questionnaires for students about the suitability of the programme and resources
- The formation of task groups or focus groups of students to look at existing provision and to make recommendations for the future.

8 **Expectations of students**

Students will be reminded about healthy eating at various assemblies, tutor time etc. Chewing gum is not allowed. Fizzy drinks Cans are not allowed. The Healthy Schools Award validation team were impressed by the commitment to the Healthy Schools ethos shown by all staff and especially students who they interviewed.

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AIM 2 : TO PROVIDE HEALTHY FOOD AND DRINK PROVISION THROUGHOUT THE DAY

1 **Breakfast**

Breakfast is an important meal that should provide 25% of a child's energy requirement and contribute significantly to their vitamin and mineral requirements.

The school operates a breakfast club primarily for 4 – 11 year olds as part of its Out of Schools Club provision. However, the College's catering facility is also open and available to all students arriving early to obtain a breakfast if they have not been able to have one before leaving home.

2 **National Nutritional Standards for School Lunches**

National Nutritional Standards for school lunches became compulsory in April 2001. The Government also strengthened the standards for school food with three phases of requirements between 2006 and 2009 which together cover all food sold and served in schools: breakfast, lunch and after-school meals; and tuck, vending, mid-morning break and after-school clubs.

Both the nutrient-based standards and the new, full set of food-based standards are required to be introduced to secondary schools by September 2009. The College menus already meet these nutritional standards and are verified through the LA's Food Support Service.

3 **Vending Machines**

The College operates cold drinks vending machine, the contents of which conform with the National nutritional requirements.

4 **Snacking**

The school understands that snacks can be an important part of the diet of young people and can contribute positively towards a balanced diet.

The school discourages the consumption of snacks high in fat and sugar at break-time.

5 **Use of Food as a Reward**

The school does not encourage the regular eating of sweets or other foods high in sugar or fat, especially as a reward for good behaviour or academic or other achievements. Other methods of positive reinforcement are encouraged in school. For example the use of good notes, certificates and letters home to parents.

6 **Drinking Water**

Free filtered, chilled drinking water is available to students in the first aid room, the Centre and the dining room. Drinking water is also available from water fountains in the toilets. Students are allowed to drink water during lessons.

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7 **Packed Lunches**

Packed lunches prepared by the school caterers adhere to the National Nutritional Standards for Healthy School Lunches. Students on trips out can purchase a packed lunch at the start of the day from the canteen. Students in receipt of free school meals who are out on a trip can also collect a packed lunch before the trip from the canteen.

The school encourages parents and carers to provide children with packed lunches that complement these standards. This is supported by information in the school newsletter and reference to the school food trust website for ideas.

8 **Special Diets for Religious and Ethnic Groups**

The school provides food in accordance with students' religious beliefs and cultural practices (where appropriate).

Vegetarians and Vegans

School caterers offer a vegetarian option at lunch everyday. When necessary the school also provides a vegan option.

Food Allergy and Intolerance

School caterers are made aware of any food allergies/food intolerance and requests for special diets are submitted according to an agreed process. (See Drugs and Medications).

The Food and Eating Environment

Since taking the catering operation back in-house in April 2006 the service has been able to refurbish its serving hatch. Healthy eating advice and student voice feedback is displayed in the dining area.

AIM 3 : TO INFORM STAFF OF COLLEGE PRACTICE IN RELATION TO FOOD SAFETY

Appropriate food safety precautions are taken when food is prepared or stored. These vary depending on the food on offer and include: ensuring that adequate storage and washing facilities are available; that food handlers undergo appropriate food hygiene training; and that suitable equipment and protective clothing are available. Any food safety hazards are identified and controlled. We consult our local Environmental Health Department about legal requirements.

1 **Organisation and Responsibilities**

In the College's commitment to food safety, a number of staff have undergone food hygiene training. College Personnel Officer maintains a list of staff with Basic Food Hygiene training.

All Employees

Under the Health and Safety at Work Act 1974 it is the duty of every employee, while at work:

- to take reasonable care for the health and safety of himself/herself and of any other persons who may be affected by his/her acts or omissions at work, and

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- to co-operate with the employer so far as it is necessary, to enable the employer or any other person to perform or comply with any duty or requirement imposed by or under any of the relevant statutory provisions

Governors

In consultation with the Principal, the Governors will:

- approve a Whole College Food policy which is regularly reviewed;
- ensure that measures are in place to monitor the effectiveness of the policy;
- ensure that where required, objective support and advice is obtained on food and food safety issues
- funding for appropriate hygiene training is identified

Principal

The day-to-day responsibility for all school health, safety and welfare organisation and activity rests with the Principal who in respect to this policy delegate's duties in of food safety as appropriate to staff.

College Manager

As line manager to the Catering Team the College Manager will meet regularly with the Catering Manager and the take advice from the LA's Food Support Team audits to ensure Catering compliance with current regulations.

Catering Manager

Responsibility for all food safety and the activities of the Catering Team including:

- Induction and training of team covering food preparation, prevention of contamination, personal hygiene and reporting of illness and infections
- Risk assessments and appropriate control measures including Food Safety Hazard Analysis, PPE, COSHH
- Operational procedures as outlined in the Catering Food Safety Policy including appropriate record keeping e.g. temperature monitoring and retention of food samples
- Implementation of any recommendations from visiting enforcement officers and LA Food Support Service
- In consultation with the College Manager, will make available suitable and sufficient resources to ensure that the policy can be implemented and operated within the establishment.

In support of these responsibilities, the College has a Service Level Agreement with the Leicestershire County Council's Client Catering Support which provides Management and Technical Support for Catering Services which includes Quality Audits; Health & Safety/Food Safety policy updates; Technical Advice and Support; Training updates and access to networking meetings with other schools. The catering manager has in place, with consultation with the Site Manager methods for organising routine maintenance and repairs; Pest Control; Equipment Repairs etc. Training records of Catering staff are kept by the Catering Manager.

Teaching Staff

Any teachers organising trips please refer to [Food on Trips/Residential](#) section below.

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All teaching staff delivering lessons involving food preparation are expected to have or be prepared to work towards a food hygiene certificate or bring in a member of staff with this qualification.

Staff will include appropriate food handling and personal hygiene information to students as part of any food preparation/ tasting and ensure hand washing as appropriate and follow FOOD SAFETY BEST PRACTICE guide at end of Appendix 1.

Extended Services Leaders

Appropriate risk assessments will be undertaken and permissions obtained as part of any trip out or any food tasting activity in order to check any medical conditions/ allergies of children, and appropriate controls will be taken e.g. Epipen or first aid trained member of staff in attendance.

All extended staff preparing food for children or helping children prepare food as part of an activity are expected to have or be prepared to work towards a food hygiene certificate or bring in a member of staff with this qualification to supervise.

Staff will include appropriate food handling and personal hygiene information to children as part of any food preparation/ tasting and ensure hand washing as appropriate and follow FOOD SAFETY BEST PRACTICE guide at end of Appendix 1.

2 All Staff Shared Procedures

Drugs and Medication

The College has a number of students who have been issued with epipens for severe allergic reactions. The College also has a number of students who suffer from medical conditions that could affect them during their school day. These students are identified on information sheets with photographs in the Inclusion Folder which every teacher should be issued with (please see Inclusion Manager to obtain a copy). This information is also available in various key locations around the building (staff room, K2 office, kitchen, and shared with first aiders). A number of staff have been trained to administer Epipen or Anapen as appropriate in an emergency. All Staff should make themselves familiar with these emergency procedures.

Often, information concerning medical conditions of students will come into the College via letters from parents to the student's Tutor. In all such cases staff must inform Reception/Student Health Administrator immediately of any new conditions so that the information can be shared appropriately and central computer record updated.

No medication can be administered to a student, by staff without a completed/signed Permission to Administer Medicine Form from the student's parent/guardian. Please refer to Code of Practice 5 – Medicine in Schools, available from the Student Health Administrator.

LA's H & S Code of Practice 10 "Food Safety – Educational Establishments". (Appendix 1)

The College is under a legal obligation to comply with all relevant legislation and Codes of Practice in relation to Food Safety. The College must act to:

- The prevention or the production or sale of unsafe or unfit food
- The prevention of contamination of food and food equipment
- The hygiene of food premises and hygiene practices

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- And the control of food poisoning

The College has a responsibility under the Food Safety Act for any food provision that the College is directly responsible for. Including:

- Direct provision of school meals
- Tuck shops/vending machines
- Provision of food for Barbeques*, raffles, prizes, cake stalls, etc. for fund raising.

*Barbeques are not allowed on the College Premises.

NB The Food Safety Act 1990 does not apply to food technology unless food is being prepared for profit, fundraising or as refreshments at meetings. However, the basic principles of good hygiene practice and identifying and controlling food safety risks should be followed whenever food is handled. Furthermore, all hazards are covered by the general duty of care which all staff have to students.

Food Technology

Appropriate Food Technology Risk Assessments can be found in ADT H & S Policy and Procedures file which is located in the ADT office.

Other Food Tasting/Preparation

Where food is used elsewhere in the curriculum (e.g. Modules) appropriate written risk assessments will be undertaken by the member of staff in charge of that module.

At least one member of staff with the Basic Food Hygiene Certificate will coordinate any food preparation which may occur in the Modules curriculum.

As part of this, any students handling food must be supervised, instructed and/or trained in food hygiene.

Food handlers must take all precautions which are necessary to prevent food becoming contaminated. They must wear suitable clothes and keep themselves, their work clothes and any utensils as clean as possible. They must cover all wounds, cuts and abrasions with suitable waterproof dressings.

Given the above legal position, the College does not allow the sale of home made cakes within College even for charity purposes. Any food to be sold and/or consumed, as part of an activity should be shop bought, wrapped and labelled to say what the ingredients are (re concerns about nut traces, etc.) or produced in the College.

Food and Trips/Residential

The Trip coordinator should ensure from appropriate risk assessments and parental permission that special diets can be catered for and any known food allergies are shared with all staff on the trip. If any students on a trip use epipens/other medication in an emergency, the Trip coordinator should ensure that an appropriately trained member of staff who can administer any such medication is available on the trip. Food should be wholesome and plentiful. Kitchen organised to ensure that the food is freshly cooked.

See **Trips/Off-Site Activities** and **Drugs and Medications** arrangements for more information/guidance.

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Barbeques

Barbeques are not recommended on trips – when they do occur on trips, trip co-ordinator must be satisfied that the checks recommended in the 'Food Safety Leaflet' on barbeques has been followed. (leaflet available in trips pack)

Barbeques are not allowed on College site.

Policy Monitoring and Evaluation

Parents are invited to view this policy and to contribute to a healthy eating approach where appropriate.

Policy implemented by whole staff. Monitoring through governor committee annually.

Equality Monitoring

Thomas Estley Community College's commitment to equality and diversity means that this policy, via an Equality Impact Assessment, has been screened in relation to the use of gender-neutral language, recognition of the needs of disabled people, promotion of the positive duty in relation to race, age, disability and avoidance of stereotypes.

Based on the Equality Impact Assessment findings, this policy is judged to be of low impact against the equality strands of Race, Gender, Religion, Disability Sexual Orientation and Age. A copy of the Equality Impact Assessment of this policy is available from the Principal's PA.

This Policy is available in alternative formats on request. If you think we can improve the fairness of this Policy, please contact the individual who has responsibility for its update.