

St. Andrew's C.P. School



Kirk Ella

Whole-School Food Policy

Date policy reviewed: Spring 2025

Next review date: Spring 2027

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Statement of intent

At Kirk Ella St Andrews Primary School, we know that what pupils eat and drink at school is important. We aim to teach pupils about food and nutrition through the curriculum and reflect these principles in the school's food menu and cooking provisions.

We acknowledge the important connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards in school. We also acknowledge that we can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

As part of our healthy eating and living campaign, our catering will uphold the highest standards of quality, nutrition, and cleanliness, adhering, without exception, to the food standards and legal obligations. As such, this policy has been implemented to allow us to provide food in a safe and hygienic manner.

This policy operates in conjunction with the following school policies:

- Allergen and Anaphylaxis Policy
- Healthy Eating and Drinking Policy
- Health and Safety Policy
- Infection Control Policy
- Records Management Policy

1. Roles and responsibilities

The governing board is responsible for:

- The provision of food for the school – ensuring pupils entitled to FSM and pupils who have requested school meals receive them.
- Ensuring the agreed food provision adheres to the food standards.
- Providing hot lunches, wherever possible, to ensure that all pupils can eat one hot meal a day.
- Providing FSM to a pupil if they and/or their parent meets the eligibility criteria.
- Ensuring that drinking water is always provided free of charge.
- Providing free-to-use facilities to eat food, including accommodation, furniture and supervision, so pupils can eat their food in a safe and social environment.
- Ensuring that milk is provided free of charge to infants and pupils entitled to FSM.
- Ensuring a free piece of fruit or vegetable is provided outside of school lunch hours for pupils between four and six years old through the School Fruit and Vegetable Scheme.
- Ensuring that there is coordination across all catering services sought by the school, to guarantee compliance with school food standards.
- Ensuring that all pre-packaged foods available at the school provide full ingredient lists and allergen labelling.

The headteacher is responsible for:

- Organising food hygiene training, including on allergens, for all in-house kitchen staff.
- Inspecting the school kitchens with the head cook to ensure facilities are cleaned to the highest standards.

- Ensuring the kitchen staff have completed and keep an up-to-date food hygiene plan.
- Organising refresher training for staff with regards to health and safety and food hygiene.
- Completing relevant risk assessments
- Keeping staff employment records for as long as required, in line with the Records Management Policy.

The head cook is responsible for:

- Ensuring a food hygiene record is kept, to demonstrate how the school ensures all food, and its preparation methods are safe, and that this is reviewed on a monthly basis.
- Checking the temperatures of food storage areas at the start and end of each day to ensure they are running at the correct temperature and documenting these in the food hygiene record.
- Checking that thermometers are working properly by using the boiling water test, in line with section 11 of this policy.
- Ensuring PPE is undamaged, e.g. free from tears, rips or burns, and that there is enough PPE for each member of staff working in the kitchen.
- Ensuring there are enough colour coded chopping boards for food preparation
- Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
- Withdrawing stock that has gone past its 'use by' date or is not safe to eat, e.g. batches of food being reported as holding unsafe levels of harmful bacteria.
- Ensuring a cleaning schedule is maintained and reviewed monthly.
- Ensuring high standards of personal hygiene is always maintained.
- Ensuring the food served to pupils is nutritious and provides them with a healthy balanced diet in line with the school's healthy eating strategy.
- Checking that all pre-packaged food provides full ingredient lists and allergen labelling before it is made available to staff, visitors and pupils.

2. Current food-based standards for school lunches

The school is committed to providing pupils with a healthy balanced diet, in line with the School Food Plan's 'School Food Standards: A practical guide for schools, their cooks and caterers'. The schoolwork's with East Riding of Yorkshire Council catering department to provide the menu's, recipes and portion sizes, when planning meals.

All food items are purchased from reputable suppliers to ensure compliance with government buying standards. The school suppliers are approved through the Local Authority catering service.

3. Exemptions

The school food standards do not apply to food provided:

- At parties or celebrations marking religious or cultural occasions.
- At fundraising events.
- As rewards for achievements, good behaviour, or effort.
- For using in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch.
- On an occasional basis by parents or pupils.

4. Healthy eating statement

The school will use healthier cooking methods to contribute to healthy eating, such as the following:

- Using less fat in cooking
- Baking foods rather than frying them
- Increasing use of fats/oils that are high in polyunsaturated fats
- Reducing use of sugar in recipes
- Avoiding using additional salt in cooking processes
- Increasing the use of food items containing high amounts of fibre

The school will encourage pupils to adopt healthy lifestyles, both through a nutritional diet and regular exercise, during assemblies, PE lessons and PSHE. A healthy eating strategy will be adopted, and its principles embedded throughout the curriculum.

5. Food and drink safety

Food will only be consumed in the canteen, on the playground and in classrooms with teachers' permission. Pupils will be instructed not to run when they are eating. Drinking water will be available from the drinking fountain and pupils will be permitted to refill water bottles throughout the day.

Staff will eat all hot food in the staff room away from pupils. If members of staff are drinking hot drinks, they will keep them out of pupils' reach. Hot drinks will be kept in insulated and anti-spill flasks with lids, e.g. travel mugs. Staff are permitted to have hot drinks in the classroom; however, they will place them at the back of a desk to minimise the risk of spillage. Staff on lunch duty can have hot drinks but they must adhere to the above points.

Electrical equipment, such as kettles, toasters, will be turned off when they are not in use. They will not be kept in classrooms, except in food technology lessons. If pupils are in a food technology lesson (or similar), they will be supervised by a member of staff and the staff member will demonstrate how to use the equipment. Appropriate PPE will be available for pupils who are handling hot food, drinks or equipment, e.g. oven gloves.

Pupils will not have access to the kitchen without supervision from a member of staff. Pupils will not be permitted to make their own drinks. When eating hot food, pupils will be instructed to use cutlery where possible and to ensure their food is cool enough before eating it.

A first aid kit will be in the school office, south block and the canteen.

6. Kitchen safety

Kitchen staff will have a list of all allergens and will avoid using them within the menu.

The 14 allergens which are required to be declared are:

- Celery.
- Cereals containing gluten, e.g. barley and oats.
- Crustaceans, e.g. prawns.
- Eggs.
- Fish.
- Lupin.
- Milk.
- Molluscs.
- Mustard.
- Peanuts.
- Sesame.
- Soybeans.
- Sulphur dioxide and sulphite (where they are at a concentration of more than ten parts per million).
- Tree nuts, e.g. almonds, hazelnuts, walnuts.

All kitchen staff will be suitably trained in allergy awareness, including how to respond to an allergy sufferer's questions. Training will be assessed regularly to ensure staff are competent and confident in dealing with allergens. Where staff are made aware of updates or ingredient changes by suppliers, this will be acted upon immediately and logged.

7. Food hygiene

The kitchen staff complete food hygiene certificate which will be kept up to date. All kitchen staff will partake in annual food hygiene refresher training.

In line with food safety and hygiene regulations, a food hygiene record will be kept, demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan. This record will be maintained by the head cook or other designated member of staff and entries will be completed daily.

For each day of the week, the food hygiene record will include space to record the following:

- The date
- The completion of the opening and closing checks
- The completion of the day's cleaning tasks, with reference to the cleaning schedule
- Details of any hygiene-related incidents that occurred during the day
- Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis

- A signature from the head cooks or designated member of staff that has completed the day's entry

At the beginning of the school day, the following checks will be conducted:

- All fridges, freezers and chilled display equipment are working properly, and fridges are running below 5°C, chill cabinets below 8°C, and freezers at -5°C
- All other equipment, e.g. ovens, is working properly
- Staff are fit for work, not presenting any signs of illness, and wearing clean clothes
- Food preparation areas are clean and disinfected
- There are plenty of handwashing and cleaning materials available, e.g. soap and paper towels

At the end of the school day, the following checks will be conducted:

- No food has been left out
- Fridges are running below 5°C, chill cabinets below 8°C, and freezers at -5°C
- Food that is past its 'use by' date has been thrown away
- Dirty clothes have been removed for cleaning and replaced with clean ones
- Food and cleaning waste has been removed and new bags have been put into the bins

A cleaning schedule will be maintained and stored in the school canteen. The cleaning schedule will outline:

- Items and equipment that need to be cleaned
- How frequently items and equipment need to be cleaned
- Who is responsible for cleaning items and when
- The precautions that must be taken when cleaning
- The methods of cleaning that will be used

8. Environmental health inspections

The head cook will be the key contact for the environmental health officer from the LA – being responsible for implementing any recommendations made to them.

The head cook will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene plan and food hygiene record.

The school will have their food hygiene rating sticker in a visible location within the dining area or kitchen. If the school scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the environmental health officer as a matter of top priority. After each environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

The school will receive a letter after an inspection with 'notices' – the school will comply with the notices with immediate effect.

9. Packed lunches and snacks

Only water should be provided in water bottles during school hours. Juice will be disposed of, and bottles filled with water. There are water fountains throughout the school for children to refill their bottles throughout the day.

The school discourages the consumption of snacks high in fat and sugar at break-time. We operate a piece of fruit or vegetable only policy for break time snacks. Free fruit is provided for key stage 1. We participate in the National Fruit & Vegetable Scheme.

We will provide an area for pupils to eat packed lunches, with drinking water. In nice weather children may be permitted to sit outside. Packed lunches should contain a variety of food which fit with the healthy eating standards. Packed lunches should not include.

- Nuts, or products containing nuts, including peanut butter and chocolate spread and chocolate spread products.
- Sweets, all varieties (including lollypops, chew bars)
- Fizzy drinks

Packed lunches will be monitored and any of these items will be removed, and a notification sent to parents.

As fridge space is not available in school, pupils are advised to bring packed lunches in insulated bags with freezer blocks where possible to stop the food going off. All packed lunch boxes should be named.

9. Monitoring and review

This policy will be reviewed annually by the headteacher and governing board, or considering any changes to relevant legislation. The next scheduled review date for this policy is Spring 2027.

Any changes made to this policy will be communicated to catering providers, kitchen staff, parents and other stakeholders, where necessary.