

Queensgate Foundation Primary School



Whole School Food Policy

April 2019

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Policy Review

This policy was adopted from School Bus on 4th April 2019 and will be reviewed in full by the Governing Body on a regular basis

The policy was last reviewed and agreed by the Governing Body on 4th April 2019

It is due for review on April 2023 (up to 48 months from the above date).

Signature *[Signature]* Head Teacher Date *30/4/2019.*

Signature *[Signature]* Chair of Governors Date *30/04/19*

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Statement of intent

At Queensgate Foundation Primary School we know that what pupils eat and drink at school is important. We aim to have a school where the teaching and learning about food and nutrition that occurs in the curriculum fully supports, and is supported by, the provision and opportunities for eating and drinking within school.

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 principles 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.

1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
 - The Requirements for School Food Regulations 2014
 - The Food Safety Act 1990
 - The Food Safety (General Food Hygiene) Regulations 1995 (as amended)
 - The School Standards and Framework Act 1998
 - The Products Containing Meat etc. (England) Regulations 2014
- 1.2. This policy operates in conjunction with the following non-statutory guidance:
 - DfE (2016) 'School food in England'
 - The School Food Plan (2014) 'School Food Standards: A practical guide for schools their cooks and caterers'

2. Roles and responsibilities

- 2.1. The governing board is responsible for:
 - The provision of food for the school – ensuring pupils entitled to free school meals 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 are able to eat one hot meal a day
 - Providing free school meals to a pupil if the pupil and/or their parent meets the eligibility criteria
 - Ensuring that all drinking water is provided free of charge at all times
 - 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 skimmed milk is provided at least once a day during school hours for those pupils having a school meal
 - Ensuring that skimmed milk is provided free of charge to infants and pupils entitled to free school meals
 - Ensuring a free piece of fruit or vegetables is provided outside of school lunch hours for pupils between four and six years old who are eligible through the [School Fruit and Vegetable Scheme](#)
- 2.2. The headteacher is responsible for:
 - Creating a whole school healthy strategy and embedding its principles throughout the curriculum
 - Liaising with Caterlink (the school meals provider); discussing meal plans, requesting any special day lunches and confirming where foods are sourced from and whether there are any healthier alternatives
 - Organising Level 2 refresher training for Breakfast Club staff and lead MSA with regards to food hygiene
 - Ensuring all kitchen equipment is safety compliant and undergoes regular safety checks
- 2.3. Caterlink is responsible for:
 - The provision and delivery of all school meals, ensuring that the highest standards of both personal hygiene, health and safety is adhered to at all times
 - Ensuring meals provided are of adequate portion size and food group ratio for pupils of different ages

- Ensuring all food served is nutritious and offers pupils a healthy balanced diet in line with nutritional standards
- Ensuring a register of pupils with allergens, which the school will provide, is observed by kitchen staff
- Ensuring its staff are appropriately trained to provide meals in a safe and hygienic environment
- Ensuring equipment owned by the school is properly maintained during daily use
- Staff complete and maintain records in relation to the safe storage of all foods

3. Food standards

3.1. 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'. Caterlink will use the following standards when planning meals and adapting the healthy eating strategy.

3.2. **Starchy food:**

- One or more portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet or cornmeal will be provided every day
- Three or more different portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet or cornmeal will be provided each week – one or more of these will be wholegrain
- A type of bread with no added fat or oil will be available every day
- Starchy food cooked in fat or oil will only be provided twice a week maximum across a school day

3.3. **Fruit and vegetables:**

- One or more portions of vegetables (all types) will be available every day
- Three or more different types of vegetables will be provided each week
- One or more portions of fruit (all types) will be available every day
- Three or more different types of fruit will be provided each week
- A fruit-based dessert with a content of at least 50 percent fruit, measured by the volume of raw ingredients, will be provided two or more times each week

3.4. **Meat, fish, eggs, beans and other non-dairy sources of protein:**

- A portion of meat, fish, eggs, nuts, pulses and beans (not including green beans), or other non-dairy sources of protein, will be provided every day
- A portion of meat or poultry will be provided on three or more days every week
- Oily fish will be provided once or more every three weeks
- A portion of non-dairy sources of protein will be provided on three or more days every week
- A meat or poultry product, e.g. chicken nuggets, will be served no more than one a week
- No meat will be provided if it contains any carcase parts, in accordance with The Products Containing Meat etc. (England) Regulations 2014
- No economy burgers will be provided, as defined in The Products Containing Meat etc. (England) Regulations 2014

3.5. **Milk and dairy:**

- A portion of cheese, yoghurt, fromage frais or custard will be provided every day.
- Skimmed milk will be available for drinking at least once a day for pupils having a main meal

3.6. Food high in fat, sugar and salt:

- Savoury crackers or breadsticks which are served with fruit and vegetables or milk and dairy may be provided as part of school lunches
- The school will not provide sachets of salt to be added to meals on top of the salts already included within cooking
- Condiments will be limited to 10-gram sachets – pupils will be limited to one sachet per type of sauce
- Confectionary of any kind will not be served, even as part of a dessert
- Desserts will only be served as part of a lunch meal
- No more than two portions of pastries, deep fried, bread-crumbed or battered food will be served a week

3.7. Healthier drink options:

- Pupils will be provided with the choice of water or milk
- No carbonated drinks are permitted

3.8 Breakfast Club:

- Cereals offered as part of breakfast clubs will be high in fibre and will not exceed 22.5g per 100g serving

4. Exemptions to the school food regulations

4.1. 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 achievement, 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

5. Healthy eating statement

5.1. 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

5.2. All menus created will be in accordance with the nutritional standards outlined in [section 3](#) of this policy.

5.3. The school will encourage pupils to adopt healthy lifestyles, both through a nutritional diet and regular exercise, during assemblies, PE lessons and PSHE.

6. Catering service standards

6.1. Menus will adhere to statutory nutritional standards.

6.2. Menus will reflect parents' and pupils' preferences, cultural, religious and special dietary needs.

- 6.3. Parents' and pupils' feedback will be encouraged and, where possible, changes made to increase their satisfaction.
- 6.4. The cleanliness of the kitchen and serving areas will be kept to the highest standards.
- 6.5. Food preparation and serving areas will be cleaned before, during and after preparation and cooking, in accordance with The Food Safety (General Food Hygiene) Regulations 1995 (as amended).
- 6.6. Kitchen staff will be clean and tidy in appearance and will be courteous to all pupils, staff and parents.
- 6.7. Kitchen staff will adhere to the service times, start and finish, agreed by the headteacher.
- 6.8. Pupils entitled to free school meals will be treated with sensitivity.

7. Purchasing food

- 7.1. All food items are purchased from reputable suppliers to ensure compliance with government buying standards.
- 7.2. The school places stringent contractual demands on catering suppliers in support of legislative requirements and favourable trade operating practices.
- 7.3. All food products and ingredients are checked for acceptability, i.e. nutritional specifications, genetically modified organism requirements and allergen ingredients.
- 7.4. All products identified as acceptable for inclusion in our range are compared for ingredient and nutritional value against set specification criteria before being incorporated into the menus.
- 7.5. Menus will, as much as reasonably practicable, reflect the natural growing or production period for the UK to assist pupils in learning about food production and seasons.
- 7.6. Any fish products served will be sustainably sourced to promote the importance of sustainable fishing.
- 7.7. The school continues to place emphasis on consumer response to new products; throughout this process, the school will liaise and consult with the school community, including parents, to ensure acceptable quality.

8. Environmental health inspections

- 8.1. 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, in liaison with the headteacher
- 8.2. 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.
- 8.3. The school will have their food hygiene rating sticker in a visible location within the dining area or kitchen.
- 8.4. If the school scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the environmental officer as a matter of top priority.
- 8.5. 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.
- 8.6. The school will receive a letter after an inspection with 'notices' – the school will comply with the notices with immediate effect.

9. Monitoring and review

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