

Waterthorpe  
Nursery Infant school



**Food Policy**

December 2015

**Approved by:** Curriculum Committee

**Date:** 5<sup>th</sup> November 2015

**Next Review Date:** Autumn 2018

This document is freely available to the entire school community. It has also been made available in the school newsletter, website and information is included in the prospectus.

At Waterthorpe NI School we believe that healthy eating should be promoted as an enjoyable activity, as well as one that contributes to good health. We believe that it is the schools role to develop children's abilities to make informed food choices, in a way which acknowledges and respects the eating habits of individuals and families.

This policy brings together all aspects of food in school to give coherence, clarity and consistency.

## **Aims**

- To ensure that all aspects of food and nutrition in school promote the health and well being, of pupils, staff and visitors to our school.
- To equip pupils with the knowledge to make informed choices, about food throughout their lives, and to give them the opportunity to apply that knowledge on the school premises.

## **Objectives**

What do we want to achieve?

- Continue to review formal curriculum to ensure information relating to food and nutrition in different lesson areas is consistent and up to date.
- Ensure that the lunch break experience contributes positively to the pupil's personal development, including the seating and queuing arrangements.
- Ensure that children in the nursery are given the opportunity in an informal setting with family service to introduce them to a positive dining experience.
- Work with school caterer to provide a healthy breakfast club.
- Teach children basic food hygiene skills.
- Ensure that the school catering staff preparing and cooking food have basic food hygiene training.
- Ensure that all volunteers preparing and cooking food with or without the pupils are given food hygiene guidance.
- Ensure that clean palatable drinking water is available for pupils throughout the school day.
- Ensure that we work with school meal provider to monitor pupil menus.
- Provide guidance so that the messages about food and nutrition are consistent across all the school's activities; including snacks eaten during the day, school meals, packed lunches and the food taken on school trips.

- Share with parents/carers accurate and up to date nutritional guidance gained from the Food Standards Agency's website ([www.food.gov.uk](http://www.food.gov.uk)) to support them to plan healthy packed lunches for their children.
- Participate in the National School Fruit and Vegetable Scheme which provides Foundation stage and Key Stage 1 pupils with a free piece of fruit or vegetable each day.
- Participate in school milk for Primary Children scheme. (Free to under 5's and those in receipt of FSM. Offered to all other children at a charge.)

### **How we going to meet our objectives/Action to be taken**

- Continue to promote healthy eating in school.
- Ensure that food in school is regularly on the agenda at School Council and staff meetings.
- Include food and diet topics within subject areas where possible.
- To provide all volunteers preparing and cooking food with written food hygiene guides. (whether working with children or not)
- Arrange training for lunchtime staff when appropriate.
- Ensure catering staff have basic food hygiene training.

### **Monitoring and Evaluation – How do we know our objectives are being met?**

- Ensure that any suggestions or ideas around food in school from the School Council are fed back to staff and appropriate action is taken.
- Ongoing consultation with pupils and families..

This school actively supports healthy eating and drinking throughout the whole school day.

As from September 2007 the school will adhere to the government's food based standards for all school food other than lunches. (Standards are adhered to by School Meals Service.)

## **Appendix A: Managing Food Risks at School Events**

This guidance is intended to help schools planning events which involve professional catering providers, where the school/PFA acts as the provider of catering for an event or those involving food prepared off site by parents/carers.

Appendix B contains guidance for schools who wish to encourage parents to bring in home baked goods for resale (e.g. cake stalls)

Schools often provide catering at events, which may include hot and or cold food stalls, barbeques (BBQ's), or other catering provisions, for example at summer galas, car boot sales or a Christmas Fayre. Whilst the revenue from food provision at such events can generate much needed funds for a school, schools must make sure the procedures they follow are proportionate to the risk involved, ensuring food prepared on site is cooked and served safely, to avoid the risks of allergic reactions or food poisoning. The food safety act 1990 makes it an offence to supply food to others which fails to meet safety requirements. Environmental Health Officers can, where a significant breach of the food standards occurs prosecute those who fail to meet the appropriate standards.

**Schools need to consider the following risks, where food has been prepared on site for resale:**

- Supplying food that does not comply with the food safety requirements;
- Supplying food that is injurious to health;
- Supplying food which is not of the quality, nature or substance demanded;
- Falsely or misleadingly describing, labelling or presenting food.

Head Teachers should therefore ensure that those organising and providing food at special events are capable and competent to do so.

### **Actions to Minimise Risks:**

- Undertake detailed and relevant risk assessments of the activity to be undertaken (some sample risk assessments for special events are available to download from [SchoolPoint](#))
- Check that any 3<sup>rd</sup> party providers are competent and have appropriate risk assessments and public liability insurance in place
- If you are using the school kitchen make sure you have obtained approval to do so, in the first instance contact CYPF School Food Service on 0114 2735605
- If appropriate make sure you have completed the Events on School Land checklist and obtained any appropriate licences etc, further information can be obtained from CYPF Premises on 0114 2735621
- Food is appropriately labelled and ingredients are known to ensure those with allergies are fully informed
- Make sure that those preparing, handling or serving food are competent to do so, it is strongly recommended that the person in charge of food preparation at special events holds a current basic food hygiene certificate.

### **Food Hygiene:**

Good food hygiene is an important aspect in mitigating the risk of food poisoning, inadequate awareness of good practice in the preparation and storage of food can lead to the spread of a number of diseases, such as salmonella, E.coli and dysentery. Food poisoning occurs when

food contaminated with sufficiently high numbers of bacteria, viruses or other organisms is consumed, these contaminants can come from people, raw food, dust, dirt and pests or vermin.

**Schools need to ensure the following are addressed -**

- Good hygiene in the storage, preparation and handling of food
- Good personal hygiene to help prevent food handlers carrying infections
- Food is not prepared too far in advance and then kept it at room temperature, (if food is cooked to be served cold later it should be cooled at room temperature for no more than 90 minutes and then chilled below 8 degrees Celsius until serving)
- Food is well cooked and , if necessary, reheated to a high enough temperature
- Food is stored correctly to avoid cross contamination from raw foods to cooked foods (e.g. cooked and raw meats storage)
- Food is cooked thoroughly before serving (centre temperature should be 75 degrees Celsius or above)
- Keeping hot food above 63 degrees Celsius to prevent the multiplication of any bacteria not destroyed during the cooking process
- Ensure food is stored in fridges below 8 degrees Celsius
- Thorough cleaning of surfaces, utensils, chopping boards etc
- Those preparing food are provided with personal protective equipment, e.g. protective gloves, tabards or aprons etc
- Food items outside the best before date are thrown away
- Frozen foods are fully thawed out before cooking

Risk Issue	Risk Area	Risk Area	Risk Area	Risk Area	Risk Area
<b>General Food Safety</b>	Any stored food should be kept within best before date, once opened items should be used/consumed within manufacturers guidelines	Frozen food should not be refrozen after thawing and should be used asap.  Frozen foods should be fully defrosted in line with manufacturers guidance (preferably in a refrigerator)	Cross contamination between raw and ready to eat foods during preparation and storage should be avoided (e.g. by using separate equipment/ utensils and storage provision for raw/prepared food)	Do not leave food in direct sun light especially dairy or meat products	A probe should be used to ensure food is thoroughly cooked (centre temp to 75 degrees C or above) If this is not possible then visual inspection to ensure items are cooked thoroughly (and any meats are not pink in the middle and juices run clear)

<b>General Equipment Safety</b> (nb legal maximum temperature for a fridge is 8 degrees C)	Fridges should be well maintained, clean and regularly checked to ensure they remain below 5 degrees C	Freezers should be properly maintained in accordance with manufacturers instructions and kept at minus 18 degrees C or below	All electrical and gas appliances including cables and plugs should be well maintained and in safe condition (operating instructions should be clearly visible)	Utensils, knives and other preparation equipment should be sterilised before use and properly cleaned as soon as possible after use	Portable appliances should be packed away when not in use, trailing cables and other trip/slip hazards should be avoided
<b>General Hygiene Safety</b>	Hands should be thoroughly washed using warm running water and a mild liquid antibacterial soap. Sinks for hand washing should be separate to those used for food preparation	Clean protective clothing should be worn, jewellery, watches etc removed and long hair tied back and or under a hair net	Separate hand washing facilities and disposable or cabinet type towels should be provided in food preparation areas. Keep the lid on any dustbins and wash hands after disposing of food waste	No one should handle food and drink if they are suffering from skin disorders, diarrhoea, vomiting, or cold/flu like symptoms	Broken skin, cuts etc should be covered with waterproof dressing and plastic gloves worn where appropriate
<b>General BBQ Safety</b>	Refer to the appropriate risk assessment on SchoolPoint and ensure you wash your hands every time you have touched raw meat	Ensure the coals are glowing red with a powdery grey surface before you start cooking	Frozen meat is thoroughly defrosted before cooking	Meat is turned regularly and moved around the bbq to ensure it is cooked evenly	Ensure food is piping hot in the centre, there is no pink meat visible and any juices run clear

In order to mitigate these risks ensure those in charge of the preparation, storage, handling and serving of food are competent, experienced and appropriately qualified to do so (e.g. Food Hygiene Qualification)

This document is designed to provide schools with general guidance relating to food provision at events, in addition please refer to:

- Appendix B attached, which is not an exhaustive list, but does offer further guidance on some of the key risks issues you may wish to consider as part of the assessment of risk involved in planning activities.

- Appendix C attached provides guidance for schools wishing to encourage 'home baking' of goods for resale at school run events.
- Guidance in the Events on School Premises Toolkit available to download from the Health Safety & Risk Documents area of SchoolPoint365
- Alternatively contact either the CYPF Mitigation of Risk Officer on 0114 2053915 or Health & Safety on 0114 2734082

## **Appendix B Risk Issue Checklist Food Provision at Events**

### **Appendix B: Guidance on Accepting 'Home Baking' for School Events**

Where schools wish to accept food donations from parents, staff etc for resale at fund raising events the Local Authority suggests that the following guidance is issued as part of any letters asking for donations;

#### **School advice to parents/staff:**

We welcome any home baked contributions you may wish to bring to our forthcoming school event, and highlight below the key basic food safety principles for your information –

- Always wash your hands, surfaces and utensils thoroughly and keep them clean during preparation and cooking of food
- Cook food properly using manufacturers guidelines and recipe information
- Always chill, store and transport food correctly
- Avoid cross contamination of foods, this prevents the spreading of food poisoning bacteria between foods
- Our school cannot accept donations of items containing meat or fresh cream as we cannot provide suitable storage facilities at school
- Ensure any baking you bring into school is suitably packaged (e.g. in an airtight container or wrapped in cling film etc)
- It is important that you clearly label your baking with a brief description of what it is and what it contains, so we can promote your kind donations, and ensure those people with specific food allergies are aware of the content (e.g. banana cake contains nuts, milk and gluten)

For more information on the principles of food preparation, please refer to the keeping food safe guidelines on the Food Standards Agency Website. We thank you for your kind contributions.

### **Appendix C: Notice for School to Display on Cake Stall**

**Home Baking Stall** all the products on display have been kindly baked and donated by parents and or staff, the school cannot therefore confirm or guarantee these products and their contents.

## Equality Impact Assessment Template

<b>Name of policy or project being assessed?</b>	<b>Date</b>
Food	1/9/15

<b>Priority Level</b>	
High	
Medium	<b>X</b>
Low	

<b>Lead Officer: Helen Stokes</b>
<b>Members of the assessment team: Helen Stokes &amp; Suzanne Marriott</b>
<b>Others involved in the assessment (peer review/external challenge): Steering Committee members</b>

<p><b>What are the aims of the policy or project?</b> To ensure that all aspects of food and nutrition in school promote the health and well being, of pupils, staff and visitors to our school. To equip pupils with the knowledge to make informed choices, about food throughout their lives, and to give them the opportunity to apply that knowledge on the school premises.</p>
<p><b>Who is the intended customer/service user of this project or policy?</b> Children, families, students and staff</p>
<p><b>What are the desired outcomes from this project or policy?</b> To enable children to make healthy choices in relation to food by promoting healthy eating. To ensure children and adults are aware of food hygiene.</p>
<p><b>List any other key policies, procedures, projects or strategies that this policy/project has implications on:</b> Health and safety, health education policy</p>

**What are the racial, disability and gender equality implications of the policy or project?**

Religious/cultural dietary requirements of some children

**Does the policy or project have any significant positive impact for:**

- Different racial groups
- Disabled persons
- Men and women
- Boys and girls

**Yes: Staff and other adults will be aware of dietary requirements of some religious and cultural groups and action will be taken to ensure appropriate choice is offered**

**Does the policy or project have any significant adverse impact for:**

- Different racial groups
- Disabled persons
- Men and women
- Boys and girls

**No**

**Do you have any evidence?**

**Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?**

**Action to take To state action that will be taken to offer appropriate choice on the grounds of religious and cultural beliefs**

**If you have indicated there is a negative impact, can it be justified? N/A**

**YES**

**NO**

**If you have indicated there is a negative impact and it cannot be justified, is it discrimination? N/A**

**YES**

**NO**

**If you have answered YES, please list all the changes that you have made to eliminate this discrimination:**

**Please state how will you monitor the policy or project?: Policy review (by staff/governors by dates on policy)**

Signed (Person completing the form):  	Date:
---	-------