



**Altrincham Preparatory School**  
**Catering and Food Hygiene Policy**

## **1. Background and Ethos**

At Altrincham Preparatory School we know 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 student's ability to learn effectively and achieve high standards in school. We also acknowledge that we, as a school, can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

## **2. Aims**

We aim:

- To ensure that all aspects of food and nutrition promote and support the health and well being of pupils and staff and meet the mandatory standards for school lunches and food served throughout the school day.
- To equip pupils with the skills, attitudes and knowledge to enable them to make informed choices about food throughout their lives.
- To ensure equal access for all to healthy food and drink and appropriate nutritional education.

## **3. Objectives**

We will meet our aims through the following objectives:

- We will ensure that the requirements of this policy are in the School Improvement Plan.
- We will review and document the curriculum, ensuring that information relating to food and nutrition in different lesson areas is delivered in a consistent and up to date format.
- We will ensure that the menu on offer will be attractive to pupils in order for them to make informed choices. Where practical, menus will offer the widest possible choice.
- We will ensure that pupils are well nourished at school, and that every one has access to safe, tasty and nutritious food served in an enjoyable environment.
- We will ensure that all pupils have access to free drinking water within school.
- We will ensure that food provision in school reflects the ethical and medical requirements of the school community.
- We will work in partnership with parents and carers to promote the aims of the food policy.
- We will ensure that the teachers with responsibility for food within the school curriculum have basic food hygiene training and continue to update their skills, knowledge and understanding of food related issues. These members of staff will then disseminate the information to other colleagues.
- We will introduce and promote practices within the school to reinforce these aims and remove or discourage practices that negate them.

## **4. Policy Development and Consultation**

To support us with developing this policy we have used guidance from the DfES and have also used for reference the following documents:

- Mandatory guidelines for school lunches and for other food served across the school day
- National Healthy School Standard
- Every Child matters
- Healthy Schools Criteria

- Food in Schools

### **5. Catering Service Standards**

- Menus will be clearly displayed and where possible will contain allergen information.
- Menus will adhere to statutory School Food Standards guidelines.
- Menus will reflect where possible all pupil preferences, cultural, religious and special dietary needs.
- Menus are compiled to reduce allergen content, allergens are identified in every recipe and catering staff have training to answer any queries regarding allergen concerns.
- Pupil feedback will be encouraged and where possible, changes made to increase pupil satisfaction. This will take place through the school council.
- The food served will take account of any relevant food issues, such as individual dietary or medical requirements and allergen intolerances.

### **6. Catering Service Promises**

- The kitchen and serving areas will be kept clean and tidy at all times.
- The catering team will be suitably trained and will hold an appropriate recognised qualification in food hygiene.
- The catering team will be suitably trained with all aspects of COSHH, HACCP, Food Safety and Allergen control.
- The catering team will be clean and tidy in appearance and will be courteous to all pupils.
- The catering team will adhere to the service times, start and finish agreed by the Senior Management team of the school.
- The provision of food choices at the end of the service time will be as good as that at the beginning.

### **7. Healthy Eating Statement**

As a school we share the desire to improve on the health and welfare of all pupils and see the school catering service as being an integral part of this development.

Our objective is to actively provide healthy options. This is achieved by offering a wide range of choices and using cooking methods, such as:

- Using less fat in cooking
- Baking foods as opposed to frying
- Using fats/oils high in polyunsaturated fats.
- Reducing sugar in recipes.
- Reducing salt in the cooking process.
- Increasing the use of food items containing fibre.

We aim to ensure that the food products and meals supplied are nutritionally sound.

- Menus will comply with the statutory standards for food in school.
- Menus must include a portion of meat, fish or vegetarian protein each day, oily fish to be on the menu once every three weeks.
- Menus must include daily one or more portions of fruit and vegetables, with at least three different fruit and vegetable items each week.
- Menus must include a dessert containing 50% fruit twice a week, minimum.
- The menus should not contain more than two deep fried products a week - chips will only be served once a week and on those days there will be other starchy foods available that are not deep fried.
- No chocolates, sweets or crisps can be sold in school.
- Drinks - Only water, milk, pure fruit juices, drinks made from the previous three drinks and low calorie hot chocolate and milk shakes that contain less than 5% added sugar will be sold.
- Bread, with no added fat, must be made available every day.

- Salt will not be made available on tables to pupils.

According to Food Standard Guidelines, we should:

- Actively encourage the school community to have a balanced diet.
- Offer a wide variety of foods from the four main food groups.
- Use cooking methods that lead to a minimum destruction of nutrients.
- Limit the use of salt in cooking.
- Maintain monitoring forms to demonstrate compliance with the School Food Standards.

## ***8. Catering Training & Development Statement***

As a school, we are committed to meeting the training and development of all our staff in order to achieve our business objectives and the objectives of this policy.

Our objective is to create an environment of equal opportunities to maintain and promote a professional, committed and multi-skilled workforce.

### Induction Training

All new staff will complete on-the-job induction training within the first seven days of employment.

### Identification of Training Needs

The process of identifying training needs is through regular meetings with staff to determine training to meet business objectives and through Personal Development Interviews with all staff.

From these mechanisms a training plan each year will be developed. An example of the level of training detailed in a training plan is:

- All new staff will receive induction training.
- All members of staff will have been trained to the level of the Level 2 in Food Safety in Catering and the Catering Manager to the level of Intermediate Food Hygiene Certificate. This is facilitated on behalf of the school by Catering Management Consultants.
- All employees will receive Fire Safety training organised through the school.
- All employees will receive HACCP & COSHH training. This is facilitated by Catering Management Consultants.
- All employees will receive Health & Safety awareness training annually. This is facilitated by Catering Management Consultants.
- All members of staff will receive team customer care training. This is facilitated by Catering Management Consultants.

## ***9. Food Hygiene Policy Statement.***

Our catering service objective is to provide our pupils with a high quality service and high quality food products, and in doing so carry out our food handling activities to the highest hygiene standards.

We accept we have a legal duty to comply with the relevant food hygiene legislation and all other subordinate legislation. We expect all suppliers to share such a philosophy.

We accept we have a legal duty to operate and maintain a Hazard Analysis Critical Control Point System (HACCP).

Hygiene and Health & Safety audits will take place each term, carried out by Catering Management Consultants.

Staff are required to abide by this statement and all appropriate procedures and codes of practice.

All staff will be required to make every effort to maintain all written procedures.

It is our aim to operate the business with all due diligence, in line with productivity and service delivery.

Every member of staff in the kitchen will hold an appropriate accredited qualification in food hygiene and attend a yearly refresher session.

We will ensure a rigorous pest control system is in place to reduce the risk of contamination.

We will ensure deep and high level cleaning of food preparation areas, storage areas and cooking areas is carried out twice yearly by a reputable contractor.

We will ensure the servicing and inspection of heavy catering equipment annually by a reputable contractor.

### ***10. Food Purchasing Statement.***

Our purchasing of food is undertaken to meet extremely stringent requirements. All food items are purchased via nominated suppliers therefore ensuring compliance with set down quality standards.

We will support local businesses where feasible.

We will continue to place great emphasis on pupil response to new products. Throughout this process we will liaise and consult with the school community to ensure acceptable quality.

We are committed to offering our pupils food products that have been produced, stored and delivered in optimum conditions. We place stringent contractual demands on our suppliers in support of legislative requirements and favourable trade operating practices.

### ***11. Catering Consultation Statement***

Our catering can only improve if we are able to react promptly to pupil needs.

Our consultation policy will include the following:

- A visit will take place once a term between the catering manager/consultant and the school council to review provision and get feedback.
- A pupil, staff and parent satisfaction survey.
- We aim to improve on the frequency of information about the catering service, supplied to both parents and pupils.

### ***12. Monitoring and Evaluation***

Compliance with School Food Standards at lunchtime will be monitored by the analysis of menus by the catering team, Catering Management Consultants and reported to the Governors each term.

Compliance with School Food Standards at times other than lunch will be monitored by the catering team, Catering Management Consultants and reported to the Governors each term.

Pupils menus and food choices are monitored and used to inform policy development and provision. Monitoring will occur via a variety of methods such as visual monitoring by Catering Staff, monitoring by pupils themselves, surveys and the use of the school council as a consultative forum.

**Reviewed: 1<sup>st</sup> December 2015**

**Chair of Health and Safety Committee: A Hurst**

**Date of next review: September 2016**