

Whole School Food Policy

2023

PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

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1. Introduction

This policy will outline the minimum requirement for schools on provision of food throughout the school:

- 1.1. The school is dedicated to providing an environment that promotes healthy eating and enabling pupils 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. This policy also sets out the School's approach to providing school meals that meet the individual, medical, cultural and/or religious requirements of its pupils.
- 1.2. Consilium Academies seeks to provide all its customers (students and adults) with a high-quality catering service and in doing so will aim to produce food to the highest standards of quality and food safety.
- 1.3. Consilium Academies will apply a comprehensive food safety management system based on the principles of Hazard Analysis Critical Control Point (HACCP) to ensure all practicable due diligence and the maintenance of our business.
- 1.4. Consilium Academies accepts its legal duty to comply with the provisions of Regulations (EC) 852/2004, The food Safety Act 1990, and all other subsequent or relevant legislation, The food information Regulations 2014 have been fully embraced, the detail of which is contained in this policy.
- 1.5. Consilium Academies is committed to identifying potential food safety hazards and implement any control measures necessary to reduce the risks to our business and customer base.

2. Aims and Objectives

- 2.1. To ensure that all aspects of food and nutrition in school promote the health and wellbeing of all pupils, staff and visitors to the School.
- 2.2. To help pupils acquire skills and knowledge to make healthy choices across the school day.
- 2.3. To ensure pupils are well nourished at school, and that every pupil has access to safe, tasty and nutritional food, and safe, easily available water during the school day.
- 2.4. To ensure that clear, consistent and appropriate practices exist which respect individual, medical, cultural and/or religious dietary requirements.
- 2.5. To protect those who are nutritionally vulnerable.
- 2.6. To guard against discrimination and reduce risk of cultural/religious barriers so that children and young people can choose school meals with confidence.
- 2.7. To ensure appropriate signage is displayed to help pupils make the correct informed choice at point of service.
- 2.8. To address child poverty by developing community confidence in school meal provision to encourage children, especially those with free entitlement, to take their school meal.
- 2.9. To ensure the safety and security of all persons and assets.
- 2.10. To support the mission, vision and values of the Trust and its establishments.

3. Who is Responsible for this Policy?

- 3.1. The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory or Trust framework.
- 3.2. The Trust delegates day to day responsibility for operation to the Operations Manager, Trust Catering Manager, Regional Estates Manager and Head Teacher at each designated school.
- 3.3. The aforementioned posts at each designated school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

4. Roles and Responsibilities

- 4.1. The School is responsible for providing a school lunch where a meal is requested and either the pupil is eligible for free school lunches, or it would not be unreasonable for lunches to be provided.
- 4.2. The School will provide school meals to a pupil free of charge if the pupil and/or a parent/carer meets eligibility criteria set out within the Education Act 1996. Information will primarily be accepted through FSM system.
- 4.3. Hot meals will be provided wherever possible to ensure that all pupils are able to eat at least one hot meal every day.
- 4.4. Drinking water will be provided free of charge at all times during the day through drinking fountains. Bottled water will be supplied in circumstances only by agreement of the Trust Catering Manager; for example through excessive temperatures or where drinking fountains cannot be accessed for safety reasons.
- 4.5. The School will make 'reasonable adjustments' for pupils with particular requirements, for example to reflect any individual, medical, cultural and/or religious requirements.
- 4.6. The School will ensure there are supervised facilities (free of charge) to eat food for those not taking school meals who bring their own food to school.
- 4.7. The School will ensure that the lunches and other food and drink provided (including milk), meet the School Food Standards, as set out in the School Food Regulations 2014.
- 4.8. The school will ensure catering services across the school (e.g. Breakfast Club, Tuck Shop, Vending Machines) are coordinated to ensure all food and drink on premises is compliant with School Food Standards.

5. Exemptions to the School Food Regulations

- 5.1. The School Food Regulations do not apply to food provided:
 - 5.1.1. At parties or celebrations to mark celebratory, religious or cultural occasions;
 - 5.1.2. At fund raising events;
 - 5.1.3. As rewards for achievement, good behaviour or effort;
 - 5.1.4. For use in teaching food preparation and cookery skills, including where the food prepared is served as part of a school lunch;
 - 5.1.5. On an occasional basis by parents or pupils.

6. Sourcing Food

- 6.1. The School will obtain food from registered sources, who:
 - 6.1.1. Are subject to independent and external audit and inspections;
 - 6.1.2. Are recommended by other schools and catering suppliers;
 - 6.1.3. Meet strict requirements for hygiene, nutritional standards and ethical practice.

7. Special Dietary Requirements

- 7.1. The School will make appropriate arrangements for the provision of food and drink to pupils and staff with any individual, medical, cultural and/or religious requirements. This includes:
 - 7.1.1. Allowing pupils and staff to bring food and drink to the school for personal consumption – as long as it is for human consumption and is not harmful to health and/or does not contain alcohol.
 - 7.1.2. Creating Individual Health Care Plans for pupils with food allergies/medical conditions that document symptoms and adverse reactions, actions to be taken in an emergency, and emergency contact details.
 - 7.1.3. Arranging alternative provision where:
 - 7.1.3.1. Pupils and staff have specific faith requirements – for example, Halal, Kosher food;
 - 7.1.3.2. Pupils and staff are vegans or vegetarians.
- 7.2. School caterers will be made aware of any special dietary requirements and requests will be submitted according to an agreed process using information taken from SIMS.

7.3. Appropriate staffing and infrastructure, to meet a particular need, will be made by the School as and when required.

8. Signage and Labelling (Natasha's Law)

8.1. There will be clear and appropriate labelling across all food and drink provision, in line with compliance legal and statutory obligations, to ensure that pupils and staff are aware of the diverse provision and are able to make correct and informed choices in accordance with their health/allergen needs.

9. Food Safety Systems

9.1. Appropriate food safety systems will be in place. These will vary depending on the food on offer and include ensuring that: adequate storage and washing facilities are available; suitable equipment and protective clothing are available; and food safety hazards are identified, evaluated and control measure applied to mitigate.

10. Charging for Food, Meals and Drinks

10.1. Breakfast club will be provided free of charge/minimal charge to students where charitable provision has not been secured.

10.2. Charitable arrangements to cover breakfast provision will be incorporated in line with expectations/agreements of charitable donation.

10.3. All food taken from the breakfast, break or lunch provision by all staff/pupils not entitled to FSM will be paid at point of sale (tills) immediately.

10.3.1. Where meals are offered as recompense for duty, these will be applied to the system accordingly under a FSM entitlement and will be agreed with the Headteacher in advance.

10.3.2. Meals shall not be taken free of charge without a cash sale or budget adjustment.

10.4. Where food is taken from stock to replenish curriculum stocks or to be provided/offered at events, usually in absence of the Catering Manager, this shall be noted in hospitality paperwork and budget adjustment shall be made as payment. This is to be agreed by Headteacher in advance.

11. Training

11.1. All catering staff will undergo appropriate training to level of post employed.

11.2. Catering staff will be trained in the preparation of food and drink so that it is nutritious and meets individual, medical, cultural and/or religious requirements.

11.3. All staff be trained in understanding allergens.

11.4. Catering Managers will be training in Allergen Management.

11.5. Training to ensure safe working practices will be provided to all staff where required including but not restricted to:

11.5.1. Working at Height;

11.5.2. Training on specific machines/equipment

12. Food Across the Curriculum

12.1. The School will endeavour to provide a well-planned curriculum that provides a coherent learning experience progressively presenting pupils with up to date information relating to food and nutrition at a level suitable for their maturity.

12.2. Risk Assessments covering all areas of learning and learning areas will be conducted in Curriculum areas by Curriculum Leaders/Heads of Departments.

12.3. Reporting of condition of assets will be made by Teaching staff using school reporting systems.

13. Audit and Compliance

- 13.1. The School will undertake regular auditing on kitchens, stock rooms, working practices, food safe systems, training to confirm the requirements of this policy are met.
- 13.2. The Trust Catering Manager will evaluate food and drink provision against the School Food Standards and provide evidence of compliance.
- 13.3. A formal no notice inspection by Trust Catering Manager and/or Food Environment Agency occurs at least annually.
- 13.4. Relevant leaders are responsible for Curriculum development of the Food Policy and applying their own Risk Assessments accordingly.
- 13.5. All Schools will aspire for Level 5 on the Food Hygiene Rating Scheme.

14. Recording and Reporting

- 14.1. The School will record all formal operations meetings with the Catering Manager, BSO and Trust Catering Manager.
- 14.2. Trading statements will be compiled to measure financial performance.
- 14.3. The Estates Team will be responsible for reporting on condition of equipment and services (gas, water, electricity).
- 14.4. The Trust Catering Manager will produce a formal report annually covering all areas of catering operation.

15. Partnerships with Parents, Carers and Community

- 15.1. The partnership of home and school is critical in shaping how young people behave, particularly where health is concerned. Each must reinforce the other. This is not always easy but our school is well placed to lead by example.
- 15.2. Parents are regularly updated on students' issues including a healthy lifestyle through our various newsletters and bulletins.
- 15.3. Parents can freely request all items consumed by their children and nutritional data for provision of food items.
- 15.4. Menus are created in line with nutritional standards and published for parents on the school website.

16. Equipment and Assets

- 16.1. All kitchen equipment shall be maintained by the Estates Team in accordance with Annual Inspection arrangements. Reports on condition and operation of the equipment shall be the responsibility of the Catering Manager.
- 16.2. Assets, equipment, food suppliers (or any other item) must not be taken offsite/outside the area of kitchen operation. This may result in disciplinary action.
- 16.3. Routine checks will be conducted by Trust catering Manager to ensure safety and security of kitchen/school assets.

17. Other Policies

- 17.1. This policy should be read in accordance with the following Trust/School Policies:
 - 17.1.1. Supporting Children with Medical Needs Policy.
 - 17.1.2. Educational Health Care Plans (specific to adult/child).
 - 17.1.3. Trust Health & Safety Policy.