TIBSHELF COMMUNITY SCHOOL
WHOLE SCHOOL FOOD

Ratified: March 26
(Tibshelf Policy)

Statement of intent

At Tibshelf Community 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.

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- The Requirements for School Food Regulations 2014
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)
- 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 (2023) 'School food in England'
- The School Food Plan (2023) 'School Food Standards: A practical guide for schools, their cooks and caterers'

2. Roles and responsibilities

2.1. The governing board is responsible for ensuring a health food environment is provided, including:

- 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 are able to eat one hot meal a day.
- Providing FSM to a pupil if the pupil and/or their parent meets the eligibility criteria.
- Ensuring that 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.
- Receiving regular reports on compliance with the school food standards and the take-up of school lunches, as well as the financial aspects of school food provision.
- 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

2.2. The Headteacher is responsible for:

- Ensuring any external catering companies have an up-to-date food hygiene certificate.
- Inspecting the school kitchens with the Canteen Manager to ensure facilities are cleaned to the highest standards.
- Discussing with the Canteen Manager the meal plans for the term, including where food is sourced from and whether there are any healthier alternatives.
- Creating a whole school environment that supports healthy eating habits.

2.3. The Canteen Manager is responsible for:

- Providing the headteacher with a copy of their food hygiene certificate upon request, where applicable.
- Ensuring the food served to pupils meets nutritional, hygiene and allergen standards
- Checking that all pre-packaged food provides full ingredients lists and allergen labelling before it is made available to staff, visitors and pupils
- Ensuring high standards of personal hygiene is maintained at all times – providing clean, safe kitchen facilities in line with hygiene regulations.
- Providing appealing, nutritious meals that encourage higher uptake.

3. Current food-based standards for school lunches

3.1. The school is committed to providing pupils with a healthy balanced diet, in line with 'School Food Standards.

3.2. Catering provision in the school is provided by Derbyshire County Council School Catering Services, who have adopted the School Food Standards to develop a positive culture around good food choices for pupils, planning meals and adapting a healthy eating strategy focussed around the 6 main food groups and the portion sizes that should be eaten.

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 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 and pupils.

5. Healthy eating statement

5.1. The school will use healthier cooking methods to contribute to healthy eating.

5.2. All menus created will be in accordance with Derbyshire County Council Catering and the nutritional standards.

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.

5.4. The school will adopt a healthy eating approach and embed those principles throughout the curriculum.

6. Catering service standards

6.1. Menus and prices (where applicable) will be clearly displayed

6.2. Menus will adhere to statutory nutritional standards.

6.3. Menus will reflect preferences, cultural, religious and special dietary needs.

6.4. Parents' and pupils' feedback will be encouraged.

6.5. The cleanliness of the kitchen and serving areas will be kept to the highest standards.

6.6. Food preparation and serving areas will be cleaned before, in accordance with Derbyshire County Council Catering Service Guidelines and The Food Safety (General Food Hygiene) Regulations 1995 (as amended).

6.7. The kitchen staff will be suitably trained and will have an appropriate recognised qualification in food hygiene.

6.8. The kitchen staff will be clean and tidy in appearance and will be courteous to all pupils, staff and parents.

6.9. The kitchen staff will adhere to the service times, start and finish, agreed by the Headteacher.

6.10. Lunch and break service will always commence on time.

6.11. 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, via Derbyshire County Council Catering Services, 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 in line with Derbyshire County Council Catering Service Guidelines.

7.4. Menus will be drawn up in line with Derbyshire County Council Catering Service Guidelines.

7.5. 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. Food and drink safety

8.1. Food will only be consumed in the canteen, outside and in appointed classrooms in the event of inclement weather.

8.2. Drinking water will be readily available from drinking fountains and pupils will be permitted to refill water bottles at appropriate times throughout the day.

8.3. If members of staff are drinking hot drinks, they will keep them out of pupils' reach.

8.4. Staff on lunch duty can have hot drinks but they must be kept in line with 8.6 of this policy.

8.5. Hot drinks will be kept in insulated and anti-spill flasks with lids.

8.6. Wherever possible and practical to do so, staff will eat all hot food in the staff bases or the canteen away from pupils

8.7. Electrical equipment, such as kettles, toasters, will be turned off when they are not in use.

8.8. Pupils will not have access to the kitchen without supervision from a member of staff.

8.9. Pupils will only be permitted to have hot drinks in the appropriate insulated cups with lids

8.10. Pupils will not be permitted to make their own hot drinks or hot drinks for staff, either during the school day or out of school hours

8.11. 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.

8.12. Appropriate PPE will be available for pupils who are handling hot food, drinks or equipment, e.g. oven gloves.

8.13. A first aid kit will be located in the canteen.

8.14. The headteacher will conduct a risk assessment for hot food and drinks and relevant staff will receive appropriate first aid training to handle burns etc.

9. Kitchen safety

9.1. Where meals include allergens or traces of allergens, kitchen staff will make consumers aware.

9.2. The school will use reputable suppliers to source their produce, as directed/advised by Derbyshire County Council Catering Department

9.3. The school will not be misleading with the food that they serve, and the labelling will accurately represent what is being eaten.

9.4. The school kitchen will keep a record of where their produce comes from and will be prepared to produce this record on demand by the environmental health officer.

9.5. Kitchen staff will operate Derbyshire County Council Catering Service Guidelines, and the Canteen Manager will ensure that all food safety, hygiene training and requirements are adhered to in line with requirements.

10. Food hygiene

10.1. DCC Catering Service will comply with the requirements of the Applicable Law in respect of catering services including but not limited to the Health & Safety at Work Act 1974

10.2. The kitchen staff will receive food hygiene training as part of their induction, and formal food hygiene certificates held and kept up to date.

10.3. In line with food safety and hygiene regulations, food hygiene records will also be kept, demonstrating what the kitchen has done to ensure all food and food preparation areas are safe and how these compare with the proposed food hygiene plan. This record will be maintained by the Canteen Manager or other designated member of staff and entries will be completed as necessary and the record monitored, reviewed and actions taken where appropriate.

10.4. A cleaning schedule will be maintained and reviewed by the Canteen Manager to ensure that cleaning tasks are being completed properly.

10.5. Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food including:

- Packaging, e.g. cellophane wrap
- Food processing equipment, e.g. a food blender
- Cookware
- Work surfaces

10.6. Kitchen staff will wear suitable PPE when preparing and serving food as required by Derbyshire County Council Catering Service requirements

10.7. Kitchen staff will have high standards of personal hygiene.

10.8. Kitchen staff will check the accuracy of their thermometers.

10.9. The kitchen's food hygiene record, cleaning schedule and details of all hygiene and safety checks will be retained in line with the local environmental health department's requirements.

11. Environmental health inspections

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

11.2. The Canteen Manager will record all relevant information in an environmental health logbook:

11.3. The Canteen Manager 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.

11.4. The kitchen will have their food hygiene rating sticker in a visible location within the dining area or kitchen.

11.5. If the kitchen 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.

11.6. After each environmental health inspection, the kitchen will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

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