

# Rosehill School

## Whole School Food Policy



<b>Policy Lead:</b>	Deputy Head Teacher
<b>Reviewed:</b>	January 2024
<b>It is due for review on:</b>	January 2026
<b>Approved (Sign and date):</b>	Approved at Full Governing Body Meeting 7.2.2024

## Contents:

### Introduction

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Exemptions to the school food regulations](#)
4. [Healthy eating statement](#)
5. [Catering service standards](#)
6. [Purchasing food](#)
7. [Food and drink safety](#)
8. [Kitchen safety](#)
9. [Food hygiene](#)
10. [Curriculum learning](#)
11. [Making sure we enjoy food](#)
12. [Eating environment](#)
13. [Lunch times](#)
14. [Packed lunches](#)
15. [Special diets](#)
16. [Vegetarian options](#)
17. [Food allergy and intolerance](#)
18. [Food as a reward](#)
19. [Drinking water](#)
20. [Food safety](#)
21. [Monitoring](#)
22. [Further guidance](#)

## **Introduction**

At Rosehill 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 our school curriculum, the school's food menu and through specific subjects such as Science, Food Technology and Life Skills i.e., preparing food for our school café.

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.

At Rosehill School, some autistic pupils may find a healthy/ balanced diet challenging due to a restricted diet or rigidity around certain textures or food colours. Parents and school are able to seek guidance and support from a paediatrician or dietician if they feel that they need to check their child's weight or food intake from each of the main food groups.

Aims:

- To provide an environment and culture that promotes healthy eating and exercise that enables pupils to make informed choices about the food they eat.
- To provide information to encourage the development of appropriate skills and attitudes.
- To enable pupils to make healthy food choices through the provision of information and development of appropriate skills and attitudes.
- To provide healthy food choices throughout the school day.
- To ensure that pupils are being guided to lead active and healthy lives.

As part of our healthy lifestyles work, our catering will uphold the highest standards of quality, nutrition and cleanliness; adhering 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**

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 Information (Amendment) (England) Regulations 2019
- 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

This policy operates in conjunction with the following non-statutory guidance:

- DfE (2019) 'School food in England'
- The School Food Plan (2014) 'School Food Standards: A practical guide for schools, their cooks and caterers'
- Natasha's Law (2021)

This policy operates in conjunction with the following school policies:

- Managing Medical Needs and Medicines Policy
- Health and Safety Policy

- Infection Control Policy
- Allergen and Anaphylaxis Policy

## 2. Roles and Responsibilities

The governing body and school are responsible for:

- 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 if required.
- Providing FSM to a pupil if the pupil and/or their parent meets the eligibility criteria.
- Ensuring that drinking water is provided at all times.
- Providing facilities to eat food, including accommodation, furniture and supervision, so pupils can eat their food in a safe and social environment.
- Ensuring that milk is provided free of charge to infants and pupils entitled to FSM.
- Ensuring a free piece of fruit or vegetable 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](#).
- 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 all pre-packaged foods available at the school provide full ingredient lists and allergen labelling.

The Headteacher is responsible for:

- Organising food hygiene training, including on allergens, for relevant school-based staff.
- Working with the catering service to ensure all in-house kitchen staff have completed food hygiene training, including on allergens.
- Ensuring any external catering companies have an up-to-date food hygiene certificate.
- Ensuring termly inspections of the school kitchens, with the head cook, take place to ensure facilities are cleaned to the highest standards.
- Discussing with the head cook the meal plans for the term, including where food is sourced from and whether there are any healthier alternatives.
- Creating a whole-school healthy eating strategy that is made in collaboration with the head cook.
- Completing relevant risk assessments.

The head cook is responsible for:

- Providing the headteacher with a copy of their food hygiene certificate upon request.
- Ensuring a food hygiene record is kept, to demonstrate how the school ensures all food and its preparation methods are safe.
- Checking the temperatures of food storage areas each day to ensure they are running at the correct temperature and documenting these in the food hygiene record.
- Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
- Withdrawing stock that has gone past its 'use by' date or is not safe to eat.
- Ensuring a cleaning schedule is maintained and reviewed.
- Ensuring high standards of personal hygiene are maintained at all times.

- Ensuring the food served to pupils is nutritious and provides them with a healthy balanced diet in line with the school's healthy eating strategy.
- Checking that all pre-packaged food provides full ingredient lists and allergen labelling before it is made available to staff, visitors and pupils.

### **3. Exemptions to the school food regulations**

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 or pupils.

### **4. Healthy eating statement**

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

All menus created will be in accordance with the local and national nutritional standards.

The school will encourage pupils to adopt healthy lifestyles, both through a nutritional diet and regular exercise, during assemblies, PE lessons and PSHE. A healthy eating strategy will be adopted and its principles embedded throughout the curriculum.

### **5. Catering service standards**

Menus and prices (where applicable) will be clearly displayed and will contain nutritional information. Additionally, menus will adhere to statutory nutritional standards and will reflect parents' and pupils' preferences, cultural, religious and special dietary needs. Parents' and pupils' feedback will be encouraged and, where possible, changes made to increase their satisfaction.

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

Kitchen staff will:

- be suitably trained and will have an appropriate recognised qualification in food hygiene.
- be clean and tidy in appearance and will be courteous to all pupils, staff and parents.
- adhere to the service times, start and finish, agreed by the headteacher.

Service times have been organised with each key stage department, and the service will always commence on time. Pupils entitled to free school meals will be treated with sensitivity.

## **6. Purchasing food (for snacks and other events)**

All food items are purchased from reputable suppliers to ensure compliance with government buying standards.

The school places stringent contractual demands on catering suppliers in support of legislative requirements and favourable trade operating practices. All food products and ingredients are checked for acceptability, i.e., nutritional specifications, genetically modified organism requirements and allergen ingredients.

All pre-packaged foods supplied will clearly display the following information on the packaging, as overseen by the Nottingham City Catering service for school meals:

- Name of the food
- Full ingredients list, with allergenic ingredients emphasised, e.g. in bold, italics or a different colour.

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.

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.

Any fish products served will be sustainably sourced to promote the importance of sustainable fishing.

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.

## **7. Food and drink safety**

Food will only be consumed in designated areas (classroom zones, café). Drinking water will be available and pupils will be permitted to refill water bottles throughout the day as required.

Staff will eat all hot food in the staff room away from pupils. If members of staff are drinking hot drinks, they will keep them in staffrooms. Where possible, hot drinks will be kept in insulated and anti-spill cups/flasks with lids, e.g. travel mugs. Staff are not permitted to have hot drinks in the classroom, or travel on site with hot drinks without lids. Staff on lunch duty cannot have hot drinks.

For electrical equipment, such as kettles, toasters, see classroom/training kitchen risk assessments.

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

Pupils will not have access to the kitchen without supervision from a member of staff. Pupils will not be permitted to make their own drinks. When eating hot food, pupils will be instructed to use cutlery where possible and to ensure their food is cool enough before eating it.

A first aid kit will be located in each department.

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

## **8. Kitchen safety**

Kitchen staff will have a list of all allergens and will avoid using them within the menu.

The 14 allergens which are required to be declared are:

- Celery.
- Cereals containing gluten, e.g. barley and oats.
- Crustaceans, e.g. prawns.
- Eggs.
- Fish.
- Lupin.
- Milk.
- Molluscs.
- Mustard.
- Peanuts.
- Sesame.
- Soybeans.
- Sulphur dioxide and sulphite (where they are at a concentration of more than ten parts per million).
- Tree nuts, e.g. almonds, hazelnuts, walnuts.

Where meals include allergens or traces of allergens, staff will use labels to denote which of the 14 allergens are or may be present. Pre-packaged food sold at the school, whether made on-site or sourced from a supplier, will include a full ingredients list, with allergenic ingredients emphasised, e.g. in bold, italics or a different colour.

All kitchen staff will be suitably trained in allergy awareness, including how to respond to an allergy sufferer's questions. Training will be assessed regularly to ensure staff are competent and confident in dealing with allergens. Where staff are made aware of updates or ingredient changes by suppliers, this will be acted upon immediately.

The school will use reputable suppliers to source their produce, ensuring the quality of the food served is the same as they have promised to consumers. The school will not be misleading with the food that they serve, and the labelling will accurately represent what is being eaten. A record will be kept of where the school's produce comes from and the school will be prepared to produce this record on demand by an environmental health officer.

Kitchen staff will withdraw any produce that has gone past its 'use by' date. All kitchen staff will be trained in food safety as part of their food hygiene training. Staff will be aware of all the harmful bacteria that could cause serious illness if not treated and removed properly from food sources. In events where suppliers recall produce due to reports of harmful levels of bacteria in stock, staff will remove all traces of the product from the school and ensure the headteacher is notified. Parents will be informed of the outbreak, in line with the school's Infection Control Policy.

Kitchen staff will be aware of the 'danger zone' where microbial growth is stimulated – this is between the temperatures of 8°C and 63°C; kitchen staff will cook food until its core temperature has reached 70°C and remains that temperature for two minutes to minimise the risk of harmful bacteria being present in food.

Kitchen staff will have an in-depth knowledge of the risks of cross contamination.

## 9. Food hygiene (Kitchen and Café)

The kitchen staff will keep an up-to-date food hygiene plan, in line with the [Hazard Analysis Critical Control Point \(HACCP\) principles](#).

The kitchen staff will receive food hygiene training as part of their contracted arrangements. The café staff will receive food hygiene training as part of their preparation work.

In line with food safety and hygiene regulations, a food hygiene record will be kept, demonstrating what the school has done to ensure all food and food preparation areas are safe and how this compares with the proposed food hygiene plan.

The school'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.

## 10. Curriculum Learning - Our Goal

To provide a well-planned, exciting and age-appropriate curriculum to all pupils that covers nutrition, food hygiene and production taking account of religious, cultural, dietary and sensory needs related to their autism. To provide all pupils with practical food education through: cooking and sensory opportunities, which is differentiated for each pupil throughout each Key Stage. We will achieve this by:

### Use of Teaching Sessions

Effective teaching which requires pupils to: develop their understanding of healthy eating, appropriate skills and attitudes to assist them in making informed decisions. Teaching methods adopted in the classroom and specialist rooms that offer a rich variety of opportunities for participating and learning including: 1-1 work, group work practical activities and role play. This will be taught through PHSE, DT, Community sessions etc, as well as being implemented into the school day through snack and meal times. The pupils will be given the opportunity to grow their own food as well as getting to know local food producers and food businesses.

Pupils are encouraged to link food and exercise to being healthy, so a range of daily exercise opportunities are offered to all pupils.

### Leading by Example

Staff have a key role in influencing pupil's knowledge, skills and attitudes about food. It is important that staff are up to date with healthy eating guidelines and awareness of pupils' dietary needs and any food allergies within food.

## 11. Making Sure we Enjoy Food - Our Goal

*"To create an enjoyable and sociable dining experience for all pupils in school"*

### How we will achieve this?

- Provide an enjoyable lunchtime environment and experience.
- Provide pupils with any practical aides needed to support sensory and physical difficulties relating to OT assessments.
- Involve parents and guardians with support with dietary needs through parental support workshops and health professionals.
- Involve the whole school community in growing and cooking projects and food events through: lessons, enrichment programmes and fun raising opportunities.

## **12. Eating Environment**

The school building is designed to provide a range of spaces to be used for eating and drinking purposes. Pupils are able to eat in the Heart Space in the Primary and Middle Department or in the Activity Zone using a family service approach for Upper School Pupils.

Pupils are also able to use the School Café to gain valuable learning opportunities.

## **13. Lunchtimes**

*To ensure pupils are offered and receive nutritious food at lunch and throughout the school day, which takes into account of religious, cultural, dietary and sensory need.*

This will be achieved by:

- Providing food of consistent nutritional quality throughout the school day.
- Supporting families with information about healthy eating, dietary and sensory needs.
- Ensuring catering staff are involved in school life and are provided with opportunities for working closely with school staff.

## **14. Packed Lunches**

Pupils are able to have a pack lunch sent in by their families. The school encourages parents and carers to provide children with a healthy packed lunch. However, due to the nature of the restricted diets of some pupils, this may be difficult for some pupils with complex eating difficulties.

## **15. Special Diets**

The school works in consultation with the catering provider to provide food in accordance with pupil's religious beliefs and cultural practices. The catering team demonstrate flair and imagination when working with the school team to provide special diets for pupils with a range of sensory and food choice care plans.

## **16. Vegetarian Options**

School offers vegetarian options at lunch time every day.

## **17. Food Allergy and Intolerance**

Individual care plans are created for pupils with food allergies. School caterers are made aware of any food allergies/ food intolerances. Requests for special diets are documented in a care plan and shared with the catering team.

## **18. Food as a Reward**

The school does not encourage the use of food as a reward but uses other methods instead. These include: stickers, praise, certificates, favourite item, choice, computer time etc.

However, health professionals such as the Dietician, Occupational Therapist and Speech and Language Therapist may give more specific guidance for individual pupil where needed. In this case food may be used as part of a therapy/treatment plan for an agreed period with review within the school e.g. food de-sensitisation, use of picture exchange, food sensory play.

## **19. Drinking Water**

Drinking water is available every day to all pupils and staff.

## **20. Food Safety**

Appropriate food safety precautions are taken when food is prepared or stored. These vary depending on the food on offer and include: ensuring that adequate storage and washing facilities are available. All food handlers undergo appropriate food hygiene training and suitable equipment and protective clothing are available. Any food safety hazards are identified and controlled.

## **21. Monitoring**

Parents/careers can review the food policy via the schools website and contribute to a healthy eating approach where appropriate. They can request a food diary, in order to monitor what their child is eating and a copy of the school menu is able to be sent home.

The governing body will receive reports from the Headteacher on the extent to which external providers conform to regulations in terms of: nutrient content of meals offered, cost, menus, number of people having school meals and the number of pupils who receive free school meals.

## **22. Further Guidance**

<https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>