

## **PARK SCHOOL AND NURSERY- CATERING POLICY**

This policy is the responsibility of the Headteacher & Catering Manager.

Overview - this policy is intended to cover all pupils from EYFS to YR6.

Active, growing children and young people require plenty of wholesome food and regular meals. At Park School & Nursery, we believe that we can offer something that will satisfy all our pupils from our Early Years children to Y6. We use as much fresh food as possible, with our menus linked to the best use of seasonal produce. Our Catering Team work with our suppliers to make as much use as appropriate of natural food products to eliminate potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

We consult staff & pupils regularly for their suggestions and monitor waste. Feedback is monitored by the Chef. We have a School Council with representatives from every year group which meets regularly throughout the year. Points raised are passed on to the catering department.

### **Lunch**

Lunch is the main meal of the day with choices decided with parents in advance. There are three lunch sittings which are 30 minutes each and foster the ethos of community eating. Pupils may opt to either bring in packed lunches or choose prepared school lunches. Where school provides lunch there is an additional fee.

### **Breakfast - Cereals, Toast and Fruit**

Breakfast club with breakfast options by arrangement is available to any pupil, breakfast club runs 7.45am to 8.30am.

Snacks: A fruit snack is available at break time for all pupils.

Tea: Tea is available for pupils booked into the After School Care Club (from 4.30pm) in advance.

### **Cooked Lunch Menus**

We offer a wide, varied, and healthy choice of hot main courses, a vegetarian alternative, Pasta or Jacket Potato with fillings, with fresh fruit and vegetables, plus puddings. We also cater for all, including dietary/medical needs.

The 3 week menu is displayed on the school web site. The menu is sent to parents in advance of the following term and parents are asked to decide with their child the choices for each day. The children are issued with a wrist band according to their choices for each day.

Any parent who has a concern about any aspect relating to the food is always welcome to discuss their concerns with the Bursar or the Headteacher.

### **Special Diets**

We strive to be a nut free school. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear on the personal confidential information form and if required complete a health care or allergy plan. The Catering Manager, Pastoral and Medical Lead or H&S Officer are happy to see any parent who has concerns about their child's medical condition, and to discuss adaptations to the menu if required, where practically possible.

- We list any of the 14 allergens that need to be identified on our menus, if they are used as ingredients in a dish. The catering team know what ingredients are used in all dishes on offer. A meeting may be called with the Pastoral and Medical Lead/Catering Manager to discuss the implications of the child's allergies on their diet and whether cooked lunches can accommodate the child's needs.
- If cooked lunches are agreed to be the best option for the child, the Catering Manager is responsible for ensuring they have a meal avoiding their known allergen(s)
- The notifiable allergens, recorded and checked by the catering manager, are listed on the menus on the school website.
- Allergy cards (with the child's photo) are made from the medical/allergy list for those children who have cooked lunch. These cards will be displayed on the servery above their meal.
- Sever allergen meals will be covered and cutlery wrapped separately.
- Catering Manager (or sous chef) will oversee the serving of these 'individual' meals.
- Cross contamination will be avoided in the cooking and serving of meals.
- Special attention should be paid to thoroughly cleaning the tables and any spillages on the floor where allergen children usually sit to reduce the risk of cross contamination.

### Drinking Water

Drinking water is widely available with freshwater drinking fountains available to refill bottles. All pupils should bring a water bottle into School.

### Food Hygiene / Statutory Registration

The School is registered with the Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

### Health and Safety

We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times. The School's catering is carried out in-house by our Catering Manager and the team. All catering staff who handle food have a food hygiene qualification of the appropriate level. The Catering Manager and key members of the catering team have also completed allergen and food hygiene training.

### Management of food safety

There are comprehensive risk assessments covering allergies, kitchen, transportation of food and the use of the dining room.

In managing food safety, the Catering Manager is responsible for the following:

#### Menu & Allergens

- Create a balanced menu each term in line with food standards guidance
- The Catering Manager is responsible for ensuring all allergens are recorded on the menu.

#### Staff Training

- Requiring all staff who assist with food preparation to possess a level 2 food hygiene certificate and Food Allergen Certificate
- Ensuring that all catering staff have clearly allocated responsibilities, which they understand
- Training all staff in emergency procedures and shut-off of gas/electricity.
- Conduct triennial refresher training.
- Ensuring all training certificates /records are passed on to HR to be recorded on the central Training Register.

### Staff Uniforms and Personal Hygiene

- Ensuring that all staff wear their appropriate uniforms and protective clothing at all times when they are in areas where food is prepared and served.
- Ensuring compliance with the handwashing or hand cleansing regime at all times.
- Monitoring Compliance with Kitchen Procedures
- Monitoring the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensuring compliance with a daily cleaning and disinfection regime.

### Pupils with Medical Conditions

- Liaising with the Health & Safety Officer/Pastoral & Medical Lead about allergies and special diets.

### Monitoring incoming supplies [As documented in the “Safer Food Better Business” folder. (SFBB)]

- Inspecting (or ensuring that an authorised member of staff inspects), completing temperature checks (where appropriate) and signing for all incoming supplies and stores before acceptance.
- Rejecting any non-compliant items.
- Arranging for the safe transit and proper storage of food supplies.

### Food Preparation, Serving and Consumption

- Inspecting all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitoring the dining room, counters, and trolleys for dirty plates, cutlery etc, together with the containers and bins for waste food throughout the service of every meal.
- Ensuring that all spills are dealt with promptly and safely. If necessary, cordoning off areas of the floor that have become slippery and ensuring correct warning signs are displayed.
- Checking (and recording) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly.
- Checking Food Temperatures.
- Ensuring all COSHH regulations are followed.

### Equipment Monitoring

- Checking all kitchen equipment (or ensuring that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly and keeping a record.
- Taking (or ensuring that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked.

### Purchasing and Checking Stock

- Ensuring that food supplies are only purchased from a reliable and authorised source.
- Checking that all supplies used are in date and undamaged.
- Checking that stock is properly stored as soon as it arrives.

### Professional Audit/Assistance

- Arranging an annual professional deep cleaning and a high-level cleaning of all cooking, food preparation and storage surface areas.
- Ensuring that an appropriate pest control regime is in place.

### Equipment Failure

- Reporting all equipment failure as soon as it is discovered.

- Ensuring extraction is cleaned yearly
- Ensuring equipment is maintained yearly or as needed.

#### First Aid

- Ensuring that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

#### Signage

- Displaying the appropriate First Aid and COSHH information.

#### Waste Disposal

- Arranging the hygienic disposal of waste in accordance with recommended practice.
- Managing a re-cycling regime for: food waste, paper, card, clean glass and clean tins.

#### Fire Precautions

- Ensuring all staff understand the fire procedures and how to correctly use the fire safety equipment in the kitchen/dining areas.

#### Transporting Food to the Dean Park Site

- Hot food is transported in specially designed hot boxes from Park School Kitchens following relevant regulations. It is then unloaded and placed in hot cupboards.
- Chilled food will be transported in chilled boxes following relevant regulations and unloaded into fridges.
- All boxes are secured well for transportation.
- Staff will follow hygiene regulations and temperature checks will be recorded following HACCP principles.
- Vehicles are used solely for food transportation and maintained in an appropriate hygienic condition.