Our Lady of Lourdes Primary School

Food and Drink Policy

Validation grid

Title	Food and Drink Policy
Author	Barbara Costa
Associate Author	
Target Audience	All staff, parents and pupils
Stake holders consulted	All staff
Curriculum / non curricular	Non curricular
Associated Policies / Documents	Health and Safety Policy
New Policy or Review of existing policy.	Existing
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Headteacher Barbara Costa

Chair of Governors Fiona Kerin

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1. Statement of Intent

At Our Lady of Lourdes (OLOL) School, we understand 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.

2. 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 'School food in England'
- The School Food Plan 'School Food Standards: A practical guide for schools, their cooks and caterers'

3. Roles and Responsibilities

The school currently has a service level agreement with ISS Education to provide the school

lunches.

The Governing Body is responsible for:

- Overseeing 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.
- Ensuring that, where possible, all pupils are able to eat one hot meal a day.
- 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.
- Ensuring a free piece of fruit or vegetable is provided outside of school lunch hours for pupils between four and six years old through the School Fruit and Vegetable Scheme.
- Ensuring that all pre-packaged foods available at the school provide full ingredient lists and allergen labelling.

ISS Education is responsible for:

- Providing a nut free 2 course lunch menu cycle of three weeks which complies with the Government Food Based Standards for School Lunches; these can be found here https://www.gov.uk/school-meals-food-standards
- Complying with applicable laws in the provision of services including food hygiene and health and safety legislation and regulations.
- Providing a menu based on the needs of the school.
- Providing packed lunches for school trips.
- Providing the breakfast club food.
- Recruiting and training all catering staff.
- Providing relief staff to cover absences whenever possible.
- Supplying the school with all safeguarding checks for staff.
- Ensuring all staff are allergy awareness trained.
- Ensuring all staff are trained in Level 2 Food Hygiene every 3 years.

The Headteacher is responsible for:

- Ensuring any external catering companies have an up-to-date food hygiene certificate.
- Ensuring facilities are cleaned to the highest standards, conducting inspections where appropriate.
- Ensuring the kitchen staff have completed and keep an up-to-date food hygiene policy.
- The provision, maintenance, inspection, repair and replacement of heavy kitchen equipment.
- The cleaning and maintenance if the kitchen ventilation system.
- The high level clean of the kitchen at least once a year.
- Provision of waste bins and removal of waste.
- Publishing menu information on the school website.

The Head Cook is responsible for:

- Providing the Headteacher with a copy of their food hygiene certificate upon request.
- Checking the temperatures of food storage areas at the start and end of each day to ensure they are running at the correct temperature and documenting these in the daily log book.
- Ensuring PPE is undamaged and that there is enough PPE for each member of

kitchen staff.

- 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 logged in the daily log book.
- 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.

4. School lunches

The school currently has a Service Level Agreement with ISS Education which is part of the London Borough of Barnet with Cambridge Education to provide the school lunches.

The menus provided are nut free and comply with the Government Food Based Standards for School Lunches which can be found here:
https://www.gov.uk/school-meals-food-standards

ISS Education complies with Applicable Laws in the provision of the Services, including food hygiene and health and safety legislation and regulations.

5. Portion sizes and food groups

The portion sizes and food groups for school lunches, are managed by the ISS kitchen staff in accordance with the school food standards.
https://www.gov.uk/school-meals-food-standards

6. 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

7. Milk Scheme

Children in the Nursery and Reception Classes receive free milk every day.

8. Water

All pupils are provided with a free water bottle when they join the school in Reception.
Children are regularly reminded to drink water throughout the day and refill their water bottles from the fountains when necessary.

Jugs of water are provided at lunchtimes; children are permitted to drink only water at school.

9. 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 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.

10. Packed Lunches

To encourage parents to provide healthy lunch boxes, the school will provide guidance to parents/carers of what constitutes a healthy lunchbox; this guidance is sent out every year (Appendix I).

The school recognises that parents provide packed lunches for a variety of reasons including dietary requirements or intolerance, and religious observance. For this reason, no food can be shared or swapped between packed lunch boxes

11. Natasha's Law

Since school lunches are served plated, ingredient lists and allergen labels are not required. Pre-packed sandwiches are not provided; all items for packed lunches are pre-ordered as per Natasha's Law.

12. Fruit Break

All pupils are encouraged to bring fruit or vegetables from home for the morning break. All KS1 children receive free fresh fruit, through the School Fruit and Vegetable Scheme, which is delivered every few days.
Only fruit is permitted to be eaten as a snack.

Sweets are not allowed at school unless there is a special celebration in school.

13. Catering service standards

Menus are published on the school website.

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.

Pupils entitled to free school meals will be treated with sensitivity.

14. Purchasing food

The food is sourced from three suppliers which are audited and approved centrally by ISS and comply with all regulations and confirm with ISS standards of sustainability.

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

15. Food and drink safety

Pupils will be instructed not to run when they are eating. Drinking water will be available from the drinking fountains and pupils will be permitted to refill water bottles throughout the day.

If members of staff are drinking hot drinks, they will keep them out of pupils' reach. Hot drinks will be kept in insulated and anti-spill flasks with lids, e.g. travel mugs. Staff are permitted to have hot drinks in the classroom; however, they will place them at the back of a desk to minimise the risk of spillage.

Staff on lunch duty can have hot drinks but they must adhere to the above points.

Electrical equipment, such as kettles, toasters, will be turned off when they are not in use; they will not be kept in classrooms, except in food technology lessons.

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.

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 the office, the school kitchen, the medical room, the staff room and the EYFS.

16. Kitchen safety

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

Where meals include allergens or traces of allergens, staff will use labels to denote which of the 14 allergens are or may be present.

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.

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.

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

coded chopping boards and corresponding knives will be used for food preparation.

17. Environmental health inspections

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

The school will record the following information in an environmental health log book:

- Any identified hazards, e.g. a fridge running at a 6°C
- How hazards were avoided, removed or reduced, e.g. turning the temperature of the fridge down
- How any problems are rectified, e.g. reviewing the fridge's temperature every 15 minutes
- How plans are checked for effectivity

The head cook will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their Food Hygiene Policy and Health and Safety File.

The school will have their food hygiene rating sticker in a visible location on the school kitchen door.
If the school scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the environmental health officer as a matter of top priority. After each environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

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

Appendix I

OUR LADY OF LOURDES PRIMARY SCHOOL
Bow Lane, London N12 0JP

Executive Headteacher: Barbara Costa
Head of School: Heather Kilcommons
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Fax: 020 8346 0579
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Packed Lunch Guidelines

Dear Parents/Carers,

To ensure that all packed lunches brought from home and consumed in school provide pupils with healthy and nutritional food that is similar to the food we serve in school (which is regulated by national standards) please find overleaf **Good Practice Packed Lunch Guidelines**.

These packed lunch guidelines were drawn up using information from the Department for Education, the School Food Plan website and are based on the School Food Standards. The School Food Standards are a set of standards for all food served in schools and they became mandatory in January 2015; I have attached a summary of the School Food Standards to this letter.

To promote consistency between packed lunches and the food served in school, **we ask that all parents who are preparing *packed lunches* for their child follow these guidelines.**

We will ensure that any child who brings a packed lunch to school will have fresh drinking water readily available at all times; packed lunch pupils and school lunch pupils are always able to sit and eat together.

If you have any further questions, please do not hesitate to contact me.

Thank you,

Barbara Costa

Barbara Costa
Executive Headteacher

Our Lady of Lourdes Primary School

Good Practice Packed Lunch Guidelines

Packed lunches *should* include	Packed lunches *should NOT* include
• At least one portion of fruit and one portion of vegetable or salad every day • Meat, fish or another source of non-dairy protein, every day. Non-dairy sources of protein include lentils, kidney beans, chickpeas, hummus and falafel • An oily fish, such as salmon, at least once every three weeks • A starchy food, such as bread or pasta, rice, couscous, noodles, potatoes or other cereals, every day • A dairy food, such as milk, cheese, yoghurt, fromage frais or custard every day • Water, still or sparkling, fruit juice, semi-skimmed or skimmed milk, yoghurt or milk drinks and smoothies • Acceptable snacks include: seeds, vegetables and fruit (with no added salt, sugar or fat). Savoury crackers or breadsticks served with fruit, vegetables or dairy food are also a good choice	• Crisps • Confectionery such as chocolate bars, chocolate-coated biscuits and sweets • We are a nut free school – please do not send in any food containing nuts. This includes Nutella and other chocolate spreads.

You may also include

- Cakes and biscuits are allowed but these should be part of a balanced meal
- Meat products such as sausage rolls, individual pies, corned meat and sausages / chipolatas should be included only occasionally