

**Whole Trust Food Policy**

**THIS POLICY APPLIES ACROSS ALL TRUST SCHOOLS AND SERVICES**

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**Statement of intent**

At Bishop Hogarth Catholic Education Trust, 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.

As part of our healthy eating statement **(see below)**, our catering will uphold the highest standards of quality, nutrition and cleanliness, and 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.

## **Trust Healthy eating statement**

Trust schools 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 nutritional standards outlined in [section 3](#_Current_food-based_standards) of this policy.

Trust schools will encourage pupils to adopt healthy lifestyles, both through a nutritional diet and regular exercise, during assemblies, PE lessons and PSHE.

## **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
* Early Years Foundation Stage Nutrition Guidance 2025
* 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 (2023) ‘School food in England’
* The School Food Plan (2023) ‘School Food Standards: A practical guide for schools, their cooks and caterers’

**This policy operates in conjunction with the following school policies:**

* Supporting Pupils with Medical Conditions Policy
* Health and Safety Policy
* First aid policy

## **Roles and responsibilities**

**The School Business Manager is responsible for:**

* Working alongside the Trust Catering Team and the Headteacher where applicable to organise food hygiene training, including on allergens, for all in-house kitchen staff, and refresher training annually. This training is available to be completed on IHASCO.

**The Headteacher or their designated staff member is responsible for:**

* Ensuring their school facilities are cleaned to the highest standards, conducting inspections where appropriate**.**
* Ensuring that kitchen staff have completed and maintain an up-to-date food hygiene plan or that a designated individual is assigned responsibility for ensuring this.
* Ensuring the school keeps an up-to-date record of children with food intolerances or allergens and that catering staff are aware of this record.

**The head cook/ school catering manager is responsible for:**

* Ensuring a food safety record is kept, to demonstrate how the school ensures all food, and its preparation methods are safe, and that this is reviewed during annual internal audits.
* 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 food hygiene record.
* Reporting any catering equipment failures immediately to the school office.
* 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 reviewed on a weeklybasis.
* Ensuring high standards of personal hygiene are maintained at all times across catering staff. Please refer to **section 7 of this policy** for staff uniform expectations.
* Ensuring the food served to pupils is nutritious and provides them with a healthy balanced diet in line with the Trust’s healthy eating statement. There should be no adjustments made to the Trust’s menu unless otherwise agreed with the Trust catering team.
* Checking that all pre-packaged food provides full ingredient lists and allergen labelling before it is made available to staff, visitors and pupils.
* Ensuring financial performance is in alignment with the school’s budget and completing all relevant reports in relation to this.
* Completing relevant risk assessments.

**Trust Catering Team:**

* Creating and ensuring catering activities are conducted in alignment with the Trust healthy eating statement.
* Ensuring all food sourced by the Trust is sustainable where possible.
* The creation and implementation of school meal plans in line with the Trust’s healthy eating statement.
* Annual food safety audits and spot checks across all schools to ensure full compliance with the Trust’s standards and legally mandated food safety legislation in line with Safer Food Better Business.
* The provision of support and guidance for all school catering staff when requested.
* Implementing and controlling ABL’s (approved buying lists) to support schools in achieving financial targets and ensuring ingredients provided by suppliers are in accordance with the Trust healthy eating statement where possible.

## **Current food-based standards for school lunches**

The school is committed to providing pupils with a healthy balanced diet, in line with the School Food Plan’s ‘School Food Standards: A practical guide for schools, their cooks and caterers’. The school will use the following standards when planning meals and adapting the healthy eating strategy.

**Starchy foods:**

* One or more portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet or cornmeal will be provided every day.
* One or more wholegrain varieties of starchy food each week.
* Three or more different portions of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet or cornmeal will be provided each week – one or more of these will be wholegrain.
* A type of bread with no added fat or oil will be available every day.
* Starchy food cooked in fat or oil will only be provided twice a week maximum across a school day.

**Fruit and vegetables:**

* One or more portions of vegetables (all types) or salad will be available every day.
* One or more portions of fruit (all types) will be available every day.
* Three or more different types of vegetables and three or more different types of fruit will be provided each week.
* A fruit-based dessert with a content of at least 50 percent fruit, measured by the volume of raw ingredients, will be provided two or more times each week.

**Meat, fish, eggs and other non-dairy sources of protein:**

* A portion of meat, fish, eggs, pulses and beans (not including green beans), or other non-dairy sources of protein, will be provided every day.
* A portion of meat or poultry will be provided on three or more days every week.
* Oily fish will be provided once or more every three weeks.
* For vegetarians and vegans, a portion of non-dairy sources of protein will be provided on three or more days every week.
* Meat containing any prohibited parts of the carcase, e.g. stomach, will not be provided, in accordance with The Products Containing Meat etc. (England) Regulations 2014.
* No economy burgers will be provided, as defined in The Products Containing Meat etc. (England) Regulations 2014.

**Milk and dairy:**

* A portion of cheese, yoghurt, fromage frais or custard will be provided every day.
* Lower fat milk will be available for drinking at least once a day during school hours, e.g. not including breakfast and after-school clubs.

**Food high in fat, sugar and salt:**

* Savoury crackers or breadsticks which are served with fruit and vegetables or milk and dairy may be provided as part of school lunches.
* Snacks that may be provided will include no added salt, sugar or fat and are limited to seeds, vegetables and fruit.
* The school will not provide sachets of salt to be added to meals on top of the salts already included within cooking.
* Condiments will be limited to 10-gram sachets or one teaspoonful – pupils will be limited to one sachet per type of sauce.
* Confectionary, including chocolate and chocolate-covered products, of any kind will not be served, even as part of a dessert. **This is relevant for Primary schools only.**
* Desserts, cakes and biscuits not containing any confectionary may be served as part of a lunch meal.
* No more than two portions of food containing pastry, and food that is deep fried, bread-crumbed or battered will be served a week.

**Healthier drink options:**

Drink options the school will offer are:

* Still or carbonated plain water.
* Lower-fat or lactose-reduced milk.
* Fruit or vegetable juice (no more than 150mls). **Applicable to Secondary schools only.**
* Unsweetened combinations of fruit or vegetable juice with still or carbonated plain water (no more than 150mls fruit or vegetable juice and no more than 330mls total). **Applicable to Secondary Schools only.**
* Soya, rice, oat drinks and plain fermented milk, e.g. yoghurt, drinks.
* Coffee, tea or hot chocolate. **Applicable to secondary schools only.**

**[Whole milk may be provided for pupils up to the end of the school year in which they reach five years old.]**

**Trust primary schools with nursery units attached.**

Primary schools with attached nursery units must follow the government guidance regarding food standards as outlined in the *Early Years Foundation Stage Nutrition Guidance*, published by the Department for Education in May 2025. Please find the link [here.](https://assets.publishing.service.gov.uk/media/6839b752210698b3364e86fc/Early_years_foundation_stage_nutrition_guidance.pdf)

## **Portion sizes and food groups**

The school will use the following portion sizes and food groups for school lunches, in accordance with the school food standards.

**Starchy food:**

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| --- | --- | --- | --- |
| **Food type** | **Raw, dried or cooked** | **Primary-aged pupils (aged 4-10)** | **Secondary-aged pupils (aged 11-18)** |
| Bread | N/A | (50-70g)  1-2 slices of medium bread  1 small roll  1 small or ½ large bagel  1 small pitta  2 6-inch wraps  1 10-inch wrap | (80-100g)  2 thick slices of bread  1 large roll or sub roll  1 large bagel  1 large pitta  1 12-inch wrap |
| Potatoes or sweet potatoes | Raw | 120-170g | 200-250g |
| Jacket and baked potatoes | Raw | 200-280g | 330-410g |
| Other starchy root vegetables, e.g. yam and plantain | Raw | 100-150g | 150-200g |
| Pasta and noodles | Dried | 45-65g | 65-80g |
| Rice | Dried | 33-55g | 55-65g |
| Other grains, e.g. cornmeal and couscous | Dried | 40-60g | 60-70g |
| Potatoes cooked in oil or fat | Raw | 70-100g | 120-150g |
| Garlic bread | N/A | 20g (1 slice) | 40g (2 slices) |

**Fruit and vegetables:**

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| --- | --- | --- | --- |
| **Food type** | **Raw, dried or cooked** | **Primary-aged pupils (aged 4-10)** | **Secondary-aged pupils (aged 11-18)** |
| Vegetables or mixed salad | Raw | 40-60g | 80g |
| Vegetables including peas, green beans, sweetcorn, carrots, mixed vegetables, cauliflower, broccoli, swede, turnip, leek, Brussels sprouts, cabbage, spinach and spring greens | Cooked | 40-60g (1-2 tablespoons) | 80g (2-3 tablespoons) |
| Pulses, including lentils, kidney beans, chickpeas | Dried | 15-20g | 30g |
| Cooked | 40-60g (1-2 tablespoons) | 80g (3 tablespoons) |
| Baked beans in tomato sauce | Cooked | 50-70g (1-2 tablespoons) | 90-100g (3 tablespoons) |
| Vegetable-based soup | Cooked | 200-250g | 250-300g |
| Large-size fruit, e.g. apples, pears, bananas, peaches | Raw | 75-100g (1 small sized fruit with skin) | 100-150g (1 medium sized fruit with skin) |
| Medium-size fruit, e.g. satsumas, plums, apricots, tangerines, kiwis | Raw | 50-100g (1fruit with skin) | 80-100g (1-2 fruits with skin) |
| Small fruit, e.g. strawberries, raspberries, grapes | Raw | 40-60g (10-15 fruits) | 80g (15-20 fruits) |
| Dried fruit, e.g. raisins, sultanas, apricots | Dried | 15-30g (½-1 tablespoon) | 25-30g (1 tablespoon) |
| Fruit salad, fruit tinned in juice and stewed fruit | Raw/cooked | 65-100g (2-3 tablespoons) | 130g (3-4 tablespoons) |

**Meat, fish, egg, beans and other non-dairy sources of protein:**

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| --- | --- | --- | --- |
| **Food type** | **Raw, dried or cooked** | **Primary-aged pupils (aged 4-10)** | **Secondary-aged pupils (aged 11-18)** |
| Roast red meat including beef, lamb, pork, veal, venison and goat | Raw | 50-80g | 80-95g |
| Roast poultry including chicken, turkey, duck and other dishes made from these products | Raw | 60-85g | 85-125g |
| Red meat or poultry in dishes, e.g. casseroles and pies | Raw | 50-75g | 75-90g |
| Meat-based soup | Cooked | 200-250g | 250-300g |
| White fish, e.g. pollock, haddock and cod, which is cooked alone or in a dish | Raw | 60-90g | 90-125g |
| Oily fish, e.g. salmon, sardines and mackerel | Raw | 55-80g | 80-110g |
| Fish or shellfish, e.g. tuna, salmon, mackerel and prawns, which is served in a salad, baked potato or sandwich | Cooked | 50-70g | 70-100g |
| Breaded or battered fish, e.g. fish fingers, fish cakes | Cooked | 55-80g | 85-95g |
| Egg served in a salad, baked potato or sandwich | Cooked | 1 egg | 1-2 eggs |
| Meat alternatives made from soya beans, e.g. tofu | Cooked | 50-70g | 70-100g |
| Pulses, e.g. beans, chickpeas, lentils | Raw | 20-25g | 40-45g |
| Cooked | 50-60g (1-2 heaped tablespoons) | 100-120g (2-3 heaped tablespoons) |
| Vegetarian sausages, burgers | Raw/cooked | 50-70g | 70-100g |
| Sausages made from beef, lamb or pork | Raw | 50-75g (1 sausage) | 75-90g (1-2 sausages) |
| Burgers | Raw | 55-80g | 80-100g |
| Scotch pies, bridies, sausage rolls, etc. | Cooked | 80g | 110g |
| Breaded or battered shaped chicken and turkey products, e.g. nuggets | Cooked | 50-70g | 70-100g |

**Milk and dairy:**

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| **Food type** | **Primary-aged pupils (aged 4-10)** | **Secondary-aged pupils (aged 11-18)** |
| Lower-fat drinking milk | 150-200mls | 200-250mls |
| Milk puddings and whips made with milk | 100-120g | 120-150g |
| Custard made with milk | 80-100g | 100-120g |
| Yoghurts | 80-120g | 120-150g |
| Cheese | 20-30g | 30-40g |

**Foods high in fat, sugar and salt:**

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| **Food type** | **Primary-aged pupils (aged 4-10)** | **Secondary-aged pupils (aged 11-18)** |
| Fruit pies, sponge puddings or crumbles | 80-100g | 100-120g |
| Fruit jelly (portion size excludes fruit) | 80-100g | 100-120g |
| Cakes, tray bakes, muffins, scones, doughnuts | 40-50g | 50-60g |
| Biscuits and flapjack | 25-30g | 30-40g |
| Ice cream | 60-80g | 100g |
| Pizza base | 50-70g | 80-100g |
| Gravy | 20-30g (1 tablespoon) | 40-50g (2 tablespoons) |
| Savoury crackers, bread sticks | 10-15g (1-2 crackers) | 15-30g (2-3 crackers) |
| Condiments | No more than 10g | No more than 10g |

**Healthier drinks:**

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| **Drink type** | **Primary-aged pupils (aged 4-10)** | **Secondary-aged pupils (aged 11-18)** |
| Fruit or vegetable juice | 150mls | 150mls |
| Drinking milk | 150-200mls | 200-250mls |
| Combination drinks, e.g. fruit juice, flavoured milk | 330mls | 330mls |

Cereals offered as part of breakfast clubs will be high in fibre with low to medium sugar and low salt.

**Trust primary schools with nursery units attached.**

Our primary schools with nursery units attached must refer to the below DfE guidance. Please find more information [here.](https://assets.publishing.service.gov.uk/media/6839b752210698b3364e86fc/Early_years_foundation_stage_nutrition_guidance.pdf)

A portion size for a child aged 1 to 5 is generally smaller than an adult portion.

Portion size refers to 1 part of a meal. For example - 1 portion of vegetables alongside a portion of carbohydrates and a portion of protein could be 1meal. There are no official guidelines on exactly how much food children need. Portions should be appropriate for a child’s body size and appetite.

For toddlers, portion size is usually roughly the size of their clenched fist. About half a piece of fruit (cut appropriately) or a tablespoon of vegetables is a good portion size for a snack.

You should monitor a child’s appetite and adjust portion sizes to make sure they get enough energy and nutrients. It can be helpful to start meals with small servings (they can always ask for more if they are still hungry). You should avoid:

• making children finish everything on their plate or eat more than they want to

• offering rewards to children for finishing everything on their plate (e.g. stickers or

dessert).

DfE’s help for early years providers website has a guide to portion sizes.

When serving food to children, always make sure to cut food to a size that’s right for a child’s size, age and stage of weaning. This helps avoid choking.

## **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.

**[Maintained nurseries and nursery units attached to primary schools]** There is a reduced set of standards for food served at lunch time as mentioned in section 3 and 4 of this policy in accordance with DfE guidance.

## **Catering service standards**

Menus and prices **(applicable to secondary schools only)** 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.
* Only wear the uniform provided within the workplace.
* Be responsible for ensuring their work uniform is clean and presentable at all times.
* Ensure they do not wear any form of false nails or nail varnish at work.
* Ensure that hair is appropriately tied up and covered with a hairnet and hat.
* Ensure that no jewellery is worn except plain wedding bands and sleeper earrings in accordance with the [food standards agency guidance.](https://www.food.gov.uk/business-guidance/personal-hygiene#:~:text=not%20wear%20watches%20or%20jewellery,sneeze%2C%20eat%20or%20chew%20gum)
* Adhere to the service times, start and finish, agreed by the headteacher.
* The Trust may permit exceptions to the uniform or jewellery requirements listed above, but only in exceptional circumstances—for example, deviations based on religious beliefs. Such cases will be considered individually on a case-by-case basis.

Service times will be displayed, and the service will always commence on time. Pupils entitled to free school meals will be treated with sensitivity.

## **Purchasing food**

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:

* 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.

## **Food and drink safety**

Food will only be consumed in the canteen, on the playground and in classrooms with teachers’ permission. Pupils will be instructed not to run when they are eating. 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 or break duty can have hot drinks but they must adhere to the above points.

Hot drinks will be served in an insulated cup with a lid. Pupils will only be permitted to have hot drinks in the canteen. Pupils will not be permitted to walk around the premises with hot drinks. When pupils have hot drinks, staff will warn them that the cups might be hot. Staff will remind pupils to ensure their drinks are cool enough before drinking them.

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. 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.

## **Kitchen safety**

Kitchen staff will have received full allergy training and be knowledgeable in this area of use.

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. All school kitchens must always have available, the menu packs which contains all allergen and nutritional information for the current menu. 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 Trust 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 Trust 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 Trust’s Catering Team are notified. Parents will be informed of the outbreak.

Kitchen staff will be aware of the ‘danger zone’ where microbial growth is stimulated – this is between the temperatures of 8 degrees Celsius and 63 degrees Celsius; kitchen staff will cook food until its core temperature has reached 75 degrees Celsius 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. Colour-coded chopping boards and corresponding knives will be used for food preparation. The school uses the following colour-coded board and knife system:

|  |  |
| --- | --- |
| **Colour of chopping board and knife** | **Food group** |
| Red | Raw meat |
| Yellow | Cooked meat/fish |
| Green | Washed vegetables, salad items and fruit |
| White | Bakery and dairy |
| Brown | Dirty vegetables and salad items |
| Blue | Raw fish |
|  |  |

## **Food hygiene**

The kitchen staff will keep an up-to-date food hygiene plan, in line with the [Hazard Analysis Critical Control Point (HACCP) principles](https://www.gov.uk/food-safety-hazard-analysis).

The kitchen staff will receive food hygiene training as part of their induction, with at least one member of staff holding a formal food hygiene certificate which will be kept up-to-date. All kitchen staff will partake in food hygiene refresher training where appropriate.

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. This record will be maintained by the head cook or other designated member of staff and entries will be completed on a daily basis.

For each day of the week, the food hygiene record will include space to record the following:

* The date
* The completion of the opening and closing checks, as outlined in the present section of this policy
* The completion of the day’s cleaning tasks, with reference to the cleaning schedule
* Details of any hygiene-related incidents that occurred during the day
* Additional checks that may have been conducted, e.g. pest control checks that take place on a less frequent basis
* A signature from the head cook or designated member of staff that has completed the day’s entry

The food hygiene record will also include the following:

* List of suppliers
* Kitchen staff induction record
* Food temperature monitoring records
* Food cooling records
* Probe accuracy records
* Records of repairs and maintenance
* Food delivery records
* Fridge and freezer temperature monitoring records
* Hygiene inspection checklist
* Monthly reviews

At each monthly review, the head cook will assess the food hygiene record to identify any persistent problems from that last month. If problems are identified, these will be recorded along with decisions on how to handle them, e.g. providing staff with additional training and escalation to the Trust Catering Team.

At the beginning of the school day, the following checks will be conducted:

* All fridges, freezers and chilled display equipment are working properly, and fridges are running below 5°C, chill cabinets below 8°C, and freezers between -18°C to -23 degrees Celsius
* All other equipment, e.g. ovens, is working properly
* Staff are fit for work, not presenting any signs of illness, and wearing clean uniform
* Food preparation areas are clean and disinfected
* There are plenty of handwashing and cleaning materials available, e.g. soap and paper towels

At the end of the school day, the following checks will be conducted:

* No food has been left out
* Fridges are running below 5°C, chill cabinets below 8°C, and freezers between -18°C to -23 degrees Celsius
* Food that is past its ‘use by’ date has been thrown away
* Dirty clothes and cloths have been removed for cleaning or disposed of and replaced with clean ones
* Food and cleaning waste has been removed and new bags have been put into the bins
* All areas of the kitchen have been cleaned and sanitised as well as all floors swept and mopped

A cleaning schedule will be maintained and stored in the school canteen. The cleaning schedule will outline:

* Items and equipment that need to be cleaned
* How frequently items and equipment need to be cleaned
* Who is responsible for cleaning items and when
* The precautions that must be taken when cleaning
* The methods of cleaning that will be used
* The chemicals used and PPE if required in alignment with the chemical guidelines

Training will be provided to all kitchen staff on how to use the cleaning schedule.

Kitchen staff will keep food preparation areas to the highest standard of cleanliness by doing the following:

* Cleaning before, during and after food preparation
* Keeping a well-stocked supply of cleaning materials
* Ensuring hand soaps and sanitisers are accessible and fully stocked
* Ensuring all chopping boards are stored in a stand and are dry before use
* Storing knives away from the reach of unauthorised personnel in a sanitised draw or stand
* Washing cleaning cloths and towels at the end of the day and drying them before reuse
* Storing cleaning cloths and towels in a sterile cupboard or draw
* Not leaving food products out at room temperature
* Storing any bags or personal belongings out of the kitchen to avoid foreign bodies entering the food preparation area

Kitchen staff will complete cleaning tasks as allocated and ensure these are marked as ‘Complete’ on the cleaning schedule. The cleaning schedule will be reviewed on a daily basis by the head cook/catering manager to ensure that cleaning tasks are being completed properly.

Food contact materials will come from reputable suppliers and will be safe for use by staff to package, store, prepare and cook food. For the purpose of this policy, food contact materials include:

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

The school recognises the importance of food hygiene and will ensure all kitchen staff complete an official food hygiene certificate as part of their CPD.

Kitchen staff will wear suitable PPE when preparing food – the PPE will be free from tears, burns or holes. The following list indicates the suitable PPE the school uses:

* Full body aprons
* Hair/beard nets
* Latex gloves – Must be changed after every use

Kitchen staff will be informed by the head cook on how to properly stock a fridge, including the following procedure:

* Raw meat stored on the bottom shelf
* Cooked meat on the middle shelf
* Fruit and vegetables on the top shelf
* Dirty fruit and vegetables stored separately to clean ones

Where stock requires more than one fridge, raw and cooked meat will be stored separately.

Kitchen staff will have high standards of personal hygiene, including washing hands in the following circumstances:

* At the beginning of each workday
* Before and after preparing raw meat
* Before and after preparing and cooking other food products
* After using the toilet
* After touching door handles, light switches or phones.
* After coughing or sneezing
* After breaks

Kitchen staff will check the accuracy of their thermometers by using the boiling water test. For the purpose of this policy, the boiling water test involves submerging the thermometer in boiling water and checking that the temperature reads 100°C +/- 1 degree.

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.

## **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 the food safety monitoring book and the safer food, better business opening and closing record:

* Any identified hazards
* 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

The head cook/catering 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.

The school will have their food hygiene rating sticker in a visible location within the dining area or kitchen. 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 and notify the Trust Catering Team immediately. 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.

## **Monitoring and review**

This policy will be reviewed every three years and amended as appropriate in accordance with statutorily mandated changes and as the Trust requires.