
Policy: Catering and Food Hygiene Policy

INTRODUCTION

Active, growing children and young people require plenty of wholesome food and regular meals. At West Buckland School, we believe that we can offer something that will satisfy everyone. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our Caterers, Holroyd Howe, to make as much use as appropriate of organic, natural food products and fair trade produce and to eliminate GM food and 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.

A healthy diet is essential for maintaining and protecting children's health, for their growth and development, and helping them to perform to their full potential during the School day, both academically and physically. We aim to encourage a healthy lifestyle that we hope will continue after they leave West Buckland. We believe our role is to inform, encourage choice, provide opportunities to try different experiences and to lay the foundations for good eating habits and future health. This role, of course, is only an extension of the education process which continues in every family home where the children have the vast majority of their meals. There they will have been taught to eat properly cooked foods and developed their overall eating habits - the School's role is to assist in this development.

To achieve our overall aim we seek to provide a balanced diet that contains the minimum amount of fat, sugar and salt together with a plentiful supply of fresh fruit, vegetables, and fibre rich starchy foods along with a moderate amount of dairy products and meats. Like so many things in life, moderation is the key.

Food Provision

We offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. Weekly menus are put onto our web site. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian.

When the school is notified of an individual's specific dietary needs, or other such requirements, the school will look to meet the individual's notified diet preparing food in-line with the needs of the dietary specification.

With several hundred lunches served each weekday specific choices cannot be guaranteed throughout the three sittings. However, a rotation system operates to ensure no pupil or class is

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always at the end of the queue every day. The pasta bar and a salad selection are available until the end of the lunch service. We can take solace from the fact that over 95% of pupils eat our School lunches in Years 8-13 (when taking a School lunch becomes optional) thus providing testimony to their suitability and quality. Nonetheless, we constantly strive to improve our provision

Special Diets

We expect all pupils to eat school meals, and can only meet individual requirements that are based upon attested medical grounds.

All food that might contain nuts or traces of nuts is clearly labelled. Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire which they complete when their child enters the school. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The School Nurse and the Catering Manager are happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

We are aware that some pupils may suffer from allergies or need gluten free options. When traces of any elements of the recognised main 14 food allergens may be found in any of our prepared foods this will be indicated with a notice at the servery and also on the electronic menu screens, with Catering staff being aware, on a daily of specific allergens in each dish enabling them to inform individuals if requested. Packed Meals

The School provides packed lunches for pupils who are not able to have a lunch in School because they are on a trip or have an activity over the lunchtime period. The teacher organising the trip or activity is responsible for ordering the packed lunches with the Catering Manager and the teacher is also responsible for the collection and distribution of the packed lunches to the pupils.

Suppliers

The School is pleased to work with food supplier Holroyd Howe who work on behalf of a number of Independent Schools to source the best possible produce and provide high quality support. Where possible a local approach is adopted to the sourcing of ingredients - focusing on sustainability, seasonality and provenance.

Drinking Water

Drinking plenty of water is essential for good health and unlimited drinking water is provided at all meals and at drinking fountains around the campus which are clearly signed. Provided that there are no safety issues and that there is no interference with teaching and learning, it is acceptable for pupils to drink from water bottles during lessons.

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The Wider School Community

Houseparent's keep a watchful eye on eating habits, as does our School Nurse, on those who may be showing signs of any eating disorders. The PHSE program and the Food & Nutrition and Biology Departments also include health issues in the curriculum.

Teaching, learning and pastoral issues associated with food are considered alongside the other factors, and discussion and research is encouraged on the wide implications of our provision on the overall life of the School community. We wish to have effective communication from both consumers and providers on the subject of food, and to continue to find ways to ensure that such communication meets our needs. Currently, pupils provide feedback through our suggestions box, boarding and tutor system and Food Committee which comprises Pastoral Deputy, Assistant Bursar, Catering Manager and, in turn, a group of pupils from years 7 - 9, 10 & 11 or Boarders. The Food Committee meets at irregular but frequent periods enabling a review of provision, standards and to consider enhancements or changes to provision. Pupils can also provide feedback directly to the Catering Manager via email.

In addition to the nutritional aspects we also care about the pastoral side of School meals: staff are encouraged to sit with pupils, especially the younger members of the community, to encourage good manners and develop the social elements of sitting down to eat a meal.

The Tuck Shop

The Tuck Shop is another area where we seek to educate while providing a service to growing children. We are very conscious of the fact that many of our day pupils leave home by 07.30hrs and do not return again until after 18.00hrs. It is important to remember the varied and challenging lifestyles of West Buckland children. Their daily programme is full of more sport and other physical activities compared with those children in almost all maintained Schools. In this context we believe the Tuck Shop can have a valuable part to play in providing good quality food for our pupils throughout their long working days. Parents once again have a major role in determining and controlling the amount of money individual children have available to spend in the Tuck Shop.

There is an ongoing programme to move to a healthier range of products with a reduction in the availability of fizzy drinks and products with undesirable 'e numbers' and colourings. The Tuck Shop offers an increasing range of hot beverages, mineral water, flavoured water and a choice of juice drinks. There are currently only two vending machines which provide a service when the Tuck Shop is closed. The Tuck Shop offers a range of freshly made items which have included sandwiches, wraps, toasted sandwiches and toast. Other healthy initiatives will continue to be considered.

We believe that choice is an important issue and banning fizzy drinks, chocolate or all sweets completely is highly unlikely to ensure that children will not consume any. Education remains an important element and we encourage children to try healthier options. We are also aware that

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boarders do not have the easy access to shops which day pupils enjoy. Consequently, we do not wish to deny these children opportunities for consuming some 'recreational' foods which are a normal part of life for all children. As ever, there is a need for moderation and education.

Food Hygiene

STATUTORY REGISTRATION

West Buckland School is registered with Devon 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. Overall responsibility for the catering function (including health and safety) lies with Holroyd Howe, who are the school's contract caterers. We conducted an extensive due diligence enquiries on the firm and satisfied ourselves that the firm was qualified and competent to perform this important role before the Governors awarded the contract. We continue to monitor the firm's performance carefully.

MANAGEMENT OF FOOD SAFETY

In managing food safety, the Catering Company will:

Staff Training

- Require all staff who assist with food preparation to possess a basic food hygiene certificate.
- Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.
- Ensure that all catering staff have clearly allocated responsibilities, which they understand
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct annual refresher training.

Staff Uniforms and Personal Hygiene

- Ensure that all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served.
- Ensure compliance with the hand-washing or hand cleansing regime at all times.

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Monitoring Compliance with Procedures

- Check that all products containing nuts or traces of nut are clearly labelled.
- Check that the HACCP system is in place, and that the document can be checked by everyone.
- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with a daily cleaning and disinfection regime.

Pupils with Medical Conditions

- Liaise with the School Nurse about special diets.
- Consult with a Dietician, if necessary.

Monitoring incoming supplies

- Inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters, trolleys/ conveyors for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Maintenance Department.

Equipment Monitoring

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

Purchasing and Checking Stock

- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check all that all supplies used are in date and undamaged.

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- Check that stock is properly stored as soon as it arrives.

Samples of Cooked Food

- Ensure that samples are taken and frozen of all food that is cooked. The samples are kept in labelled containers for seven days, and if necessary, sent to a laboratory for analysis.

Professional Audit/ Assistance

- Arrange for an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and reports on those findings.
- Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- Obtain professional advice from a Dietician on healthier food, menu planning and special diets as needed.
- Arrange a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
- Ensure that an appropriate pest control regime is in place.

Equipment Failure

- Report all equipment failure to the [Maintenance Department] as soon as it is discovered.

First Aid

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

Signage

- Display the appropriate First Aid, COSHH and Emergency notices.

Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.
- Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the school's re-cycling policy.

Conclusion



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We will continue to monitor all of our activities and will attempt to keep ahead of any changing legislation. West Buckland School food has had an excellent reputation for many years and we will aim to ensure this continues.

Author/Updated by:

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