



# WHOLE SCHOOL FOOD POLICY

Policy Owner: CPPS  
Reviewed By: Governors  
Date of Last Review: March 2025  
Frequency of Review: Annual

## **Statement of intent**

At **Crestwood Park Primary**, we understand that what pupils eat and drink at school is important.

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.

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.

## **Aims**

The main aims of our school food policy are:

1. To provide a range of healthy food choices throughout the school day in the line with the mandatory School Food Standards and the School Food Plan.
2. To support pupils to make healthy food choices and be better prepared to learn and achieve.
3. To ensure a consistent approach to healthy eating across the school community including pupils, staff and parents/carers.
4. To teach pupils about food and nutrition through the curriculum and reflect these principles in the school's food menu and cooking provisions.

## **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'

## Roles and responsibilities

The governing board is 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.
- 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.
- 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 through the School Fruit and Vegetable Scheme.
- Ensuring that all pre-packaged foods available at the school provide full ingredient lists and allergen labelling.

The headteacher is responsible for:

- Through \*NCASS, organising food hygiene training, including on allergens, for all in-house kitchen staff, and refresher training annually.
- 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 plan.
- 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.
- Ensuring relevant risk assessments are completed.

(\*We use NCASS to support in the compliance of our kitchen)

The Catering Manager 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, and that this is reviewed on a **monthly** basis.

- 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.
- 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 **termly** basis.
- 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.

### **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.
- 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, nuts, 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.
- A portion of non-dairy sources of protein will be provided on three or more days every week.
- A meat or poultry product, e.g. chicken nuggets, will be served no more than once a week.
- No meat will be provided if it contains any carcass parts, 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 nuts, 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.
- Confectionery, including chocolate and chocolate-covered products, of any kind will not be served, even as part of a dessert.
- Desserts, cakes and biscuits not containing any confectionery 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).

- 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).
- Soya, rice, oat drinks and plain fermented milk, e.g. yoghurt, drinks.
- Coffee, tea or hot chocolate.

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

**Milk shakes are also available to purchase daily at a cost of 35p per carton.**

### **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

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.

### **Catering service standards**

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 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 suppliers are:

- **Blakemore**
- **Love Joes**
- **Midland Foods**
- **Bridgestock Dairies**
- **Manor Abbey**

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 **hall**, 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.

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 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.

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.

A first aid kit will be located in **each class bag** and the **kitchen**.

### **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.

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

### **Special dietary requirements**

The school does everything possible to accommodate pupils' specialist dietary requirements including allergies, intolerances, religious or cultural practices.

Pupil's food allergies are displayed in a sensitive way and appear within the kitchen as photographs.

### **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](#).

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 annual food hygiene refresher training.

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.

### **Monitoring and review**

This policy will be reviewed **annually** by the headteacher and governing board, or in light of any changes to relevant legislation.

Any changes made to this policy will be communicated to catering providers, kitchen staff, parents and other stakeholders, where necessary.