

POLICY

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Owner	Senior Leadership Team (SLT)

Food and Nutrition Policy

1 Policy Statement

- 1.1 Portfield School is committed to providing a balanced, nutritious diet to all those who use their services. Portfield School aims to provide children with the energy and nutrients they need to do well at school and help children to develop healthy eating habits.
- 1.2 A balanced diet is explained through the eatwell plate, which can be found in appendix A.
- 1.3 Portfield School will aim to follow the guidelines set out in the Requirements for School Food Regulations 2014.
- 1.4 In addition, any guidelines set out by a regulatory body will also be followed, with reference to specialist resources related to the support of children on the autistic spectrum
- 1.5 For the purpose of this policy, the term 'food' may also include drinks.
- 1.6 Portfield School is 'nut aware'.

2 Nutritional guidelines

- 2.1 The school will aim to meet the final food-based and nutrient-based standards for school lunches.
- 2.2

Fruit and vegetables	<p>Fruit or vegetables, or both fruit and vegetables must be available in any place on school premises where food is provided.</p> <p>Includes fruit of all types, whether fresh, frozen or dried, canned in water or juice. Fruit-based desserts need to have a content of at least 50% fruit measured by the weight of the raw ingredients.</p> <p>All types of vegetables, whether fresh, frozen, dried, canned in</p>
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	<p>water or juice.</p> <p>One or more portions of vegetables must be provided as an accompaniment every day. One or more portions of fruit must be provided every day. A fruit-based dessert with a content of at least 50% fruit must be provided two or more times each week. At least three different vegetables and three different fruits must be provided each week.</p>
<p>Starchy foods at lunchtime</p>	<p>One or more portions of starchy food must be provided every day. Three or more different starchy food must be provided each week. One or more wholegrain varieties of starchy food each week. Starchy food cooked in fat or oil must not be provided more than two days each week across the school day. Bread with no added fat or oil must be available every day.</p> <p>The food group contains: all breads, potatoes, rice, couscous, bulgur wheat, semolina, tapioca, maize cornmeal, noodles and pasta, oats, millet, barley, buckwheat, rye, spelt, plantain, yam, sweet potato and cassava.</p> <p>Starchy food not cooked in fat or oil: boiled plain rice, pasta, noodles, couscous, sweet potatoes, mashed or jacket potato.</p> <p>Starchy food cooked in fat or oil: roast or sautéed potatoes, chips, potato wedges, fried rice, bread, hash browns, garlic bread, Yorkshire pudding, naan made with fat and waffles cooked in oil.</p>
<p>Meat, eggs, beans and non-dairy sources of protein</p>	<p>A portion of meat, fish, eggs, beans and other non-dairy sources of protein must be provided every day.</p> <p>A portion of meat or poultry must be provided on three or more days each week.</p> <p>A meat or poultry product (manufactured or homemade) may not be provided more than once each week in primary schools and twice each week in secondary schools across the school day.</p> <p>The meat or poultry product must also meet the legal minimum meat or poultry content requirements, and must not contain any prohibited offal.</p> <p>Fresh and frozen meat, poultry, fresh, frozen and canned fish, shellfish, eggs, meat alternatives (including products such as soya and Quorn™), tofu, pulses such as beans (cannellini, kidney, pinto, borlotti, haricot, butter, but not green beans), chickpeas, lentils (red, green, brown and puy) and nuts.</p> <p>Red meat includes beef, lamb, pork, veal, venison and goat.</p> <p>Poultry includes chicken, turkey and duck.</p> <p>Non-dairy sources of protein suitable for vegetarians include eggs, meat alternatives made from soya beans (such as soya mince),</p>

	<p>tofu, Quorn™, pulses such as beans (cannellini, kidney, pinto, borlotti, haricot, butter), chickpeas, lentils and nuts.</p> <p>Meat products include homemade or purchased meat sausages, burgers, individual pies (e.g. bridies, sausage rolls, Cornish pasties, pork pies), breaded or battered products (e.g. nuggets, goujons, burgers) and corned beef. Ham and bacon are not classed as meat products.</p>
Fish	<p>Oily fish must be provided once or more every three weeks A portion of a non-dairy source of protein must be available three or more days each week for vegetarians.</p> <p>White fish includes pollock, hake, coley, cod, haddock, and plaice – whether cooked alone, or in a dish such as a casserole or fish pie, or as a breaded or battered product Oily fish includes fresh, tinned or frozen salmon, sardines, pilchards, mackerel, herring, and fresh or frozen tuna. Tuna only counts as an oily fish when it is fresh or frozen because the omega-3 fatty acids are removed during the canning process.</p>
Bread	Bread with no added fat or oil must be provided on a daily basis.
Deep fried foods - restricted	No more than two portions of food that has been deep-fried, batter-coated or breadcrumb-coated may be provided each week. No more than two portions of food which includes pastry may be provided each week.
Salt and condiments - restricted	No salt shall be available to add to food after the cooking process is complete. Condiments, such as ketchup and mayonnaise, should only be available in sachets or individual portions of not more than 10g or 1 teaspoonful.
Snacks - restricted	<p>No snacks may be provided, except for nuts, seeds, vegetable and fruit with no added salt, sugar or fat. Where dried fruit is provided it must have no more than 0.5% vegetable oil as a glazing agent.</p> <p>Savoury crackers, breadsticks, cakes and biscuits should be provided in moderation.</p> <p>Malt loaf and other bread type products like bagels, currant and fruit bread, crumpets, tea cakes and English muffins can be served at any time, as these tend to be lower in fat and sugar.</p>
Confectionery	Confectionery such as chewing gum, cereal bars, processed fruit bars, non-chocolate confectionery, chocolate in any form (except hot chocolate), any product containing of wholly or partially coated with chocolate and any chocolate flavoured substances (excludes cocoa powder in cakes, biscuits and puddings).
Desserts	Desserts, cakes and biscuits are allowed at lunchtime. They must not contain any confectionery. Yoghurt or fruit-based dessert (with

	<p>a content of at least 50% measured by volume of raw ingredients)</p> <p>Desserts include cereal and starch based desserts such as rice, semolina, tapioca pudding, fruit-based desserts such as jelly, fruit compote, crumbles, and sponge puddings, vegetable-based desserts such as soya-based mousse, egg-based desserts such as ready to eat products and products prepared from egg such as flans, egg custard, custard fillings in pies, meringues, dairy-based desserts such as puddings with dairy-based fillings, fruit or flavoured yoghurt or other fermented milk and/or milk products, ice cream, mousse and fat-based desserts, such as ice cream, made with vegetable fats.</p>
Drinking water	Fresh drinking water should be provided at all times
Drinks	<p>The only drinks permitted during the school day are:</p> <ul style="list-style-type: none"> ○ Plain water (still or carbonated) ○ Low fat milk (not more than 1.8% fat content) and lactose reduced milk except whole milk may be provided for pupils up to the end of the school year in which they attain the age of five. ○ Fruit juice or vegetable juice which does not contain any added vitamins or minerals no more than 150mls per person ○ Plain soya, rice or oat drinks enriched with calcium ○ Plain yogurt drinks ○ Tea, coffee and hot chocolate containing less than 5% added sugars or honey are also permitted
Milk and dairy	<p>A portion of dairy food must be provided every day.</p> <p>Lower fat milk must be available for drinking at least once a day during school hours.</p> <p>All types of milk, cheese, yoghurt (including plain or fruit, frozen and drinking yoghurt), or fromage frais, milk-based sauces, custard (made with milk), puddings made from milk.</p> <p>Lower fat milk and lactose reduced milk. Cheese, yoghurt (including frozen), fromage frais and custard.</p> <p>A dairy product must be available at lunch every day, excluding butter and cream.</p>
Oily fish	Oily fish must be provided at least once every three weeks. Oily fish include anchovies, herring, kipper, mackerel, pilchards, salmon, sardines, trout, tuna (but not canned tuna) and whitebait.
Meat products	<p>Meat and fresh, frozen, canned or dried.</p> <p>Meat products may not be provided more than once each week in primary and twice each week in secondary.</p>

2.3 A written 4 week menu cycle is available for lunch provision. This is reviewed seasonally.

2.4 Where students bring in a packed lunch, information should be available for parents and carers on providing a healthy and balanced diet.

- 2.5 These regulations apply to food provided at parties or celebrations to mark religious or cultural occasions, at fund-raising events, as rewards for achievement, good behaviour and effort, for use in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch or on an occasional basis by parents or pupils.

3 Dining environment

- 3.1 The environment in which students eat is an important aspect of promoting healthy eating.
- 3.2 The environment can have an impact on the student's sense of wellbeing and offer them an opportunity to give them experience of a dining situation.
- 3.3 Students should not be expected to wait for long periods for food once they are in the dining room.
- 3.4 During a meal, the room should be used solely for dining. If appropriate, it should be adapted to meet the needs of students with a disability; this may include more space for access, or have a screened area for additional privacy.
- 3.5 The room should be maintained at a comfortable temperature and adequate lighting available. In addition, unnecessary noise should be avoided where possible.
- 3.6 All students will be given enough time to collect their meal, have time to sit and eat their meal.
- 3.7 Social opportunity and modelling of behaviour by staff e.g. skills, table manners.
- 3.8 Students will be able to see what food is available on the day, displaying a PEC menu. There will also be PECs to help students communicate their choice.
- 3.9 Water is served with all meals.

4 Meeting needs of students

- 4.1 As the nutrient based standards apply to lunch provision for the school as a whole, rather than consumption by an individual, the school will try to provide alternatives for individual children with special dietary requirements.
- 4.2 This would include students with swallowing problems who are under the care of a specialist Speech and Language Therapist; students on a medically prescribed diet e.g. Ketogenic diet for epilepsy; psychological problems
- 4.3 It is recognised that some service users will only eat a limited range of food, and the priority with these students is to ensure they are eating adequate amounts. Efforts will be made to promote a healthy and varied diet to the service user. This reflects guidance written by the British Dietetic Association Specialist Mental Health Group (Dietary Management of Autism Spectrum Disorders – 2008).
- 4.4 Taster sessions and taster plates will be used regularly when encouraging students to try new foods.
- 4.5 This policy sets out the general guidelines for the majority school population however more specific plans are made on an individual basis – see section 7

5 Food allergies, intolerances and special diets

- 5.1 Every reasonable effort should be made to cater for all pupils needs and adhering to special diet requests. This can be due to an allergy, intolerance or other medical need, a child is following a religious or cultural diet or other reasons, such as a child is vegetarian.
- 5.2 Full information from the child's parents/carers, written confirmation of the allergy/medical need from the child's GP, dietician or medical professional to make sure children are not having foods removed from their diet without a diagnosed medical reading
- 5.3 Kitchen staff will fully understand and be informed about each child's special dietary requirement.
- 5.4 Kitchen staff will be able to tell pupils and parents which of the 14 different allergens are included in each recipe and food item that is provided.

6 Support for staff

- 6.1 Staff responsible for catering should be appropriately trained, to ensure the food they are offering service users is nutritionally balanced.

7 Food preparation as part of student education

- 7.1 Students should be given the opportunity to prepare their own food in order to promote their life skills and independence
- 7.2 Food prepared should be appropriate to the skills of the student; however, wherever possible healthy foods should be used and promoted
- 6.3 Selection, purchase and preparation of food should be taught as a life skill.

7 Behaviour support

- 7.1 Behaviour interventions to support food intake or meal time routines will be described in each student's individual green/amber/red guidance.
- 7.3 Any food behaviour intervention or programme must be discussed and agreed in a multidisciplinary meeting with representation from all services and parents/ carers where possible – this will then be uploaded to behaviour watch.
- 7.4 Any food behaviour intervention must be reviewed termly in a multidisciplinary meeting, where any changes to the plan can be agreed.

8 Communication

- 8.1 Food may be used within specified programmes for developing communication skills, as set out by the school Speech and Language Therapist (SLT). This will be based on assessment in order to provide a clear rationale for the use of food items. The SLT will then carry out this work or support / monitor other staff in doing so, within the boundaries and guidelines specified in the programme. For example, where food items are shown as a student's highest reinforcer they may be used to develop spontaneous communication skills using Picture Exchange Communication System (PECS).
- 8.2 Food portions may be augmented as part of specified skills teaching. For example, in order for a student to practice their PECS skills by making multiple requests, at snack / meal times adults may provide small amounts of food at a time. Any programme will always take into account all relevant issues such as amount of food being offered, nutritional needs of the student, time of day, opinions of relevant people involved in the care and education of an individual student.

9 Roles and Responsibilities

- 9.1 The School Senior Leadership Team takes responsibility to ensure policy is being implemented with support from:
- 9.2 Catering Manager / School Cook to ensure menus are written in line with national guidance
- 9.3 School Nurse to provide support for medical aspects
- 9.4 Dietitian to review menus and assist in policy review
- 9.5 Speech and Language Therapist to advice on students with swallowing problems and communication around food
- 9.6 Occupational therapist to advice on individual equipment needs
- 9.7 Behaviour Specialist to advice on behaviour food intervention programmes as appropriate
- 9.8 Teachers to help develop life and social skills around food

10 Monitoring

- 10.1 Menus to be evaluated and revised if necessary on a monthly basis. Menus to be reviewed annually to ensure nutritional guidelines being followed
- 10.2 General monitoring chart for 1 week as standard per student (see Appendix C). If there are specific concerns regarding a student's diet a food diary may be completed

References:

Children Food Trust (2015) *Special Diet Legal Fact Sheet*. Available at <http://media.childrensfoodtrust.org.uk/2015/06/SpecialDiet-Legal-FactSheet.pdf> [Accessed 2 Nov 2016]

Legislation Government (2014). *The Requirements for School Food Regulations*. Available at: http://www.legislation.gov.uk/uksi/2014/1603/pdfs/uksi_20141603_en.pdf [Accessed 2 Nov. 2016].

Public Health, *Improving the dining experience in schools*. Available at http://www.publichealth.hscni.net/sites/default/files/Dining%20Experience%2009_10.pdf [Accessed 4 Nov 2016]

Appendix A



Source: Public Health England in association with the Welsh Government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

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Example of school menu**School winter menu**

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday
Main meal	Beef stew, homemade dumplings, mashed potatoes and vegetables	Tagilatelle carbonara, garlic bread, coleslaw and salad	Roast chicken, roast potatoes, carrot and onion mash, swede, broccoli and stuffing	Cold buffet	Fish fingers, chips, baked beans, garden peas
Dessert	Chocolate mousse	Apple crumble and custard	Fresh fruit and yoghurt	Lemon drizzle cake	Millionaire shortcake
Week 2					
Main meal	Sweet and sour chicken, rice, prawn crackers and spring rolls	Sausage, mash potatoes, peas and onion gravy	Roast beef, roast potatoes, cauliflower cheese, stuffing and gravy	Chicken pie, new potatoes, carrot and swede mash	Scampi, baked beans and peas
Dessert	Jelly and ice cream	Treacle sponge and custard	Fresh fruit and yoghurt	Hot chocolate fudge cake	Flapjack