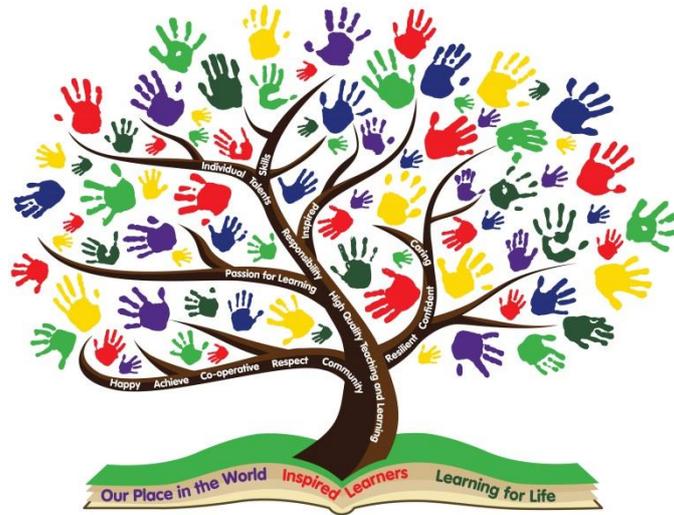


**THAKEHAM PRIMARY SCHOOL**

'Small School, Big Opportunities, Great Achievements'



# Food Policy

# Thakeham Primary School

Date approved by the Resources and Strategic Committee: 27.02.2020

Review Date: February 2023

Signed

Headteacher: *S. Norton*

Chair of Resources and Strategic Committee: *Stockwell*

## **Introduction**

This document outlines the nature and operational management of food safety in Thakeham Primary School.

## **Linked Policies**

This policy should be read in conjunction with the following policies:

- Health and Safety
- Premises Management
- Lettings

## **Aims**

The Food Safety Policy is designed to:

- ensure the school has a sound Health and Safety framework in relation to food preparation and food consumption within the school premises so that it meets and maintains the highest standards of hygiene.
- protect all use of Thakeham Primary School's facilities from possible legal action in relation to food safety.
- state the minimum requirements for food safety to allow Thakeham Primary School to operate under the law.

## **Legal Framework**

- The Food Safety Act 1990
- Food Safety (General Food Hygiene) Regulations 1995
- Food Law code of practice March 2017
  - <https://signin.riams.org/connect/revision/zmi2z/Environmental-Health/Food-Law-Code-of-Practice-England>
- The old DfE document: "Food Safety Educational Establishments Code of Practice No.10 – June 1998." Whilst no longer legally valid, this provides good general advice.

## **Policy Statement**

Food safety law applies to all food brought onto Thakeham Primary School's premises whether it is for the purpose of making a profit or not. This includes food being served at Friends of Thakeham School events or given to pupils as prizes.

It should be noted that this policy does not cover the provision of food supplied by Chartwell Catering Services at lunchtime. However it is the school's responsibility to ensure all aspects of any catering arrangements which are provided by the school such as storage facilities, surfaces, cutlery, crockery, washing up facilities, reach high levels of hygiene and do not pose a risk in any way.

## **General Advice**

At Thakeham Primary School we believe the promotion of food safety should be part of our curriculum where appropriate. This is not an onerous task; the following simple guidelines will be reinforced at break and lunchtimes.

- Children will be reminded to wash their hands after a visit to the toilet, before morning break when milk and fruit are served to those who have previously requested it and before lunch.
- The tables and chairs used for eating must be kept clean.
- After food breaks the areas used for consumption must be cleared of all litter and any food disposed of in an appropriate place.

## **Packed Lunches and food brought into school by staff**

The preparation of packed lunches provided by parents for their own children and food brought in by staff is not covered by the Food Safety Act. However our school has a duty to make arrangements for the storage and consumption of such meals so they do not pose any health risks. Because the preparation of packed lunches often takes place some time before they are consumed staff should take care they are not stored in areas that are close to a direct source of heat. The school will encourage parents to use insulated cool boxes or similar items that will assist in keeping the food cool.

Wherever packed lunches are eaten it should be remembered that the school has a duty under Section 3 of the Health and Safety Act to ensure that pupils and any non-employed persons are not exposed to risks to their health and safety. Therefore the school will ensure that there is adequate supervision at these times.

## **Allergies**

Individual Healthcare Plans (IHPs) are undertaken for any child who has a food allergy. These are kept in the Medicines folder. Outline details of the child and their needs are available in each class Pastoral File and on the Medical Room notice board. Where appropriate details are shared with Chartwells (catering contractors), though it is parents' responsibility to inform them of allergies along with relevant reports.

There are a number of children who have a nut allergy. We have therefore taken steps to become a nut-free school which parents have been informed about.

Details of any staff member with a food allergy (e.g. nuts) are known to staff and details available.

## **Teaching Activities Involving Food**

Four members of staff hold a current Level 2 Food Safety Certificate (Jaime Younger, Emma Elvery, Jodi Bowbrick and Becky Jouanides) and risk assessments are undertaken during curriculum planning for the practical work being undertaken. This risk assessment will include not only food safety and hygiene but also other potential

hazards such as the use of electrical equipment and knives and fire precautions. All teaching staff may cook with the children so long as they follow the safe practice decided by the school in the risk assessment process.

### **Curriculum Activities**

- Food tasting – prior to any food tasting sessions, a letter of consent must be signed by parents/careers. This is carried out on an annual basis (see appendix 1)
- Cookery sessions – any food to be prepared and consumed within school will require prior parental/careers consent.

### **School Visits and Field Trips**

Whilst food prepared and sold on a commercial basis could reasonably be assumed to comply with the laws in terms of food safety this aspect will be considered when completing any risk assessment surrounding such trips. Care will be taken to ensure that catering provisions can cope with the numbers attending and any food allergies or special dietary requirements.

### **Friends of Thakeham School Events**

It is the responsibility of the FoTS to ensure that a member of the committee holds a valid Level 2 Food Hygiene Certificate and oversees all food provision at all FoTS events where it is prepared by them. Certificates should be sought from third party providers. Special consideration should be given at 'change over' times to ensure food hygiene standards are adhered to.

### **Training**

It is not necessary for the lunch time supervisors to hold a food safety certificate. However the member of staff responsible for food safety/Headteacher will oversee appropriate level of training for them and other members of staff/volunteers both in house and externally.

### **Breaktime and Lunchtime**

Food brought in for break or lunch should be for the sole consumption of the pupil.

The milk and fruit available to the children at morning break is supplied and delivered by external companies. It is stored in a separate fridge. A stock rotation system is in operation and the use by dates are adhered to.

### **Staff Food**

Any food brought into school by staff for their own consumption is not the responsibility of the school. The equipment provided i.e. fridge and microwave are used at their own risk. However, compliance to Health and Safety regulations will be adhered to by the school. Shield Cleaning company are responsible for cleaning our school fridges;

each staff member using the staffroom microwave and Cookery Room hobs/ovens should wipe/clean after use where appropriate. Any member of staff who has any concerns about food safety should raise this matter with the Headteacher.

**Review**

Any food preparation will form part of the Risk Assessment annual review programme which will be reviewed as part of the Health & Safety policy review.



**APPENDIX 1**

**FOOD TASTING/COOKING PARENT/CARER CONSENT**

Throughout the year children may be involved in food preparation/cooking/tasting linked to their curriculum work. We will inform parents of this through termly/half termly Curriculum Information Letters or by letter/text/email.

Please complete the attached slip below and return to school to indicate your consent.

---

**FOOD TASTING/COOKING PARENT/CARER CONSENT**

Name of child..... Class.....

I do/do not consent to my child tasting food as part of their curriculum activities.

I will ensure I provide information to the school of any food allergies my child has and update the school with any changes throughout the year.

Name of parent/carer..... Signature.....

Date.....