



### Food Safety Policy 2023

	<b>Name</b>	<b>Date</b>
Headteacher's Approval	Sian Blackwell	Feb 2023
Committee Chair's Approval	Gemma Butlin	Feb 2023
Recommended Review Date:	Annually (Feb 2024)	

#### **Version Number**

This document is issued and maintained in accordance with Cogenhoe Primary School procedures. Any changes must be clearly identified and discussed with the Governors. The most recent version must be detailed to staff and kept with the other policies for all appropriate stakeholders including parents where applicable.

<b>Version</b>	<b>Date</b>	<b>Description of Change</b>	<b>Changed By</b>
1	16.07.2019	New policy written and implemented	CO
2	Feb 2023	Allergy section updated and updates added for clubs.	SB

## **Introduction**

Cogenhoe Primary School is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting. This is in order that the school complies with The Care Standards Act 2000 and Food Hygiene 1995. We use an outside provider for our school hot meals and they follow their own Policy heating and serving meals from their pod in the school grounds.

The setting has set high standards of personal hygiene for all members of staff involved in the handling and preparation of food. Any person showing signs of ill health will not be permitted to handle food.

## **Who is responsible?**

It is the responsibility of the Senior Management Team to ensure that all members of staff are fully trained in Food Hygiene and that all members of staff understand and implement the policy. It is the responsibility of all members of staff to ensure that safe practices are maintained in the preparation and storage of food and that all food hygiene practices comply with relevant legislation, training and policy.

## **Procedures**

When preparing food, staff will observe current legislation regarding food hygiene and training by:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and after using the toilet
- Staff to wear aprons
- Using clean, disposable cloths

- Ensuring the use of the correct colour coded chopping boards (e.g. red for raw met etc.)
- Not being involved in food preparation if they are unwell
- Wearing correct sterile clothing- apron, sensible shoes etc.
- Holding a current Food Hygiene certificate.
- Making sure all fruit and vegetables are washed before being served.
- Avoid wearing jewelry, especially rings, watches and bracelets.
- Any cuts, spots or sores on the hands and arms must be covered completely with a waterproof dressing (blue plaster)
- Fingernails should be kept short and clean, food handlers, including children should not wear nail varnish as this may contaminate food. Food safe gloves can be worn.
- Hair should always be tied back

### **Temperature control**

It is the policy of Cogenhoe Primary School to ensure that any and all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained.

Fridge temperatures are checked and recorded on a daily basis to ensure the correct temperature is being upheld.

### **Cleaning of Food Preparation Areas**

Every week the fridge is thoroughly cleaned and all items in the fridge are checked for freshness, and all food past their use by or best before date are correctly disposed of.

- Shelves and drawers are removed and cleaned with warm soapy water
- The inside walls are cleaned from top to bottom with anti-bacterial cleaner
- The deals around the fridge are cleaned to ensure no spillages or stains
- Freezers are defrosted (on non-frost-free) and cleaned once a month following the same procedure.

All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths.

All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.

The manager will ensure that appropriate controls are in place to prevent cross contamination and that these controls are documented accordingly.

At Cogenhoe Primary School, we believe that nutritious food and drink are essential for children's wellbeing.

During meal and snack times, we will always encourage children to gain an understanding of how food and water is an essential part of growing big and strong. Our aim is to meet the dietary and religious requirements to promote children's healthy growth and development.

We will ensure that all meals and snacks are nutritious, healthy and balanced. Children's medical and personal dietary requirements are always known and respected (Parents/carers are required to provide details when their child is enrolled). Multicultural diet is always offered, to make sure those children from all backgrounds encounter familiar tastes and that all children have the opportunity also to try new food. Dietary rules of religious groups, vegetarians/vegans are known and met in an appropriate way, making sure that they are always respected and valued within the setting.

### **Special Diets**

We recognise that some children may require special diets. In this case parents/carers are asked to make us fully aware of this. Individual care plans/menus may need to be created for children with special dietary needs/requirements. A plentiful supply of drinking water for children is recognised as improving behaviour and concentration. Pupils are actively encouraged to bring their own water bottle to school and use it throughout the day. They are regularly reminded to drink water especially during warmer weather, to educate them about the importance of hydration.

## **School Lunches**

The school actively promotes the uptake of free universal infant school meals for all pupils

In collaboration with our hot meal provider we will;

- Promote the uptake of school lunches
- Ensure that the food provided is compliant with the current standards for school lunch and is of high quality and promotes health
- Ensure that the choices provided address cultural, religious and special dietary needs
- Ensure the school has the capacity to provide a meal for all those who require one

To ensure that school lunches meet the requirements of the whole school community there will be ongoing liaison and consultation with the school lunch provider.

Families who are eligible for free school meals are actively encouraged to take up the option. Applications can be supported by our Pastoral Lead and the school office staff.

## **Packed Lunches**

If parents choose to send in a packed lunch we encourage them to provide healthier lunchboxes for their children. The school actively discourages the following packed lunch foods:

- sweets and confectionery
- chocolate bars
- fizzy drinks

Food not eaten in a packed lunch is taken home by the child so the parents are aware of what their child has eaten.

Children are not allowed to share or exchange food from packed lunches.

Parents are advised to provide age appropriate quantities of food.

All children eat in the Hall sitting at dining tables. All children have at least 30 minutes in which to eat their lunch. Foundation Stage children go to lunch at 11:55 am to allow them more time. We aim to provide a calm, ordered environment conducive to mutual respect, safety and good behaviour, promoting social and

community cohesion.

The school is also committed to:

- ensuring children wash their hands before eating
- encouraging good table manners
- encouraging all children to eat the food they have been provided with
- actively helping children who find some aspects of packed lunch difficult e.g. opening tubs, packets, cartons or bottles
- teaching the children how to be responsible for clearing away after they have eaten their hot dinner
- encouraging children who have finished their packed lunch to inform the lunchtime supervisor who will check to see if they have eaten an adequate amount.

Any parent who has concerns about their child's eating at school is encouraged to promptly bring them to the school's attention.

### **Sweets**

We do not allow the eating of sweets or other foods high in sugar and/or fat in school, however occasionally these may be provided during special events or as prizes.

We believe it is important to celebrate cultural, personal or community events and recognise that special food has a role in such celebrations as birthdays, religious festivals, or end of term. We recognise such foods are acceptable in moderation.

### **Cake Sales**

For fundraising we do occasionally hold cake sales in school. These sales are infrequent and regarded as a special event.

### **Food Waste**

In order to reduce food waste, at the end of the week any surplus perishable foods may be offered to staff or parents first before being disposed of.

Food is of vital importance to us all and should be used to enrich the school curriculum. The curriculum can then enrich pupils' experience of food and healthy eating. Curriculum content will include the following:

- the importance of food groups and the role they play in promoting growth
- the development of a strong, healthy body
- what constitutes a balanced diet
- how food is produced
- an understanding and appreciation of cultural diversity
- the development of respect and understanding towards the beliefs and attitudes of others

Visits by outside agencies also promote health awareness.

In addition, whole school and class assemblies are an opportunity to explore health and food related issues.

We offer a wide range of extra-curricular activities which support a healthy lifestyle and to which the aim and objectives of this Policy apply.

### **Clubs**

We require that any independent or school-organised club, follows the principles of a healthy lifestyle and that the provision is in line with legislation and this policy.

### **Breakfast Club and After School Club**

Breakfast Club will provide a nutritious breakfast for children who attend. The food provided will be in line with the policy. The Breakfast Club Lead and ASC Lead have undertaken Food Hygiene Level 5 and any TAS supporting the children have undertaken level 1 or 2. The Star rating for Food Standards Certificate is displayed in the Breakfast Club and ASC window.

### **Partnership with parents and pupils**

The partnership of home and school is vital in shaping how children behave, especially where health is concerned. We expect parents to respect and support this policy.

Parents and carers are requested to inform the school of any health or food requirement their child has that requires special attention.

## **Allergies**

The school caters for children's specific dietary needs that may include allergies or food intolerances, or because of religious, cultural or ethical reasons)

Staff are made aware of children's specialist requirements through individual care plans and other information provided by parents.

To help us manage the risks associated with food allergies or intolerance the school has the following in place;

- Pre-entry information from parents
- Induction information from staff
- Food allergen risk assessment
- Excellent food hygiene practices
- Written procedures for children with food related conditions.

We will ensure that the school has considered the needs of food-allergic pupils and has developed appropriate procedures in all areas of the curriculum and beyond, ensuring that affected children are not unknowingly exposed to food allergens like nuts and seeds during school hours. These considerations apply and are promoted to the whole school community. Photographs of those children who suffer from severe allergic reactions are displayed in the staff room. A number of staff are trained to give epi-pen injections in an emergency. Staff are trained to recognise signs of allergy and all First Aiders are trained in what to do if a child has an allergic reaction. Mrs Minney is our Medical Administrator.

We are aware of individuals with known allergies, especially if they have a history of airborne reactions. However, we consider allergies to be a risk for all pupils as many school-age children will not know they are allergic to something until they have a reaction.

### **Food restrictions**

While you can't force staff to eat or not eat certain things, asking pupils and staff to avoid certain high-risk foods can reduce the chances of someone suffering a reaction.

For example, to avoid allergic reactions to nuts, we set out restrictions on bringing the following foods to school:



- Packaged nuts
- Peanut butter or chocolate spreads containing nuts
- Cereal, granola or chocolate bars containing nuts
- Peanut-based sauces like satay

While we don't ask staff to inspect food brought to school, we do set out their right to ask pupils to eat lunch away from others if they have brought in restricted food.

Our school tuck shop won't sell food containing nuts and is run by our office staff who are aware of children's allergies.

The school menu will be available ahead of time, so that pupils and parents will have warning if a meal could contain a potential allergen.

### **Hygiene procedures to avoid contamination**

- Catering staff will follow proper hygiene and allergy procedures.
- Good hygiene practices like asking pupils to wash their hands before and after eating
- Pupils use their own named water bottles

### **Procedures to handle an allergic reaction**

Staff will respond to and treat allergic reactions following training.

- We have a [risk assessment](#) for allergens for those that need them
- We have [allergy action plans](#) in place if needed. This should be completed by health professionals, not teaching staff, but staff should be familiar with the document

We have an emergency response plan if needed, setting out the steps staff should take in the case of an allergic reaction.

We use the following- page 6 of the Anaphylaxis Campaign's [guidelines](#), the government's guidance on [using emergency adrenaline auto-injectors \(AAIs\) in school](#) and the article on [administering medicines](#) for more support.

### **Staff training**

We have a commitment to train all staff in allergy response.

- How to spot the signs of allergic reactions (including anaphylaxis)
- Where AAIs are kept on the school site, and how to access them
- The importance of acting quickly in the case of anaphylaxis

Following guidance from the school nurse team training will be administered every year, and certificates are logged in the school office.

## Follow statutory requirements

The Food Information Regulations 2014 require us to provide allergy information for the [‘Top 14’ allergens](#) in food prepared on the school site

The 14 allergens are: **celery**, **cereals containing gluten** (such as wheat, barley and oats), **crustaceans** (such as prawns, crabs and lobsters), **eggs**, **fish**, **lupin**, **milk**, **molluscs** (such as mussels and oysters), **mustard**, **peanuts**, **sesame**, **soybeans**, **sulphur dioxide and sulphites** (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million) and **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

Under [Natasha’s Law](#), we list the ingredients on food that is pre-packaged for direct sale on our premises.

This is outlined in the [Food Information \(Amendment\) \(England\) Regulations 2019](#).

Catering staff communicate regularly with suppliers to find out if ingredients change. Catering staff should also be made aware of pupils or staff members with known allergies.

We follow the same procedures for other cases where food is present in school, for example in science or food technology classes, and on school trips.

## School staff follow and enforce this allergy procedure

- We use staff meetings and INSET days to communicate the importance of protecting pupils and other staff members from allergens
- We include this policy, including any restricted foods, in induction for new staff members
- We work with staff, and come to reasonable compromises. For example, if a pupil has a severe allergy, we agree that staff members will only bring that food to school in sealed containers and only open it in the staff room

## Working with parents

This is especially important for primary schools, where parents will likely be making packed lunches and choosing snacks.

- We publish this policy clearly on the school website
- We send letters or emails home about any restricted food at the start of the year (or if your policy changes)
- We include allergy restrictions in welcome packs for new families
- We encourage parents to get in contact with any questions or concerns

We make sure that parents can access school menus, including allergen lists, in advance. This will give them time to raise any allergy concerns.

We send menus via email

**Helping pupils understand the dangers of allergens and their role in minimising allergic reactions**

Whole-school allergy awareness will also reduce the chances of pupils getting bullied for having dietary restrictions.

We increase allergy awareness and good practice by:

- Assemblies
- PSHE or science lessons
- Posters around school about allergies and encouraging good hygiene

The Headteacher and Governing body will monitor the implementation of this policy and maintain national school food standards.