

Food Safety



RIVERSIDE BRIDGE SCHOOL
'EXCELLENCE FOR ALL'



Ratified by Governors: November 2020

To be reviewed: November 2023



FOOD SAFETY POLICY

Review Frequency:	Every three years
Date of ratification:	November 2020
Date next review due:	November 2023
Scope of Plan:	This plan applies to all staff, students, governors and volunteers at Riverside Bridge School

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Introduction

Riverside Bridge School is dedicated to promoting healthy lifestyles and providing an environment that promotes healthy eating, enabling pupils to make informed choices about the food they eat. This will be achieved through a whole school approach to food and nutrition documented in this policy

We recognise that a whole-school approach to food is required to enable pupils and parents to make positive changes. Clear, reliable and positive messages need to be given to the whole-school community about healthy eating and good nutrition within school.

Policy Aims

The main aims are of our school food policy are:

- to enable pupils to make healthy dietary choices through curriculum and extra-curricular activities.
- to enable pupils to develop independent skills.
- to support families with guidance on nutrition and well-being.
- to respect and adhere to the cultural and religious food preferences of each pupil
- to make provisions and provide support for pupils who will need additional services and interventions for feeding due to their learning, physical or medical needs
- to work closely with specialists and additional services to achieve the above aim
- to enable pupils to make healthy choices related to food, appropriate to their communication skills and developmental level
- to enable pupils to develop the skills to cook and create healthy foods and snacks, appropriate to their development level
- to provide modern facilities and a differentiated curriculum for the teaching of food technology across all age phases
- to support food safety and food hygiene in specialist and non-specialist rooms and complies with all relevant legislation and Codes of Practice regarding Food Safety.
- to ensure food provided at school complies with school food standards where possible
- to ensure eating times at school are an opportunity for the development of social, communication and life skills, appropriate to pupils' developmental level
- to promote awareness of the nature of food allergens and bring these to the attention of all staff. To train staff to a level commensurate with their responsibilities.
- to undertake routine written audits of food safety practices and operating procedures,
- to ensure that the arrangements detailed in the Food Safety Policy are observed and implemented in a consistent manner.
- to complete and maintain all necessary written records regarding operational and training procedures

These aims will be addressed through the following areas:

1. EQUAL OPPORTUNITIES

In healthy eating, as in all other areas of the curriculum we recognise the value of the individual and strive to provide equal access of opportunity for all.

2. CURRICULUM

Food and nutrition is taught at an appropriate level throughout each pathway. All pupils have access to a range of topics that provide an opportunity to learn about the types of food and drink available, their nutritional composition, digestion and the function of different nutrients in contributing to health and how their body responds to exercise.

All pupils have access to a minimum of one specialist Food Technology lesson and are encouraged to discover new foods through curriculum based tasting sessions and sensory cookery experiences. The opportunity to learn about where food comes from is taught through practical work with food, including access to the edible garden to grow food plants, preparation and cooking of savoury and sweet dishes and designing and making food products.

Pupils also experience and learn about different foods through the celebration of a range of religious festivals and cultural events.

Riverside Bridge School aim to provide a cookery club, developing basic skills in planning, preparation and cooking healthy meals and an understanding of basic food hygiene.

Pupils are also involved in growing foods in the Edible garden, developing an understanding of where food comes from. From time to time, off-site visits may be planned to local allotments, supermarkets or farms.

Pupils are made aware of the importance of a healthy diet and learn to recognise the links between healthy diet and physically activity for both their short term and long term wellbeing. Pupils learn about the care of their bodies, including their teeth (dental health scheme) and the impact different dietary choices as they grow and age.

Pupils are encouraged to take responsibility for their own health and wellbeing, they are taught how to develop a healthy lifestyle and how to address issues such as body image. Students also have the opportunity to learn about food allergies and how to be safe with food.

3. FOOD AND DRINK PROVISION THROUGHOUT THE SCHOOL DAY

We aim to provide a service that is consistent with our teaching of Healthy eating, thus enabling pupils to put into practice their learning. All food provided to pupils during the school day meets the School Food Standards which became mandatory in all maintained schools, academies and free schools from January 2015. These can be found at <http://www.schoolfoodplan.com/standards/>

Breakfast

Breakfast is an important meal that should provide 25% of a child's energy requirement and contribute significantly to their vitamin and mineral requirements. The school will aim to operate a breakfast club that provides a nutritious meal for pupils before the school day. The breakfast menu includes: low sugar cereals, fruit, toast, milk and water. The schools breakfast club meets the School Food Standards.

Where the school has an after school club the food provided meets school food standards.

School Lunches

Riverside Bridge School aim to provide pupils with the opportunity to eat a healthy balanced meal. The food is prepared by the catering team, ASPEN and meets the school Food standards for school lunches. Pupils are encouraged to have a school meal provided by the catering service and free school meals are provided to all pupils who are entitled to them. Healthy options are promoted at lunchtime.

Packed Lunches

Riverside Bridge School encourage families to provide children with packed lunches that complement the School Food standards. This is achieved by promoting healthy lunch decisions educating and supporting parents with nutritional information via websites, newsletters and training.

Packed lunches are stored safely to avoid food safety risks. Food to be reheated is to be done following kitchen procedures.

Only milk or water are permitted with packed lunches, water is provided free to children.

Although the school will encourage healthy food to be included in packed lunches, it will be sensitive to those pupils who have inflexible diets or medical needs.

Break time snacks and drinks

Riverside Bridge School understand that snacks are an important part of the diet provided to young people and can contribute positively towards a balanced diet. Fresh fruit is offered to children in the lower school for their afternoon snack. All pupils are permitted to bring snack to eat at designated class snack time routines. Although the school will encourage healthy food to be included in snacks, it will be sensitive to those pupils who have inflexible diets due to having an autism diagnosis or medical needs.

A sugar smart school

As a school we take the following steps to ensure that we are contributing to the reduction of sugar intake of pupils and their families:

- packed lunch policy and regular audits (pupils trained to be food detectives)
- a sugar themed day making use of Change4life resources for an assembly and lesson plans (<https://campaignresources.phe.gov.uk/resources/campaigns/41-sugar-smart-2016/resources>).
- the amounts of sugar in a range of drinks compared with maximum daily sugar intake to be displayed on the Healthy living display boards.
- newsletters with reducing sugar tips, low sugar recipe ideas etc
- cooking lessons or afterschool clubs with the emphasis on savoury dishes or low sugar recipes
- promoting oral health in PSHE lessons, after lunch and encouraging families to register with a dentist.
- monitoring absences due to oral health reasons to highlight need for intervention.

Drinks

The School Food Standards recommend that drinking water should be available to all pupils, every day, and free of charge. The school agrees with this recommendation and provides a free supply of drinking water at lunch times to children that eat school meals and packed lunch. Water is poured for each child at lunchtime and can be refilled upon request. Drinking water is freely available all day to every child and communication aids to request drinks are available around the school for the pupils.

Special Events

The School Food Standards do not apply at parties, celebrations to mark religious or cultural occasions, or at fund-raising events. However consideration should be given as to how the food and prizes supplied at

school events is consistent with the school ethos with regards to food. Riverside Bridge School will ensure that healthy food and drink options are available at all school events, including parties, celebrations and fun-raising events. Families and children are encouraged to consider healthy options if bringing in food to celebrate birthdays or other special occasions.

Use of Food as a Reward

The school does not encourage the regular eating of sweets or other foods high in sugar or fat, especially as a reward for good behaviour or academic or other achievements. Other methods of positive reinforcement are used in school.

4. PROMOTING HEALTHY EATING MESSAGES THROUGH THE SCHOOL ENVIRONMENT

This policy and healthy lifestyle strategy is co-ordinated by the food technology leading staff as well as the senior leadership team.

Role of staff:

- Ensure all staff and parents/carers are informed about the food and drink policy and that it is implemented effectively.
- Ensure all staff are given sufficient training.
- Liaise with external agencies regarding the healthy eating education programme and ensure all adults who work with children on these issues are aware of the school policy and work within its framework.
- Liaise with catering team.
- Monitor teaching and learning about healthy eating.
- Oversee the content of the curriculum to ensure that all pupils have the opportunity to be exposed to and learn about healthy eating.
- Encourage positive role models amongst staff.

Roles of Parents/Carers:

The school is aware that the primary role model in children's healthy eating education lies with parents/carers. We wish to build a positive and supportive relationship with the parents/carers of children at our school through mutual understanding, trust and co-operation. In promoting this objective, we will:

- inform parent/carers about the school food and drink policy and healthy eating practice.
- inform parents/carers about the best practice know about healthy eating so that parents/carers can support the key messages being given to children at school.
- discuss with parents/carers how we can jointly support their child if they are not eating well at meal times.
- inform parents/carers of how to obtain support within and the school and with outside agencies if there are concerns relating to their child's diet.

Role of Governors:

The governing body is responsible for monitoring the food and drink policy.

The governors support the head teacher in following guidelines from external agencies.

Governors inform and consult with parents/carers about the policy as required.

Quality of the Environment

The eating environment and the social aspects of meal times.

Meal times provide opportunities for children to learn about, to try new foods, and to develop their social skills.

The school aims to make the dining area user friendly by:

- monitoring noise levels
- giving the opportunity to eat food without being rushed
- having appropriate furniture and seating
- having appropriate staff supervision
- appealing food presentation
- providing positive messages about food
- providing communication aids when necessary.

Lunch staff are expected to teach and develop social and fine motor skills related to eating. This includes but is not limited to:

- using cutlery
- trying different foods
- remaining seated at the table when eating
- cleaning away waste food and packaging
- talking and communicating with peers and adults.

5. SPECIAL DIETARY REQUIREMENTS

Special Diets for Religious and Ethnic Groups

The school provides food in accordance with pupils' religious beliefs and cultural practices.

Vegetarians and Vegans

The catering services offer a vegetarian option at lunch every day. When necessary the school also provides a vegan option.

Food allergy and intolerance

Food allergies can affect a child at any time of their life and the school has policies and procedures in place to manage these allergies.

The common causes of allergies relevant to this policy are the 14 major food allergens, however this is not an exhaustive list:

- cereals containing Gluten
- celery including stalks, leaves, seeds and celeriac in salads
- crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- eggs - also food glazed with egg
- fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- soya (tofu, bean curd, soya flour)
- milk - also food glazed with milk
- nuts, (almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan)

- peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
- mustard - liquid mustard, mustard powder, mustard seeds
- sesame Seeds - bread, bread sticks, tahini, humus, sesame oil
- sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- lupine, seeds and flour, in some bread and pastries
- molluscs, (mussels, whelks, oyster sauce, land snails and squid).

The allergy to nuts is the most common high risk allergy and the SCHOOL IS A NUT FREE SCHOOL.

Riverside Bridge School will always be sensitive to individual dietary requirements. It will adhere to advice around food allergies and will make reasonable steps to cater for all dietary needs. However parents/carers have the prime responsibility for their child's health and must provide the school with information about their child's medical condition and/or any food allergy or intolerance. Parents/carers must also advise of any changes to the child's healthcare needs as soon as they become aware of them and provide clear written details of such changes pending a full review of the EHCP. Individual Care Plans are created for those pupils with food allergies or intolerance and include symptoms, adverse reactions and actions to be taken in an emergency, and emergency contact details. School catering staff and all staff are made aware of any food allergies/food intolerance and requests for special diets are submitted and agreed in consultation with parents/carers.

The list of allergies and dietary requirements are always on display in the kitchen, dining hall, medical hub and on the pupils' Communication Profile. All staff will be aware of and adhere to the dietary needs of their pupils when choosing food for snack, food technology, etc. Due to the attendance of pupils with nut allergies, we do not include nuts in our food and we do not permit nuts or nut products to be included in lunch boxes or snacks.

Autism and inflexible eating

Some pupils on the autistic spectrum may have restrictive diets due to inflexibility and sensitivities around foods. Staff will be sensitive to these difficulties but will work alongside parents/carers and Speech and Language therapists to encourage a broader diet. Where necessary Speech and Language therapists will consult with, support and provide training for staff working with such pupils. Where an inflexible diet becomes a medical issue, the NHS School Nurse can be consulted directly. They can also request the support of additional services to provide appropriate input.

6. FOOD SAFETY

Health and Safety

Appropriate food safety precautions are taken when food is prepared or stored. These precautions vary depending on the food on offer and ensure that adequate storage and washing facilities are available; that food handlers undergo appropriate food hygiene training; and that suitable equipment and protective clothing are available. Any food safety hazards are identified and controlled. Riverside Bridge School consult our local Environmental Health Department about legal requirements.

We recognize that compliance with health and safety is fundamental to any food activity. All technology areas follow the recommendations and guidelines outlined in the COSHH documentation and CLEAPPS directives.

Management of Food Safety

- When staff work in a food preparation area a basic food hygiene certificate must be held by at least one member of staff. All food preparation will be monitored and reviewed by the specialist subject leader e.g. toast clubs, after school clubs etc.

- Appropriate child to adult ratio (minimum of 2 adults:12 pupils)
- Staff should adhere to HACCP and COSH&H guidelines.
- Risk assessment / and hazard information are in place in close proximity to equipment to warn users of potential hazards.
- Rules in the Food Technology room are clearly displayed and revisited at least every term.
- Zero tolerance to medium to high level behaviours is in place in the Food Technology room. Pupils in crisis will be escorted from the room in order to reduce the risk of danger to themselves and others. Any incident will be immediately reported to the Senior Leadership Team and investigated. Pupils having to be removed from the Food Technology room will be assessed before any further lessons are carried out in the food technology room and an individual risk assessment created. Pupils that are ‘bubbling’ are not to be taken to the food technology room, but supervised in the classroom.
- Class team make sure the Food Technology teacher is aware of any changes to the pupils’ regulations plans or individual risk assessment and ensure they communicate with the Food Technology teacher effective methods of communication with the pupils.
- All equipment is to be used under the supervision of the Food Technology teacher or supporting staff.
- The Food Technology teacher will complete a daily checklist of the equipment used in relation to the Food Technology room risk assessment and must ensure the class door is locked when the Food Technology room is not in use.
- Food must be served on appropriate crockery with no sign of wear or damage.
- Hygiene worktops must be cleaned after each use using the appropriate solution.
- Staff must ensure the correct chopping boards are used during food preparation to avoid cross-contamination.
- Staff must ensure all equipment is washed thoroughly before being stored correctly.
- Gas appliances are inspected, serviced and tested annually by Gas Safety registered engineers.
- Staff using the Food Technology room are trained in emergency procedures and are aware of where the main isolation gas tap is and how to turn off the supply in an emergency.
- Electrical appliances are protected by circuit breakers in all non-specialist rooms.
- All electrical equipment will be PAT tested according to the school’s schedule.
- All electrical equipment not in use must be unplugged and sockets turned off the wall.
- Adult supervision when sharp equipment such as knives and graters are being used by pupils.
- Students will be taught the correct manner to use and clean sharp equipment.
- Sharp equipment will be counted before use and after use and they will be locked away in a secure cupboard after use.
- Hot equipment should be placed away from easy access until it has cooled down and then securely locked away.
- Hygiene bins will be emptied daily and cleaned weekly.
- All cleaning solutions is kept in a locked cupboard and used in line with COSHH regulations. All cleaning solutions are ordered via the cleaning team.

Personal Hygiene

- Ensure that all staff wear appropriate protective clothing at all times when preparing food.
- Ensure that all pupils helping with food preparation/food delivery adhere to the above standard.
- Food should be consumed in the room in which it was prepared wherever possible.
- Sensible foot wear should be worn, not open sandals.
- One plain band wedding ring.
- Small sleeper earrings or studs may be worn.
- Any other items of jewellery that cannot be removed must be covered with a blue plaster or blue gloves should be worn.

- The wearing of false nails, nail extensions and or nail varnish is not permitted.
- The minimum expectation is that hair will be tied back irrespective of gender and no grips or clips should be worn.
- Aprons will be worn by all people involved in food preparation.
- All aprons, tea towels and dish cloths will be washed at the end of each practical session.
- As a matter of policy, hands should be washed in anti- bacterial soap and should take place when entering the food technology room and always before preparing food and after: going to the toilet; handling waste/ carrying out cleaning; blowing the nose or touching other parts of the body likely to harbour bacteria e.g. nose, mouth, hair, ears; anyone suffering bouts of sickness and/ or diarrhoea should be clear for 48 hours before working with food.

Cross-Contamination

Kitchen and Food Technology staff are aware that to prevent cross contamination, the following steps are undertaken:

- food products are purchased from reputable suppliers and checked for any allergens on delivery.
- separate containers are used for storage.
- different utensils are used for preparation and service e.g. chopping boards and utensils and food is prepared in isolation.
- strict personal hygiene must be adhered to i.e. clean aprons, clean hands etc.
- in the unlikely event, cross contamination has taken place, the First Aider and Senior Leadership Team are informed immediately; steps outlined in the child's care plan are implemented; and the parents are informed and/or ambulance is called. A review then takes place to identify how this was caused and what steps need to be undertaken to mitigate cross contamination taking place again.

Allergies and Dietary Requirements

- The kitchen manager and Food Technology staff undertakes training on food allergens and must have completed the food allergens online training course. This information is then cascaded to all staff.
- The Parents/carers are required to complete an allergies form when the child starts school or when the child's allergy becomes known to the parent.
- Completed allergies form are sent to the dietitian by the parent/carer (the school buys into the LA's dietitian service). The dietitian will review the allergy and prepare a personalised menu for the child. A copy of this menu is sent to the parents/carers and the Kitchen Manager, who will review the menu and plan how the child's meals are prepared to mitigate any risk of cross contamination.
- Medications such as Epi-Pens and Piriton are stored in a named container along with the child's photo, details of the allergy and how it affects the child. Spare Epi-pens are also kept in the Medical Hub.
- The school office update the children' records of any allergy details and the appropriate staff are informed with any new or changing information.
- A list of all relevant children are displayed in the kitchen and the Medical Hub. All staff must regularly familiarise themselves with these.
- For any children with an allergy, their menu is prepared in accordance with the dietitian's menu plan. Any child with an allergy must only be served their menu.
- Where dishes are prepared for individuals, these must be kept separately from other meals, covered and labelled accordingly.
- All staff present at meal times are responsible for ensuring a pupil is not provided with food items they should not have.
- All parents must complete annual permission slips in order for pupils to taste food during food technology lessons. Any medical considerations and/ or allergies will be taken in to account during

- lesson delivery. Parental permission must be sought for those relevant pupils to handle food items on an activity by activity basis, even if they are not able to digest the finished product.
- All products purchased and/or brought into school premises are checked to ensure there are no nuts present as the school is a nut free school.

Food Preparation

- Food should be prepared in a suitable environment with every endeavour to reproduce a food technology room environment.
- All work surfaces should be washed down and then cleaned with an anti- bacterial agent before commencing food preparation.
- All spills should be wiped up immediately.
- Spills on floors must be reported to the Caretakers immediately.
- Raw and cooked foods will be prepared in separate areas.
- Hands will be washed after touching egg shells.
- Food will be kept covered.
- Perishable food must be stored at the correct temperature below 5°C in a refrigerator when not being used.
- A daily record of the temperature of the fridge and freezer should be kept.
- Dried foods should be stored in airtight containers, clearly labelled and the use by date present.
- Pupils' ingredients should be sent home and not used by other pupils.
- Ingredients brought in by pupils should be checked for appropriate 'Use by Dates.'
- Food should be kept covered at all times.
- Ensure waste is disposed of properly and out of the reach of children.
- A lid will be kept a lid on the dustbin and hands washed after handling a bin.
- All fresh fruit and vegetables should be washed thoroughly before use.
- The water supply used for washing up should be 60°C.
- Tea towels will be kept clean and stored in a dust-free place. Clean dish cloths and tea towels must be used for each food session.
- After each session tea towels and dish cloths will be washed.
- All aprons will be wiped down with an anti-bacterial product if soiled during a lesson or washed after use.
- Food is thawed or heated correctly

Food Storage

- Best before end dates are checked weekly and expired food items disposed of.
- Stock takes are carried out regularly.
- Temperature of fridges and freezers are checked daily.
- Foods with allergens are stored separately to non-allergen foods
- Foods to be stored in accordance with Food Standards.
- Contaminated foods are disposed of promptly and correctly.

Equipment Failure

- All equipment failure will be reported to the office as soon as it is discovered.
- Equipment inventories must be kept of all equipment stored in the food and non-food specialist areas.

First Aid

- A First Aider should be consulted in the first instance. A list of the First Aiders is displayed in every room of the school.
- The kitchen first aid box is kept fully stocked.
- Accident forms are completed when an incident occurs and file in the office.

Signage

- Appropriate First Aid, COSHH, CLEAPPS and Emergency notices are displayed in the Food Technology room.

Budget

- The Food Technology budget holder will be responsible for making expenditure from the specialist budget.
- Parents/Carers are asked to contribute £10 a term to ensure their child has access to a range of quality products for their weekly Food Technology lesson.
- Funding for food initiatives outside of the specialist food area will need to be discussed with SLT.

7. MONITORING AND EVALUATION

- The school will evaluate the impact of the whole school food policy by feedback received from pupils, staff, parents and governors. This policy will be reviewed every three years.
- All pupils are able to access meal and snack times via differentiated support. Issues with food at these times is identified and addressed via support from relevant professionals – dieticians, feeding clinics, ...
- Pupils access as healthy a diet as possible.
- There is evidence of excellent teaching around a healthy diet and lifestyle in relevant areas of the curriculum.
- Staff training is catered for via the training calendar. Staff will attend courses to update their knowledge when applicable.
- The kitchen continues to provide meals that meet the school food standards.