



# Food and HACCP Policy

## (Hazards Analysis and Critical Control Point)



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## What is HACCP?

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HACCP is a way of managing food safety hazards.

Food safety management procedures should be based on HACCP principles.

Hazard Analysis Critical Control Point (HACCP) involves:

- looking closely at what you do in your business, what could go wrong and what risks there are to food safety.
  - identifying critical control points (the areas to focus on to ensure risks are removed or reduced to safe levels).
  - deciding what action, you need to take if something goes wrong.
  - making sure that your procedures are being followed and are working.
  - keeping records to show your procedures are working.
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## Purpose

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This policy will be followed to ensure that:

- Food is served in a clean and hygienic environment and is nutritionally balanced.
- Food is stored and served at the correct temperature to avoid potentially harmful bacteria being present.
- Adults supporting the pupils and serving their meals follow cleaning and hygiene procedures thoroughly.

The HACCP plan keeps food safe from biological, chemical and physical food safety hazards. We:

- identify any hazards that must be avoided, removed, or reduced.
  - identify the critical control points (CCPs), the points when you need to prevent, remove, or reduce a hazard.
  - set limits for, monitor and put right any problems with the CCPs.
  - put checks in place and keep records.
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## Introduction

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The school provides an environment that promotes healthy eating and enables pupils to make informed food choices. This will be achieved by the whole school approach to food provision and food education documented in this policy.

The school adheres to the Safer Food, Better Business from the Food Standards Agency ([food.gov.uk](http://food.gov.uk))

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## Aims

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The main aims of our school food policy are:

1. To provide a range of healthy food choices throughout the school day and in line with the mandatory School Food Standards
  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
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## Hazards

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A hazard is something that is dangerous. A food hazard is something that could make food unsafe or unfit to eat. It's important to identify those stages when hazards could be present so they can be removed or reduced to safe levels.

There are three main types of food safety hazards:

**microbiological** - harmful bacteria      **chemical** - chemical contamination      **physical** - objects getting into food

## Safety Measures

<b>Training</b>	<ul style="list-style-type: none"> <li>All staff who are involved in food preparation or service are trained to Level 2 in Food Hygiene.</li> <li>All Lunchtime Supervisors are trained to at least Level 1 in Food Hygiene.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>The kitchen is cleaned after school <u>daily</u> and deep cleaned during school holidays.</li> <li>Tables and benches used for mealtimes are wiped clean before and after use with sanitiser.</li> <li>A record of <u>daily</u> cleaning procedures is kept in school for at least 3 months.</li> <li>Cleaning chemicals are stored in a cupboard within the kitchen which is locked when not in use.</li> <li>Plates, cutlery, cups and bread boards are washed <u>daily</u> in the dishwasher.</li> <li>Cutlery holders are washed <u>weekly</u> in the dishwasher.</li> <li>The fridge is cleaned <u>weekly</u> on a Friday.</li> </ul>
<b>Temperatures</b>	<ul style="list-style-type: none"> <li>The temperature of lunch food is tested upon arrival before serving and action is taken where necessary.</li> <li>The length of time between the food being packed for travel and served is monitored.</li> <li>The fridge temperature in both the kitchen and staffroom are checked daily.</li> <li>The freezer Temperature in the kitchen and staffroom are checked daily.</li> <li>Temperature records are kept for at least 3 months.</li> <li>The hot cupboard is switched on at least 30mins before the arrival of the food.</li> </ul>
<b>Personal Hygiene</b>	<ul style="list-style-type: none"> <li>All staff serving food wear tabards which should not be worn outside of in-school serving conditions.</li> <li>All staff wash their hands before serving food. Anti-bacterial hand gel is available freely in serving areas.</li> <li>Hand washing is expected to be repeated at intervals during service.</li> <li>Staff who are serving food are not permitted to eat food during the service period.</li> </ul>
<b>Food Preparation</b>	<p>Breakfast and After School wrap around care staff are responsible for ensuring:</p> <ul style="list-style-type: none"> <li>food is kept in date and opened food is dated.</li> <li>food past it's date of storage or 'after opening' is thrown away.</li> <li>the children get an appropriate portion of food.</li> <li>food is prepared on a clean surface.</li> </ul> <p>The Fabulous Lunch Company has sole responsibility for:</p> <ul style="list-style-type: none"> <li>preparing lunchtime food.</li> <li>for ensuring the menu meets the School Food Standards.</li> <li>checking the temperature of food before prior to delivery.</li> </ul>
<b>Children and Allergies</b>	<ul style="list-style-type: none"> <li>Upon admission parents are asked/expected to inform the school of known allergies.</li> <li>Parents are advised and requested to inform us if any new allergy is identified.</li> <li>The school Office will keep all school staff informed of children with allergies and what measures to take.</li> <li>The school Office keeps The Fabulous Lunch Company informed of allergies present at our school.</li> <li>The Fabulous Lunch Company are responsible for ensuring the food does not contain any allergens of which they have been notified.</li> <li>Appropriate individual measures to protect children are planned, known and adhered to by staff.</li> <li>Families are made aware of the school's "no nuts" culture.</li> <li>When cooking in class, teachers and TAs are responsible for protecting children with known allergies.</li> </ul>
<b>Consumption</b>	<ul style="list-style-type: none"> <li>We view lunchtime as a dining experience. The dining hall is set up to ensure the tables are suitable for sharing a social meal. They are expected to develop independent skills such as pouring their own water, getting their own cutlery, selecting their desert and scraping their own plate.</li> <li>Serving staff ensure the portion size is appropriate and children are encouraged to finish their meal.</li> <li>Children are never 'forced' to eat but they are encouraged to give everything on their plate a try.</li> </ul> <p>Good table manners and dining etiquette (age appropriate):</p> <ul style="list-style-type: none"> <li>Remain seated while eating incl. when chewing.</li> <li>Using cutlery correctly and raising your hand for help.</li> <li>Polite table conversation, asking fellow diners to pass things and saying please and thank you.</li> <li>Eating with their mouth closed and not talking with food in your mouth.</li> </ul>

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## Recipes and Menus

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[The School Food Plan](#) provides examples for a range of recipes and menus that meet the food-based standards and nutrient framework. The Fabulous Lunch Company designs and produces Bowlsh Infant School's lunchtime menus.

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## Parents and Carers Role

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Our relationships with parents/carers are very important and we aim to support them with information and advice around food, so that they are best prepared to make healthy choices for their families. Guidance is included in the New Starter Information Pack.

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## Government Standards - School Food other than Lunch

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Many of the food-based standards apply to food served throughout the school day, including breakfast, midmorning break and after school clubs, [checklist for school food other than lunch](#).

*The below standards do not apply at parties, celebrations, religious or cultural occasions, or fund-raising events.*

**Starchy foods:** Schools should not serve starchy food cooked in fat or oil more than 2 days each week.

- Potatoes, rice, pasta, bread (although these are restricted if cooked in fat or oil), malt loaf, fruit bread, porridge with fruit to sweeten, if necessary, fortified breakfast cereals with higher fibre and low or medium sugar content.

**Fruit and vegetables:** Fruit and vegetables should be available in all school food outlets.

- Pots of sliced or chopped fresh fruit, fruit kebabs, vegetable sticks with dips, salad shaker pots.

**Milk and dairy:** Lower fat milk must be available for drinking at least once a day during school hours.

- Lower fat natural (plain) yoghurt and plain lower fat fromage frais, and add fruit to sweeten, meat, fish, eggs, beans and other non-dairy sources of protein, a variety of sandwiches and wraps, muffin fillings or toast toppings, such as eggs, houmous, sliced meat, poultry, fish, canned fish, baked beans, tortillas, fajitas, burritos, quesadillas, enchiladas, omelette, Spanish omelette, frittata.

**Foods high in fat, sugar and salt**

- We do not provide salt to add to food after it has been cooked.
  - Condiments are limited to sachets or portions of no more than 10 grams or one teaspoonful.
  - Foods high in fat, sugar and salt is restricted or not permitted at times other than lunch.
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## Government Standards - School Dinner Food

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The government believes that eating in school should be a pleasurable experience. The school food standards are designed to help children develop healthy eating habits and ensure that they have the energy and nutrition they need to get the most from their school day. It's important the food looks good and tastes delicious. Staff should talk to children about food, which should be served in a pleasant environment where children can eat with their friends. The food-based standards specify which types of food should be served at school and how often. The [checklist for school food lunches](#). A child's healthy, balanced diet should consist of:

- plenty of fruit, vegetables and unrefined starchy foods.
- some meat, fish, eggs, milk and dairy foods, beans and other non-dairy sources of protein.
- a small amount of food and drink high in fat, sugar and salt.



# The School Food Standards

*Eating in school should be a pleasurable experience: time spent sharing good food with peers and teachers.*

*These school food standards are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. It is just as important to cook food that looks good and tastes delicious; to talk to children about what is on offer and recommend dishes; to reduce queuing; and to serve the food in a pleasant environment where they can eat with their friends.*

*As a general principle, it is important to provide a wide range of foods across the week. Variety is key – whether it is different fruits, vegetables, grains, pulses or types of meat and fish. Children love to hear the stories behind their food. Use fresh, sustainable and locally-sourced ingredients (best of all, from the school vegetable garden), and talk to them about what they are eating. Go to [www.schoolfoodplan.com/www](http://www.schoolfoodplan.com/www) to find examples of what other schools are doing to encourage children to eat well.*

*Remember to use Government Buying Standards for Food and Catering Services alongside these standards to help reduce salt, saturated fat and sugar in children's diets.*

\* This Standard applies across the whole school day, including breakfasts, morning breaks, tuck shops, and after school clubs



## Fruit and vegetables

One or more portions of vegetables or salad as an accompaniment every day

One or more portions of fruit every day

A dessert containing at least 50% fruit two or more times each week

At least three different fruits and three different vegetables each week



## Foods high in fat, sugar and salt

No more than two portions of food that has been deep-fried, batter-coated, or breadcrumb-coated, each week\*

No more than two portions of food which include pastry each week\*

No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat\*

Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food

No confectionery, chocolate or chocolate-coated products\*

Desserts, cakes and biscuits are allowed at lunchtime. They must not contain any confectionery

Salt must not be available to add to food after it has been cooked\*

Any condiments must be limited to sachets or portions of no more than 10g or one teaspoonful\*



## Milk and dairy

A portion of food from this group every day

Lower fat milk must be available for drinking at least once a day during school hours



## Meat, fish, eggs, beans

### and other non-dairy sources of protein

A portion of food from this group every day

A portion of meat or poultry on three or more days each week

Oily fish once or more every three weeks

For vegetarians, a portion of non-dairy protein on three or more days each week

A meat or poultry product (manufactured or homemade, and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools\*

## Food provided outside lunch

• Fruit and/or vegetables available in all school food outlets

• No savoury crackers and breadsticks

• No cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 50% fruit)



## Starchy food

One or more wholegrain varieties of starchy food each week

One or more portions of food from this group every day

Three or more different starchy foods each week

Starchy food cooked in fat or oil no more than two days each week\*

Bread - with no added fat or oil - must be available every day



## Healthier drinks\*

Free, fresh drinking water at all times

The only drinks permitted are:

• Plain water (still or carbonated)

• Lower fat milk or lactose reduced milk

• Fruit or vegetable juice (max 150 mls)

• Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks

• Combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey)

• Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk, all with less than 5% added sugars or honey

• Tea, coffee, hot chocolate

Combination drinks are limited to a portion size of 330ml. They may contain added vitamins or minerals, and no more than 150mls fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice



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## Food Throughout the School Day

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### **Breakfast**

Breakfast is an important meal that should provide 25% of a child's energy requirement and supports pupils to be ready to learn at the start of each day.

The school runs a daily breakfast club for pupils from 8.15am – 8.50am.

The breakfast menu includes, cereal, toast, fruit

### **School Lunches**

School meals are provided by The Fabulous Lunch Company and served between 12:30-1:30 in the dining hall. The school meals meet the mandatory requirements of the School Food Standards 2015. School meals are planned on a 3week cycle and always contain a meat/fish and vegetarian option. The school meals menu can be found on our parent booking system Scopay.

### **Packed Lunches**

The school's packed lunch policy is developed using guidance from the Children's Food Trust. We only provide packed lunches from trips or special occasions. The guidance aims to support pupils to have a balanced lunch and best prepare them for learning in the afternoon.

Packed lunches should include:

- Some starchy foods such as bread (sliced bread, pitta bread, wraps, bagels), pasta, potatoes, couscous; choose wholegrain where possible
- 1 portion of fruit and 1 portion of vegetables or salad
- Dairy food such as cheese or yoghurt
- Meat, fish, or another source of protein such as eggs, beans and pulses, hummus, falafel
- The weight of portions is also important and is the same as for hot meals.

Packed lunches should not include:

- Sweets
- Any items containing chocolate including bars, biscuits, cakes or yoghurts/desserts

The school provides water for all pupils at lunchtime; therefore, there is no need for packed lunches to include a drink.

### **Snacks**

The school understands that healthy snacks can be an important part of the diet of young people. Fruit is provided during the morning. If children require snacks during the day, this should be discussed and agreed with the school.

### **Rewards and special occasions**

#### Rewards

The school does not allow food to be used as a reward for good behaviour or achievement.

#### Celebrations

The school recognises the importance of celebrating birthdays and special occasions.

Birthdays are celebrated in ways that do not involve food.

Food will factor into events such as class parties, Christmas, VE Day, Number Day etc. We discourage chocolates, sweets and cakes for birthdays. For celebration events, we welcome a variety of foods, from different cultures, for children to try. Occasional fund-raising events may include the sale of treat food such as cakes, but the inclusion of other foods will also be encouraged.

### **Curricular and extra-curricular activity**

Food and nutrition is taught at an appropriate level throughout each key stage in science, PSHE and Design Technology (cooking and nutrition). Staff who primarily or regularly work with food at school, have achieved Level 1/2 in Food Safety and Hygiene.

### **Special dietary requirements**

The school does everything possible to accommodate pupils' specialist dietary requirements including allergies, intolerances, religious or cultural practices. Individual care plans are created for pupils with food allergies and the lead member of staff for this is the Headteacher.

Pupil's food allergies are displayed in a sensitive way in the staffroom and in the kitchen.

### **Expectations of staff and visitors**

The school expects staff to contribute to and support this food policy across the school day. Staff and visitors will be expected to model good practice behaviour around food and drink and in line with the policy, when in the company of pupils. Teaching staff are also encouraged to eat a school lunch and sit with pupils in the dining hall.

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## **Managing food allergies and intolerances**

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Food allergies or intolerances are taken seriously. We work closely with our caterers and parents to support children with medical needs, allergies or intolerances. Please read the [allergy guidance for schools](#) and <https://www.anaphylaxis.org.uk/education/about-safer-schools-programme/>

The Fabulous Lunch Company are responsible for:

- adhering to the allergy information shared with them regarding the children at school.
- sharing allergen information with the school and parents.

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## **Useful Information, Advice, Organisations and Guidance**

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- [The School Food Plan website](#) provides ideas about what schools can do to transform their school food, including what children eat in school and how they learn about food.
- The DfE sets the standards for school food and is responsible for [The Requirements for School Food Regulations 2014](#).
- Public Health England is an executive agency of the Department of Health and Social Care. Its mission is to protect and improve the nation's health and to address inequalities. [Change4Life](#) aims to help pupils understand the benefits of eating well and living a more active lifestyle from an early age.
- [The Lead Association for Catering in Education](#) is the lead membership organisation for the School Food sector.
- [Food for Life Catering Mark](#) provides independent endorsement that food providers are meeting the school food standards and serving food prepared from fresh, sustainable and locally sourced ingredients. It provides a framework to transform food culture through improving school food, meal take up and food education.
- <https://www.food.gov.uk/>

**The following resources are available to caterers and cooks to help them source their food responsibly:**

- [Sustainable procurement: The Government Buying Standards for food and catering services](#) set clear technical specifications to assist with buying food and catering services.
- Buy seasonal, local food and be more sustainable in production. [local and sustainable food at Sustain](#).
- Choose fish from verifiably sustainable sources, and ideally [Marine Stewardship Council \(MSC\)](#) certified.