

Hummersknott Academy Trust



52 - Food Policy

(Incorporating Food Safety, Hygiene and Allergen Policies)

Review Date: October 2024

Adopted/V1	V2	V3	V4				
Oct 2012	Dec 2015	Dec 2018	Dec 2021				

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy applies to all Academies equally.

PURPOSE

The purpose of this policy is to:-

- Set out the formal commitment to serving healthy food and linking this to education and life skills
- Promote optimal health and develop social skills
- Ensure maximum educational attainment of all our students
- Ensure employees understand their obligations and standards expected with regard to handling allergens to ensure safety of students/pupils, staff and visitors with allergies
- Assist and support the Trust to achieve compliance with current legislation
- Support implementation of a food allergy management system within catering
- Provide a clear statement of how the Trust communicates with customers who have allergies

SCOPE

This Policy applies to ALL members of the Academy Trust Community including - but not limited to:

- All Trust Staff
- Parents/Guardians
- Volunteers
- Supply Staff
- Students
- Hirers
- External contractors providing food services to the Academy Trust
- Voluntary organisations providing food and beverages on Trust premises
- Private parties and organisations
- Staff food and beverage preparation areas

Each Service must identify the potential food hazards within their area of operation, and implement effective control, monitoring and recording procedures at those points critical to food safety.

To comply with food hygiene legislation, ALL areas within the Academy Trust that prepare food, will need to carry out a Hazard Analysis and Critical Control Points (HACCP) to identify any hazards within the food chain and lay down systems of 'good practice' to minimise risk.

The Trust aims to ensure that all aspects of food and nutrition promote the health and well-being of students, staff and visitors to our schools, supporting individual needs (cultural, ethical and medical) as appropriate with the use of 'School Food Standards' as a guide.

Hummersknott Academy Trust will:

- Seek feedback from students, staff and parents on school food and catering and we are committing to responding appropriately to such feedback
- Link food available in each school to what is taught in the curriculum to ensure students receive consistent and up to date messages around healthy eating. It is essential that we implement the policy as it relates to the Government school food regulations

Governors believe that healthy eating knowledge and practices are the responsibility of every member of the Trust community, therefore every member of staff will be responsible for the implementation of this Policy.

Catering

The principal objective of the catering function is to provide a first class and efficient service, which meets the needs of all prospective customers. The potential customers could include:

- Students
- Staff
- Parents, Governors and visitors
- Functions

Partnership with Parents

Parents need to be aware of this policy and how they can support it in other areas of their children's lives.

Hummersknott Academy Trust is committed to:

- Developing stronger partnerships between parents, the school and catering staff
- Communicating with parents on all aspects of food in school

Packed Lunches

The Trust recognises that choice is a key element of healthy eating and the school's role is in educating students to make informed choices about healthy eating. Some students may choose to bring a packed lunch to school.

Guidance on Healthy Packed Lunches

- Packed lunches should be based around high fibre foods to provide sufficient energy to maintain concentration throughout the whole school day *eg* bread, pasta, rice etc
- Packed lunches should encourage students to have fruit and vegetables each day
- High sugar, high fat and high salt products should not be included *eg* crisps
- Confectionery should not be included *eg* chocolate bars, chocolate coated products, sweets
- Cakes or biscuits not containing confectionary can be included as part of a balanced meal
- Drinks recommended to include are plain water, low fat milk, pure fruit juice, vegetable juice, yoghurt drinks or flavoured milk drinks
- No products including Nuts or Peanuts may be brought in to consume.

Food Allergens

Hummersknott Academy Trust recognises that although most food intolerances produce symptoms which are uncomfortable, some people can suffer a severe food allergy with more serious consequences, and in some instances these may even be life threatening.

The Trust acknowledges that it has to provide a safe environment, which includes foods provided, brought in/or produced in the school, as far as is reasonably possible.

Natasha's Law must be followed when applicable, this includes all pre-packaged products and the use of ingredient labelling. <https://natashas-law.com/>

Legislation

On 13 December 2014, new legislation (the EU Food Information for Consumers Regulation 1169/2011) will require food businesses to provide allergy information on food sold unpackaged, in for example catering outlets, deli counters, bakeries and sandwich bars and school canteens. There will also be changes to existing

legislation on labelling allergenic ingredients in pre-packed foods. The new EU legislation requires caterers in all sectors to provide information on the presence of allergens in all menu items by December 2014. The EU law has listed 14 allergens that need to be identified if they are used as ingredients in a dish. The allergens are: celery, cereals containing gluten, crustacean, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame seeds, and soya and sulphur dioxide.

Catering teams will be trained to be allergen aware and consistent in communicating with customers who have allergies. Failing to produce this information will breach the Food Safety Act. The information will need to be available on demand either verbally or in written format and will be monitored and inspected via Environmental Health Officers.

It is an offence to:

- Provide food that is dangerous through contamination
- To provide food unfit to eat
- To falsely describe food
- Be unable to provide Allergen information about food served

Parent/Guardian's role

Parents/Guardians are responsible for providing accurate and **current** medical information to the school.

Parents may report a food allergy at any point in the school year; allergies may also be reported at point of filling out forms in the transition period. When reporting a food allergy to school administration/College Manager or SEN staff parents should provide the following:

- A recent photo of the child
- Information about the food allergen, which also could include a confirmed written diagnosis from the child's doctor or allergist
- Information about signs and symptoms of the child's possible reactions to known allergens
- Information about the possible severity of reactions, including any history of prior anaphylaxis (anaphylaxis can occur even in children without a history of prior anaphylaxis)
- Treatment for responding to a food allergy reaction or emergency, including whether an epinephrine auto-injector should be used. Information about other conditions, such as asthma or exercise-induced anaphylaxis that might affect food allergy management
- Contact information for parents and doctors, including alternate phone numbers in case of an emergency

Also

- In cases of severe allergies it is strongly recommended that they provide and encourage their child to wear a medical alert bracelet
- Predetermine the safety of food selections available by personally reviewing the menus and liaise with the Catering Department where necessary
- It is the parent's responsibility that any snacks and lunches brought into school are safe for the child to consume
- Parents should also liaise with Staff about the appropriateness of snacks and any food-related activities (eg cooking)

Student's Role

- **NEVER** share snacks, lunches, drinks or utensils
- Learn to recognise symptoms of allergic reaction and notify a staff member or an adult. They should ask a friend to help you if they cannot get to an adult
- Immediately inform a staff member/adult as soon as accidental ingestion of an allergen has occurred
- Throughout their school years, develop and demonstrate a greater self-care practice to prevent exposure to allergens
- Avoid eating anything with unknown ingredients, or know to contain any allergen

- Avoid bringing in and consuming nuts or foods containing nuts on the premises

Academy Administration's Role

- Provide current information to the Catering Department of any student with a food allergy
- Ensure that all aspects of Individual Health Care Plan are communicated throughout the Academy including aides, specialists, supply teachers and others identified as 'need to know'
- Be fully acquainted with this Policy

Teacher's Role

- Educate other students to avoid endangering, isolating or harassing students with food allergies; enforce school bullying policy
- Inform parents/guardians of our Food Policy with regard for treats for birthday celebrations (Reception to Year 6)
- Avoid using food related classroom rewards and incentives
- Avoid the use/consumption of food in the form rooms as a general rule, but especially if you have a student with a food allergy
- Inform parents/guardians in advance of school events where food is served other than the designated dining spaces. Only a parent or guardian may decide the safety of a food for their child. The parent or guardian may provide alternative food items (Reception to Year 6)
- Be fully acquainted with this Policy

Catering Department's Role

- Copies of care plans, supplied by the Academy Administration staff, will be stored in a dedicated file for all students with allergies. The file will be stored in the Catering Manager's office and will be made accessible to all catering staff during working hours. Where necessary, photographs may be displayed for the Catering Staff only, for younger students to be identified
- Catering staff will be trained in allergy awareness, during which, where relevant, individual students with allergies will be identified. Training will be on-going
- It is not a legal requirement to display allergens on the menu, however, the Catering Department will display notices in the dining areas with basic information regarding allergens in **standard** dishes/items served. Due to occasional substitutions, delivery issues and ingredient changes, some dishes/item may not be displayed; however, notices will be displayed in our food service areas encouraging customers with allergies to talk to designated members of the Catering Team
- Pre-packed sandwiches and wraps and other items bought in, will have allergen information on the labels

All Trust Staff's Role

- Avoid bringing in and consuming nuts or foods containing nuts on the premises.
- Be fully acquainted with this Policy

Food Provisions

Due to strict laws and policies, we cannot accept any food vendors, stalls or food items for sale. Anyone bringing food in for sale must have a Food Hygiene rating that is to be displayed, must comply with Natasha's Law and have suitable due diligence records. If you are unsure if you comply with this you must contact the Catering Manager who will assist.

Food brought onto Trust premises by staff, service users and visitors

Service users, visitors and staff bringing in food for their own consumption do so at their own risk, and should not be re-heated or mixed with food provided by the Trust.

Hummersknott Academy Trust's Catering Manager can be contacted for advice regarding Food Allergy, Food Labelling or Food Safety & Hygiene.

Disclaimer

Hummersknott Academy Trust cannot be held responsible for the accuracy of allergen information of food items provided by another source.

Control Procedures within the Catering Department

- The Trust's Catering Departments will follow the Safer Food Better Business HACCP system
- Produce is purchased from designated suppliers using agreed products and brands as per recipe
- Supplier lists are stored in each catering department across the Trust
- Where necessary a photograph will be displayed in the kitchen of students/pupils in particular (Reception to Year 6) with food allergies for staff to see daily for easier
- Catering staff will have access to the allergen file for up to date information on students/pupils with allergies
- Catering Staff are trained to refuse any goods on delivery that are split, damaged, dented or in poor condition in line with safer food better business system
- Catering Staff are trained to check deliveries for substitute products that may contain allergens, to check for labels displaying "new improved recipe" in case an allergen has been added
- Hard copies of recipes that include all menu items prepared on site will be available in all catering departments across the Trust. Catering teams will have access to these at all times and will be aware where they are stored
- All catering staff will be trained on how to read labels correctly when looking for allergens, how to check recipes for allergens and how to communicate with customers with allergies
- Controls are in place with regard to cross contamination
- Staff are trained not to serve foods if they are in any doubt of an allergen being present
- The Trust's Catering Department will be inspected periodically by Environmental Health to confirm compliance with Food Safety, Hygiene and Allergen Legislation

This policy links with values 3 - Nothing but the best for all, 4 – Taking responsibility, 7 - Healthy lives, and 9 - At the heart of the community of Hummersknott Academy Trust's Vision and Values.

RESPONSIBILITY

This policy will be reviewed and updated where necessary by the Catering Manager and approved for adoption by the Health & Safety Committee.

PUBLICISING THE POLICY

A copy of this policy will be available on each Academy's website and the X Drive/intranet where applicable. Staff will be advised of amendments to this policy via the Staff Bulletin/Briefing and are expected to familiarise themselves with the content.

POLICY STATUS

This is a non-statutory policy.