



## LUDGROVE SCHOOL

### CATERING AND FOOD HYGIENE POLICY

The school aims to ensure that all aspects of food and nutrition promote and support the health and wellbeing of pupils and staff and acknowledge that we, as a school, can play a key role in helping the boys to adopt a positive attitude to a healthy lifestyle, enabling them to make informed choices about food throughout their lives. Ludgrove acknowledges the important connection between a healthy diet and an ability to learn effectively and achieve high standards in school.

We use as much fresh food as possible, with our menus linked to seasonal produce. We ensure that our suppliers, local and national are committed to providing best quality and value, with the highest standards of accredited health and safety. They have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data. The catering team have all recently completed a course on Allergen Awareness.

To support us with developing this policy we have used guidance from:

- Catherine White, Consultant Nutritionist, Appetite to Live, who conducted a review in March 2018
- Department for Education School Food Plan
- Every Child matters
- Healthy Schools Criteria
- Food for Life / Soil Association
- ISCC Procurement Services, including a Dietician and Nutritionist
- Education England

#### 1. OBJECTIVES:

##### 1.1 Mealtimes

- Breakfast, lunch, and tea are all served in the dining room. Breakfast is served in one sitting at 7.45am, Junior lunch for Years 4 & 5 at 12.30pm and Senior lunch for Years 6, 7 & 8 at 1.05pm. Junior tea is at 6pm and Senior tea at 6.30pm.
- There is a seating plan placing each boy with his year group at the same table for the term. The boys rotate daily around the tables taking turns to clear the table.
- We operate family service for breakfast and lunch with members of staff taking all Year 4 & 5 tables. At lunch boys are not able to start until each boy has been served. Tea operates on a cafeteria system with the boys sitting at their usual tables.
- Water, milk and tea are on offer at breakfast and tea. At lunch only water is available.

## **1.2 Service & Supervision**

- Boys are all encouraged by staff to try a little of the main dish and ideally every boy should have at least one portion of vegetables on his plate at lunch and tea, however staff do not force boys to eat food they dislike.
- Staff are advised to serve boys a suitable sized portion making sure that boys who eat less are not overwhelmed, those who are uncertain can try a dish and those with bigger appetites can have second helpings. Years 7 & 8 are given larger helpings per boy. Alternatives to the main dish (chicken, fish or vegetarian) are always available too.
- The member of staff at each table for breakfast and lunch is responsible for serving, encouraging the boys to drink water and try new foods and ensuring good table manners.
- Boys are encouraged to finish their food, particularly if they have asked for more, though they are not forced to finish.
- At lunch, the boy at the head of the table opposite the member of staff clears the plates. The clearing system is the same for breakfast and tea.

## **1.3 Salad Bar**

- A variety of cold meats, fish, salads, vegetables, baked potatoes etc. are offered as an alternative to the main dish at lunch, though boys are expected to try the main dish and get permission from the member of staff before going to the salad bar. A member of kitchen staff is always present to serve from the salad bar at lunch.
- Further cold options are also offered from the salad bar at tea.

## **1.4 Menu Planning**

- A four weekly cycle of menus offers a wide variety of healthy, seasonal and tasty food. Each week the menu is displayed clearly outside the dining room for the boys and is updated on the website for parents [www.ludgrove.net/diet](http://www.ludgrove.net/diet). We endeavor to cater for all tastes and preferences, including vegetarian. We do not operate either Kosher or Halal kitchens.
- Any parent who is worried about the quality of the food is always welcome to come and sample lunch by request to the headmaster's wife.

## **1.5 Food Allergies / Intolerances & Special Diets**

- We expect all pupils to eat school meals and we can only meet individual requirements that are based upon attested medical grounds and completion of a Food Allergy form.
- We are a nut aware school, therefore all food that might contain nuts or traces of nuts is not allowed on site (see Appendix A).
- Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the Food Allergy form which they complete when their child enters the school. They should inform the school at once if their son subsequently develops an intolerance or allergy to any food. The School Nurse and the Catering Manager are happy to see any parent who has concerns about their son's medical condition, and to devise a special menu, where practically possible.
- All boys with a food allergy, intolerance or special diet are photographed and their details displayed in the dining room, nurse's surgery, staff common room and kitchen for the school community to be aware of.
- A Food Standards Agency guide to allergens is clearly displayed in the dining room and further information can be obtained from the Catering Manager.

### **1.6 Breaks & Snacks**

- Drinking water is widely available throughout the school from the many water fountains and at all meals.
- Mid-morning at fruit break the boys can choose from a fruit selection, offered by the matrons from outside the chapel.
- Mid-afternoon, little tea is served by the matrons. All boys are encouraged to have a drink of water or squash and a freshly baked home-made snack (cookie, flapjack, cake or cheese scone etc.) cooked by the kitchens.
- Supper is offered to the boys before they go to bed, from 7.30pm. It is supervised by staff and served in the dining room.
  - Year 5, a drink of milk or water and biscuits
  - Years 6 & 7, a drink of milk or water, biscuits and a bowl of unsweetened cereal
  - Year 8, a drink of milk or water, biscuits and a bowl of unsweetened cereal and/or toast

### **1.7 Picnics**

- The contents of picnics varies depending on the event/outing. Consideration is given for the temperature that the foods will be maintained at during the outing and where necessary a cool box or bag is provided. A typical school picnic contains; a ham or cheese roll, apple, crisps, drink and a cereal bar or biscuit.

### **1.8 Food Committee**

- The Food Committee is made up of a boy from each Division, who is nominated each term and it meets at the beginning of each term with the Catering Manager, Head Chef and Mrs Barber.
- This is a two-way discussion when the boys' preferences and the importance of a balanced diet are considered. It is intended that each boy attends having got ideas from their Division and it is hoped that the boys can have a positive influence on their peers.
- Minutes of past Food Committee meetings can be found on the website [www.ludgrove.net/diet](http://www.ludgrove.net/diet).

### **1.9 Theme days**

- Efforts are made by the kitchens and other departments to celebrate Theme Days across the school year introducing new foods and educating the boys to different diets and customs. These days include: Saint's days, Halloween, Chinese New Year and others.

### **1.10 PSHEE and other subjects**

- Within the PHSEE, Science and PE curriculums there are a number of topics that touch on food and nutrition. A small group of boys take part in the popular cookery sessions in the activities programme on a Thursday too. Kitchen tours also take place for Years 4 and 5.

### **1.11 Equipment / Capital investment**

- The kitchen was updated in 2012 and designed for purpose with the help of an external Schools Catering Consultancy. Dining room equipment improvements were made in March 2020 and plans continue for investment in the kitchen equipment ensuring that the staff are well resourced.

## **2. FOOD HYGIENE**

The school's catering is carried out in-house by our Chef/Manager and the team of kitchen and dining room staff. They meet regularly with the Headmaster's Wife and also report to the Bursar, Maura Brittain. Our Catering Manager and Head Chef are both professionally qualified in all aspects of catering, and the school has access to an external advisor to guide on all aspects for the catering operation should it be required.

Ludgrove is registered with the Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO) and at our most recent inspection were again awarded the maximum 5 stars. We recognise that compliance with health and safety is fundamental to any catering operation and we attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times.

In managing Food Hygiene and Food Safety, the Catering Manager will:

### **2.1 Staff Uniforms and Personal Hygiene**

- Ensure that all staff wear their appropriate uniforms and protective clothing at all times when they are in areas where food is prepared and served.
- Ensure compliance with the hand-washing or hand cleansing regime at all times.

### **2.2 Monitoring Compliance with Procedures**

- Check that no products containing nuts or traces of nut are used. Likewise Dining room staff are always made aware of boys with particular allergies as part of their training.
- Check that the HACCP system is in place, and that the document can be checked by everyone without exception.
- Ensure compliance with a daily cleaning and disinfection regime of both the kitchen and dining room.

### **2.3 Equipment Monitoring & Servicing**

- Check all kitchen equipment (or ensure that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly, and keep a record.
- Ensure that all equipment is regularly serviced by an external contractor.

### **2.4 Monitoring Incoming Supplies**

- Inspect (or ensure that an authorised member of staff inspects), temperature check where appropriate, and sign for all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

### **2.5 Pest control**

- Ensure that an appropriate pest control regime is in place.

## **2.6 Food Preparation, Serving & Consumption**

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal with regular Hygiene and Health & Safety audits taking place throughout the term by the Catering Manager.
- Monitor the dining room, counters, and trolleys for dirty plates, cutlery etc., together with the containers and bins for waste food throughout the service of every meal.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.
- Check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly.
- Ensure that deep and high level cleaning of food preparation areas, storage areas, service areas and cooking areas is carried out annually by an external contractor.

## **2.7 Signage**

- Display the appropriate First Aid, COSHH, Allergen and Emergency notices.

## **2.8 Waste Disposal**

- Arrange the hygienic disposal of waste.
- Manage a re-cycling regime for: paper, card, clean glass and clean tins in accordance with the school's re-cycling policy.

## **3. Healthy Eating Statement**

As a school we aim to continue to improve on the health and welfare of all pupils and see the school catering service as being an integral part of this development. Our objective is to actively provide healthy options.

**3.1** This is achieved by offering a wide range of choices and using cooking methods, such as:

- Using less fat in cooking.
- Baking foods as opposed to frying.
- Using fats/oils high in polyunsaturated fats.
- Reducing sugar in recipes.
- Reducing salt in the cooking process.
- Serve more high fibre foods.

**3.2** We aim to ensure that the food products and meals supplied are nutritionally sound.

- Menus must include a portion of meat, fish or vegetarian protein each day, oily fish to be on the menu once every three weeks.
- Daily menus must include one or more portions of fruit and vegetables, with at least three different fruit and vegetable items each week.
- Drinks - water, whole milk, soy, oat, rice and goat milk, pure fruit juices, diluted squash, tea, hot chocolate and freshly made fruit smoothies are offered according to the menu.
- Bread is 50/50 and is available at breakfast and tea.
- All our eggs are free-range or equivalent.

- Salt is only available to pupils on fish and chips days. Chips are always oven cooked.
- The provision of processed meats is restricted to occasional hot dogs.

#### **4. Staff Training & Development Statement**

We are committed to meeting the training and development of all our staff and aim to create an environment of equal opportunity and to maintain and promote a professional, committed and multi-skilled staff. The process of identifying training needs is through regular discussion and appraisals with staff from which a plan can be developed. Training will include:

- Thorough induction to the school and catering department within the first seven days of employment, including safeguarding which is regularly updated.
- Level 2 in Food Safety in Catering for all staff and Level 3 for the Catering Manager and Head Chef.
- All employees will receive Allergen Awareness training.
- Fire Safety training organised through the school.
- All employees will receive HACCP & COSHH training.
- All employees will receive Health & Safety awareness training annually.
- Ongoing provision of catering refresher courses where necessary.

#### **5. Food Purchasing Statement**

Our purchasing of food is undertaken to meet extremely stringent requirements. All food items are purchased via nominated suppliers therefore ensuring compliance with quality standards.

- We will support local businesses where feasible, ensuring a reduced carbon footprint.
- We will continue to place great emphasis on pupil response to new products. Throughout this process we will liaise and consult with the school community to ensure continued quality.
- We are committed to offering our pupils food products that have been produced, stored and delivered in optimum conditions. We place stringent demands on our suppliers in support of legislative requirements and trade operating practices.

Our prime suppliers are:

1. Holdsworth Foods for all dry store goods.
2. McLeish Butchers, Wokingham for all fresh meat.
3. D & S Fletcher Greengrocers, Wokingham for all fresh fruit and vegetables.
4. Freshways (KDC Group) for milk, non-dairy milks and bread.

**Reviewed:**                   **March 2024**

**Reviewed by:**           **Gaye Crowther, Catering Manager, Steve Jones, Head Chef and Sophie Barber, Headmaster's Wife**

**Date of next review:**   **March 2025**

# Appendix A

## Ludgrove Nut Aware Policy

### Purpose

This policy serves to set out the measures to reduce the risk to those children and adults who may suffer an anaphylactic reaction if exposed to nuts to which they are sensitive.

### Nut-Aware

The Ludgrove kitchens will not use whole peanuts or tree nuts as ingredients within its premises, however some ingredients purchased from manufacturers have identified a 'may contain traces of peanuts or nuts' label on them. This means that food procedure using these ingredients cannot be claimed to be 'nut free'. All 'may contain traces' are always annotated on the allergen matrix with (MC).

By being nut-aware it means the following items are not purchased from suppliers:

- Packs of nuts
- Peanut butter or Nutella
- Fruit and cereal bars that contain whole/pieces of nuts
- Chocolate bars or sweets that contain whole/pieces of nuts
- Sesame seed rolls
- Cakes made with nuts

Staff and pupils must ensure they do not bring in or consume nut products in school.

Caution must be taken when staff distribute confectionary. For example: Celebrations, Roses, Heroes, Quality Street all include chocolates with whole nuts. This is not an exhaustive list.

### Products

All product packaging must be checked regularly for warnings directed at nut allergy sufferers. Ludgrove's catering staff are trained to check ingredient lists on all produce to ensure the safety of pupils and staff as more manufacturers are declaring may contain nuts.

All packaging must be checked for:

- Not suitable for nut allergy sufferers
- This produce contains nuts
- This product may contain traces of nuts
- Any indication that it is unsuitable for school consumption

### Definition of Anaphylaxis

Anaphylaxis (also known as anaphylactic shock) is an allergic condition that can be severe and potentially fatal. Anaphylaxis is your body's immune system reacting badly to a substance (an allergen), such as food, which it wrongly perceives as a threat. The whole body can be affected, usually within minutes of contact with an allergen, although sometimes the reaction can happen hours later.

## Symptoms

The symptoms of anaphylaxis usually start between three and sixty minutes after contact with the allergen. Less commonly they can occur a few hours or even days after contact.

An anaphylactic reaction may lead to feeling unwell or dizzy or may cause fainting due to a sudden drop in blood pressure. Narrowing of the airways can also occur at the same time, with or without the drop in blood pressure. This can cause breathing difficulties and wheezing.

## Other symptoms

- Swollen eyes, lips, genitals, hands, feet and other areas (this is called angioedema)
- Itching
- Sore, red, itchy eyes
- Changes in heart rate
- A sudden feeling of extreme anxiety or apprehension
- Itchy skin or nettle-rash (hives)
- Unconsciousness due to very low blood pressure
- Abdominal cramps, vomiting or diarrhoea, or nausea and fever.

Anaphylaxis varies in severity. Sometimes it causes only mild itchiness and swelling, but in some people, it can cause sudden death. If symptoms start soon after contact with the allergen and rapidly worsens, this indicates that the reaction is more severe.

Generic epipens, for use by anyone, can be found outside the dining room, named epipens are kept with the nurses in the surgery.

**Reviewed:** March 2024

**Reviewed by:** Sophie Barber, Headmaster's Wife, Gaye Crowther, Catering Manager, & Steve Jones, Head Chef

**Date of next review:** March 2025