

## **FALKNER HOUSE CATERING POLICY FOOD HYGIENE POLICY Nursery - Year 6 including the EYFS**

Active, growing children and young people require plenty of wholesome food and regular meals. At Falkner House School, we believe that we can offer something that will satisfy everyone. Good quality and healthy food is a crucial part of the school day. Food is prepared on the premises in the school kitchen by specialist and trained staff. We use as much fresh food as possible, with our menus linked to seasonal produce and our Catering Manager makes as much use as appropriate of organic, natural food products and fair trade 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. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

### LUNCH

Lunch is the main meal of the day; Years 1-6 are served by the Catering Manager, while Reception are served by their teacher in the classroom. The lunch break is approximately 45 minutes in length to allow sufficient time in the middle of the day for pupils to eat and unwind. Lunch is compulsory and is included in the fees, as we believe it is important to encourage the ethos of community eating.

We offer a choice hot and cold food and a vegetarian option, with plenty of fresh fruit and vegetables and salads. We offer our pupils a widely varied and healthy and tasty diet and attempt to cater for all tastes and preferences. All children are encouraged to eat a balanced diet and to have a “sensible” attitude to food – we are well aware of the dangers of an obsessive approach to food types. We want the children to accept their body shape. Our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

Whilst we have no doubt that our lunches are of the highest standards, any parent who is worried about the quality of the food is always welcome to come and sample lunch. Requests to do so should be made to the School office.

SPECIAL DIETS Please see also the Risk Assessment and Health and Safety Policy

Parents complete a form asking for their child’s medical details before they start at the school. If a pupil has specific medical needs, e.g. allergies to any food product, or special dietary requirements, an individual protocol is drawn up after consultation with parents. They should inform the school at once if their daughter subsequently develops an intolerance of any food. The Headteacher and Catering Manager are happy to see any parent who has concerns about their daughter’s medical condition, to discuss the best way forward. Details of children with special dietary requirements are given red plates to use at lunch and their details are on display in the dining hall.

### SNACKS

a selection of:

Nursery            fresh fruit, milk or water

Reception        fresh and dried fruit biscuits, corn and rice cakes, water

### DRINKING WATER

Drinking water is widely available throughout the school and all children are encouraged to drink plenty of water through the day.

## STATUTORY REGISTRATION

Falkner House School is registered with Royal Borough of Kensington and Chelsea 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).

## HEALTH AND SAFETY

We recognise that compliance with health and safety is fundamental to any catering operation. We attach the highest importance to ensuring that we are compliant with EU and UK legislation at all times. The school’s catering is carried out in-house by, our Catering Manager who is professionally qualified in all aspects of catering, including health and safety.

## MANAGEMENT OF FOOD SAFETY

In managing food safety, the Catering Manager will:

### Staff Training

- Require all staff that assist with food preparation to possess a basic food hygiene certificate.
- Ensure that all catering staff have clearly allocated responsibilities, which they understand
- Train all staff in emergency procedures and shut-off of gas/electricity.
- Maintain records of training.
- Conduct annual refresher training for any staff that assist with serving food in classrooms

### Staff Uniforms and Personal Hygiene

- Ensure that all staff wear appropriate 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.

### Monitoring Compliance with Procedures

- Check that all products containing nuts or traces of nut are clearly labelled.
- Monitor the staff in order to ensure that food safety and management procedures are followed without exception.
- Ensure compliance with a daily cleaning and disinfection regime.

### Pupils with Medical Conditions

- Liaise with the School Secretary about special diets.
- Consult with a Dietician, if necessary.

### Monitoring incoming supplies

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

### Food Preparation, Serving and Consumption

- Inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.
- Monitor the dining room, counters, trolleys/conveyors for dirty plates, cutlery etc, together with the bins for waste food throughout the lunch service.
- Ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery.

### Purchasing and Checking Stock

- Ensure that food supplies are only purchased from a reliable and authorised source.
- Check all that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

### Professional Audit/ Assistance

- Obtain professional advice from a Dietician on healthier food, menu planning and special diets as needed.
- Arrange a professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
- Ensure that an appropriate pest control regime is in place.

### Equipment Failure

- Report all equipment failure to the Bursar as soon as it is discovered.

### First Aid

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

### Waste Disposal

- Arrange the hygienic disposal of waste in accordance with recommended practice.