



Catering Policy

Harvington Prep School (Incorporating EYFS)

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Catering Handbook

Rationale: The catering service is an integral part of the school organisation. We believe that it is important for pupils to eat balanced meals as this impacts upon their learning and behaviour. Staff and pupils are expected to dine together as meal times provide a daily focal point and an opportunity to develop and build personal relationships.

Hospitality is a very important part of School Culture therefore the catering kitchen should be at the heart of the school ensuring that all visitors receive a warm welcome leaving a positive and lasting impression of the school.

Cross References: Staff Handbook; Continuing Professional Development Policy; Health Education Policy; Health and Safety Policy; First Aid and Medical Treatments Policy; Charging Policy; Hungry for Success. A whole school approach to school Meals in Scotland. Scottish Government found at

<http://www.scotland.gov.uk/Publications/2003/02/16273/17578>; Tesco .com to establish correct portions sizes for our children; ‘New Interim Requirements for School Lunches’ - www.food.gov.healthiereating/eatwellplate.

Aims

- To provide a varied and interesting menu so that catering is at the heart of the school. “If the school isn’t happy with the food then it isn’t happy!”
- To provide balanced and moderate meals as described by ‘The Food Standards Agency’ (FSA) taking into account the ‘New Interim Requirements for School Lunches’. School Food Trust (SFA). March 2008.
- To encourage all pupils including those with a constrained palate to taste and try the food on offer.
- To accommodate those pupils with special dietary requirements e.g. allergy (peanut), intolerance (lactose), medical (diabetic) or cultural (religious) reasons.
- To ensure that all Health and Food Safety requirements (statutory and other) are met.
- To ensure that school resources (financial, personnel, equipment, ingredients) are managed to ensure best quality and value.
- To accommodate dietary needs where ever practical.
- To provide superior quality food and beverages to corporate functions whilst ensuring profit requirements are met.

Catering Personnel [complete staff names and qualifications]

Member of Staff	Role and responsibilities	Qualifications
[Name]	Catering Manager / chef Day to day running of the kitchen. Financial responsibility, day to day staff management. Supply chain management	
	Catering Assistant	

Organisation

The Catering Manager / chef is responsible for:

- leading and managing the catering department;
- devising and publishing menus;
- ordering food and supplies; ensuring safe and secure storage of food and supplies; managing the catering budget;
- managing the catering staff in the preparation and serving meals and snacks;
- managing the catering kitchen and the dining room ensuring that the environment is clean and tidy meeting legal and statutory requirements for health and safety and food hygiene;
- ensuring that food transported meets all statutory requirements;
- reporting any repairs/defects to the [facilities manager];
- liaising with the [facilities manager] with regard to the management of the annual deep clean.

Any issues with regard to pupil behaviour or pupils not eating must be referred to [the duty member of staff].

Financial Management.

The Catering Manager / chef is responsible for managing the Catering Budget. An operational budget using the budget allocation from the main school budget must be set up and reported against on a monthly basis (Refer to Annexe 2 Catering Monthly Report”). The Catering Manager / chef is responsible for the monthly report to the headteacher and for making any adjustments based upon analysis of the reports.

The catering budget is planned as part of the main budget planning cycle (31st March). Any price increases are introduced in September to run concurrently with the academic year

Budget planning must include capital expenditure for equipment replacement.

Stock Control/Purchasing:

The Catering Manager / chef must demonstrate that value for money is obtained for the supply of catering consumables.

Staff members responsible for receiving and checking goods must sign and date delivery notes and invoices.

Stock takes must be undertaken on at least a monthly basis and a food consumption analysis conducted to ensure that stock is not wasted or misappropriated. Any significant variances will be investigated by the headteacher.

School Improvement Plan

School Catering must be part of the overall School Improvement Programme (SIP). The Catering Manager / chef is responsible for writing the annual SIP for Catering. Any key areas of improvement identified should be written up in Medium Term Plan (MTP) format.

The SIP must be monitored and reviewed regularly by the Catering Manager / chef and key personnel.

Catering Calendar.

The Catering Manager / chef is responsible for the complete annual Kitchen Timetable ensuring that personnel are deployed in the most efficient manner across all areas of the function both school and other business.

Opportunities for special events to promote the catering department and to enhance the curriculum should be considered.

Menus

The Catering Manager / chef is responsible for devising the menus for the school meals and meals for other occasions.

Menus are planned using the Menu Planning Framework that has been developed using guidance issued by The School Food Trust found at <http://www.schoolfoodtrust.org.uk> .

The menu planning framework for School Lunches is as follows:

Period of time	Menu planning
Every 18 weeks (term and half)	Whole menu changes (after October half term and after the Easter Holidays)
Every 4 weeks	The menus should be on a rotating four weekly cycle
Weekly	<ul style="list-style-type: none"> • Red meat twice per week • Fish once per week • Oily fish no more than once per week • Meat products (sausages, pre pack ham etc) once per week or less. • Deep fried foods twice per week or less. • Other high quality protein such as chicken or Quorn at least once per week. • At least one hot dessert each week • No salt will be added • Low salt options will be chosen where available.
Daily	<ul style="list-style-type: none"> • Two main meals (one vegetarian) • At least two cooked vegetables (always cooked as required) • If chips served another non fried carbohydrate option should be available. • Two dessert options excluding fruit

	<p>always available, one milk based.</p> <ul style="list-style-type: none"> • Fresh fruit always available • Salad always available • Wholemeal bread always available • Water always available
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Variety and Moderation

We provide a wide variety of different foods from each of the main food groups. We expect older pupils to take the right portion size for them and the correct number of portions from each food group at snack and lunch times.

A balanced Diet

The (FSA, Sept 2007) describes a daily diet that should be broken down as follows, this information is usually presented visually as the ‘Eat Well Plate’:-

33% Fruit and Vegetables

33% Bread, Rice, Potatoes, Pasta and other Cereals.

15% Meat, Fish, Eggs, Beans and Protein Alternative

12% Foods high in Fat and Sugar

8% Milk and Dairy products (not eggs or cream)

“ Whilst giving a visual guide to eating a balanced diet The Eat Well Plate does not consider portion sizes, an important tool that dieticians are calling for” British Dietetic Association (BDA), Sept 2007.

There is no official government guidance on number of portions or portion size except for the ‘5-a-day’ guidance on Fruit and Vegetable consumption.

At Harvington Prep we encourage our pupils to take a healthy, moderate approach to the foods they eat and we agree with the BDA that portion control is an important life skill. So from our research and experience we have developed a ‘Portion Planning Table’ (Annexe 1) to assign meaningful portions to the food groups.

The emphasis is on the ‘*individual*’ using hand size or another meaningful visual image as a judge for portion size.

School Food Trust: Interim Requirements.

A revised guide to the Government’s new food based standards for school lunches from ‘The School Food Trust’ sets out what foods can and cannot be served at school and restricts the use of other foods.

Harvington Prep has a policy of moderation. SFT has a policy of ‘ban all’ and in some schools this has been counter productive for example it has encouraged a black market in confectionary trading by pupils sell to other pupils.

We prefer to make selections that the pupils are able to choose from. In that way we can encourage a moderate and informed decision from the pupil – a valuable life tool. No food is a bad food- it’s just the amounts and frequency that are the problem.

However it must be emphasised that our menus comply with the School Food Trust Standards.

Monitoring

Checking staff, food and working environment is important to ensure that we meet out statutory requirements and achieve consistent quality particularly when menus rotate and are Catering Policy. May 2010

served every four weeks. The Catering Manager / chef should be familiar with the following publications: Food Standards Agency Catering Pack can be found at:- <http://www.food.gov.uk/multimedia/pdfs/sfbbfullpack.pdf>; Information on Food Hygiene Legislation and regulations can be found at:- <http://www.food.gov.uk/foodindustry/regulation/hygleg/>

Monitoring must take place on a regular basis as per the table below:

Key area for Monitoring and Assessment	Actions: Monitoring	Actions: Assessment
Staff	<ul style="list-style-type: none"> • Daily visual observation by supervising member of staff. • Performance review observation at least once per year per member of staff or more if required completed by Supervising member of staff. • Need for Training identified by Catering Manager / chef or Supervising member of staff either routine e.g. COSH or other. 	<ul style="list-style-type: none"> • If performance issues action taken by supervising member of staff or Catering Manager / chef in line with Staff Handbook • Observation used for professional development and Performance Review. • Need for training assessed in line with legal requirements and budgets.
Food	<ul style="list-style-type: none"> • Quality on delivery, temperature control storage and cook- serve, visual, tasting. • Food for other functions to be monitored against prescribed criteria • See HCCP Plan for Catering form Dept of Environment Guidance found at www.food.gov.uk/catering 	<ul style="list-style-type: none"> • Appropriate records weekly/monthly and annual are kept in line with HCCP Environmental Health Guidance http://www.food.gov.uk/multimedia/pdfs/sfbbfullpack.pdf see annexe Record Forms Catering. • External assessment from Environmental Health takes place from time to time. • Feedback from other catered functions see see annexe Record forms for Catering.
Health and Safety - Food Safety and hygiene - Risk assessment	<ul style="list-style-type: none"> • <i>See Dept of Environment HCCP Guidance</i> • 	<ul style="list-style-type: none"> • Appropriate records kept weekly/monthly and annual and are reviewed see annexe Record Forms for Catering
Supplier	<ul style="list-style-type: none"> • Due diligence; quality of food; freshness; additives • Check prices and compare • Delivery quality • 	<ul style="list-style-type: none"> • Appropriate records kept by supplier and are reviewed on a regular basis and action taken See annexe Record Forms for Catering
Pupil/staff/parent feedback	<ul style="list-style-type: none"> • Level of complaints, nature of complaints, prompt reply within 24 hours to parents. • Monitor appropriate feedback from pupils and reply within 24 hours and develop opportunities for pupil feedback 	<ul style="list-style-type: none"> • Nature of complaints or not are assessed on a regular basis at weekly meeting and action taken when required. See Annexe Record Forms for Catering

Accommodation, Resources and Sourcing

The Catering Kitchen is an industrial area with large and dangerous pieces of equipment. Only authorised and trained personnel may enter and use the catering kitchen and the equipment therein.

a) Food Safety and Hygiene

Hazard Analysis Critical Control Point packs for Caterers are available at www.food.gov.uk/catering or from the local Environmental Health Officer who are able to give advice. All members of Catering Staff and those staff or visitors who use the Catering Kitchens must have a valid Food Hygiene Certificate or be able to demonstrate their fitness to prepare food safely.

b) Kitchen Safety and Hygiene

Hazard Analysis Critical Control Point packs for Caterers are available at www.food.gov.uk/catering or from the local Environmental Health Officer who are able to give advice.

There must be regular daily, weekly, monthly and annual cleaning schedules.

c) Dining Hall

The dining hall should have adequate number of tables and chairs of the correct height appropriate to the pupils using them. Sufficient cutlery and trays and flatware should be available. Clearly defined areas should be identified for waste food disposal and for collections of dirty cutlery and flatware ideally as close to the kitchen as possible.

d) Suppliers.

Suppliers must be monitored to ensure quality and efficient delivery within budget. Wherever possible, bulk/group purchases must be used to reduce costs.

Display and Marketing

The menu for the week must be clearly displayed in the dining hall and the menus for the rotation uploaded on the school website for parents to view.

Displays about food, health and nutrition should also be regularly displayed and changed to support the school's healthy eating policy.

Staff Recruitment and Professional development

All Catering Staff will take part in the School Performance Review plan. Each member of staff will be reviewed by his or her immediate supervisor.

The catering department follows the school's safer recruitment policy. Vacancies must be approved by the headmistress.

Newly appointed staff are allocated a mentor and must be made aware of the Employee Handbook and the following policies: Catering; Health and Safety First Aid and Emergency Procedures; Child Welfare and Safeguarding. All staff must complete Food Hygiene Training and the Child protection Training either on or off line.

Staff training is reviewed and updated as part of the Performance Review cycle. Applications for staff training must be made to the Headmistress using the appropriate form. Training must be approved by the head. A record of staff training is maintained by the school.

Health and Safety and risk assessments

Health and Safety risk assessments are the responsibility of the Catering Manager / chef completed in liaison with the [Facilities Manager]. These must be conducted as per the school's Health and Safety Policy.

Waste Disposal

The Catering Manager / chef will liaise with the Facilities Manager to ensure that we store and dispose of kitchen waste in an appropriate manner meeting statutory requirements as per the school's Health and Safety Policy.