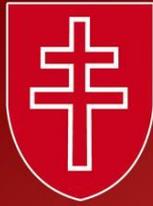


Founded 1642



# New Hall School

# Whole School Catering & Nutrition Policy

Reviewed by	Senior Leadership & Management Team
Date	August 2018

## WHOLE SCHOOL CATERING & NUTRITION POLICY

### 1. Whole Catering

Active, growing children and young people require plenty of wholesome food and regular meals. At New Hall School, we believe that our selected caterers offer something that will satisfy everyone. We support ethical buying, and we ensure locally grown, environmentally sustainable food is used wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our caterers to make as much use as appropriate of organic, natural food products and fair trade produce and to eliminate GM food and potentially harmful food additives. We ensure that their 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.

We have an active Catering Committee, which has student representatives, spanning groups in both the Senior and Preparatory Divisions, boarding and day pupils, along with staff representatives. They meet with the Catering Manager, the Head of Boarding and the Deputy Principal, who chairs the committee, every term to discuss menus and to suggest new dishes.

Breakfast, lunch and supper are all served in the Refectory. Lunch is the main meal of the day, and is cafeteria style. We believe that it is very important to allow sufficient time in the middle of the day for students to eat, to unwind and also to participate in the large number of lunch-time clubs and activities and the lunch break length has been set accordingly to allow this. Students can have tea. Supplies of dried and fresh fruit, bread, fruit juice, together with tea and coffee making facilities are always available in every boarding house.

#### 1.1 Drinking Water

Fresh drinking water is widely available throughout the school. All boarding houses have kitchen facilities with supplies of mains drinking water on every floor.

#### 1.2 Our Menus

The school offers a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. Proposed menus are reviewed by Olivia Pratt, our Chartwells registered nutritionist, along with the School's medical team in the Health Centre. Weekly menus are put onto our website by Chartwells, our caterers. We offer our students a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian. A note from our Caterers below:

"Health and wellbeing forms a significant part of Chartwells Independent's vision for 2020. Children's health spans from nutrition and physical wellbeing to mental wellbeing and it is our commitment to share the knowledge and expertise that we have across our business with the schools we partner with. The Chartwells Independent Nutrition Team consists of seven qualified nutritionists, with specialisms in public health, special diets, food nutrition and sports nutrition. Our investment into the

Nutrition Team secures our promise to pupils, schools and families that we will provide a balance both in the food that we serve and the education we provide.

Our commitments to health and wellbeing include supporting child poverty in the UK, educating on the impact of sleep deprivation on health and the importance of fuelling for sport; not to mention our commitments to reducing salt, sugar and saturated fat levels and encouraging healthy eating behaviours throughout the day. Within this document, we would like to welcome “Smart Food”.

Any parent who is worried about the quality of the food is always welcome to come and sample lunch or any other meal. Please telephone Director of Boarding or the Catering Manager.

### **1.3 Special Diets**

We expect all students to eat school meals, and can only meet individual requirements that are based upon attested medical grounds.

Parents of children who have allergies to any food product, or who have special dietary requirements, are asked to make this clear in the medical questionnaire, which they complete when their child enters the school. They should inform the school at once if their son or daughter subsequently develops an intolerance to any food. The school nurse and Catering Manager are happy to see any parent who has concerns about their son’s or daughter’s medical condition, and to devise a special menu, where practically possible.

### **1.4 Learning to Cook**

We believe that cooking is an important life skill. It is also fun and creative! This has led to the introduction of Cookery as a subject studied in Years 7 to 9 and 13. We offer a BTEC Level 1 qualification in Home cooking which is available to Year 10 and is run as an after school club. Our Chartwells Nutrition and Education team also visit each term to deliver food and cooking workshops with pupils of all ages.

### **1.5 Learning About Food**

We devote time in both PSHEE and Biology lessons to ensuring that students understand why a healthy diet is so important. This is further supported by our Chartwells nutritionist who visits the school once each term to deliver educational workshops and sessions to bring interactive, engaging, food focused practicals to the PSHE, life skills and other curricular objectives. By bringing healthy eating and cooking to life – we know we can make a really valuable contribution to improving young people’s health and wellbeing, attainment and giving them the best possible start in life.

## **2 Early Years**

In Pre-Reception, the pupils are provided with a healthy mid-morning and mid-afternoon snack consisting of fresh fruit, raw vegetables, bread etc. They are also given water and milk to drink. Fresh drinking water is available to drink at all times during the day and the pupils can independently serve themselves using the jug and cups available.

In Reception the parents are asked to provide a mid-morning snack of fresh fruit or vegetables. They can also provide a similar snack for the afternoon should they wish. The pupils have an individual water bottle which gives them access to fresh water all day. There is also a water fountain for them to use on the playground.

Lunches are provided by the caterers – please see above.

Before a child is admitted to the setting, information is sought from parents in relation to any special dietary requirements, preferences and food allergies that the child may have. We regularly consult with parents to ensure that our records of their child's dietary needs, including any allergies, are up to date and appropriate forms are signed. Those children with special dietary needs are identified by the wearing of a lanyard badge which states their dietary need, and lunchtime staff are made aware of these.

Snack and lunchtimes are social opportunities for children, and help to develop appropriate table manners and promote healthy lifestyles. We organise meal and snack times to support children develop their independence by making choices, serving food and drink and feeding themselves.

## **3 Food Hygiene**

### **3.1 Statutory Registration**

New Hall School is registered with Essex County Council 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).

### **3.2 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. Overall responsibility for the catering function (including health and safety) lies with Chartwells, which is the school’s contract caterers. The school conducted extensive due diligence enquiries on the firm and satisfied its self that the firm was qualified and competent to perform this important role before the Governors awarded the contract. We continue to monitor the firm’s performance carefully. Chartwells provides annual refresher training for their staff, via their Health and Safety representatives.

The Catering Department is audited every two years by the school’s Health & Safety consultant.

### **3.3 Management of Food Safety**

In managing food safety, the Catering Manager, with professional assistance from Chartwells will:

### **3.4 Staff Training**

- Require all staff who assist with food preparation to possess a basic food hygiene certificate
- Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures
- 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.
- Train staff in the requirements of the Food Information for Consumers Regulation regarding allergen food requirements

### **3.5 Staff Uniforms and Personal Hygiene**

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

### **3.6 Monitoring Compliance with Procedures**

- Check that all products containing nuts or traces of nut are clearly labelled

- Check that the HACCP system is in place, and that the document can be checked by everyone
- 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.

### **3.7 Students with Medical Conditions**

- Liaise with the school nurse about special diets
- Consult with a nutritionist, if necessary
- Follow the procedures below:
  - Each term a list of all students with medical conditions is sent to catering
  - Discussions are held concerning the more serious allergies.
  - Contact is made with the child to assess their meal requirements and with the parents to reassure them and explain what we are going to do
  - Each service, a specific dish is created for them so they are not missing out on their '5 a day'
  - Constantly review their requirements, talking to the individual child ensuring they are happy with what they are getting, also with their parent.

### **3.8 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.

### **3.9 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, for dirty plates, cutlery etc, together with the 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 to the Estate Manager.

### **3.10 Equipment Monitoring**

- 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 keeps a record
- Take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.

### **3.11 Purchasing and Checking Stock**

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

### **3.12 Food Sampling**

Follow the procedures in accordance with the following policy:

Catering & Nutrition Policy/Page 2 of 9  
 Reviewed by Chartwells Catering Services Limited 4/7/2018  
 Reviewed by Harrison Catering Services Limited 21/01/2016  
 Reviewed by H&S Consultant 04/02/16; 15/04/12  
 Updated: 5/7/18 (ESE)12/6/2017 (ESE)

- The policy of **Chartwells**, with regard to taking routine samples of food prepared or sold in our establishments, is that this procedure is no longer worthwhile or necessary
- The opinion and guidance of the Public Health Laboratory Service is that routine sampling of food in catering premises serves no useful purpose and is more than likely not representative of the batch of food being served
- Food sampling in contract catering has been common practice in the past especially when menus consisted in the main of bulk produced meat based items such as casseroles, stews, meat pie bases and curries, quite often prepared the day before service and without the safeguard of adequate refrigeration for storage or any checks being made on temperature control throughout the process. A sample of this food taken from the bulk could be fairly representative of what was served to each customer but taken from one service tray did not represent what was served to every customer. Samples were retained on average for between 48 and 72 hours on the pretext that any cases of food poisoning caused by the food would be reported within this period of time especially where customers used the catering facility every day. Experience has now shown that some food poisoning outbreaks are not discovered for several days and any samples taken under this system would have been discarded by the time the outbreak was being investigated
- Styles of catering have changed significantly in recent years with menus now consisting of individually cooked items and composite dishes that are fully cooked on the day, immediately before the start of service. Taking a sample of one individual item (e.g. chicken leg or fish fillet) serves no useful purpose
- The emphasis now in food production and catering is the application of hazard analysis principles that:
  - a) Identify the food safety hazards associated with the type of food production
  - b) Implement procedures that control the hazard at each stage of the operation, e.g. storage temperatures, preparation procedures, cooking temperatures, food service temperatures, cleaning and sanitising procedures
  - c) Maintain records to demonstrate that the necessary checks have been made
  - d) Review procedures and implement any changes that become necessary
- Proper implementation and monitoring of the Company hazard analysis procedures ensures that the food is safe to eat and will not be responsible for causing food poisoning to any of our customers.

### **3.13 Professional Audit/Assistance**

- Arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas once a year
- Obtain professional advice from a nutritionist 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. once a year
- Ensure that an appropriate pest control regime is in place.

### **3.14 Equipment Failure**

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

### **3.15 First Aid**

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

### **3.16 Signage**

- Display the appropriate first aid, COSHH and emergency notices.

### **3.17 Waste Disposal**

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

### **3.18 Management of Food Safety within Boarding Houses**

House staff including Housemasters/mistresses and boarding assistants are required to complete basic food hygiene training. This ensures high standards of hygiene and food safety are maintained in the boarding house kitchens.

## **2. MANAGEMENT OF SCHOOL CATERERS**

The school carefully monitors the performance of Chartwells. This monitoring includes:

- Monthly meetings between the Head of Boarding, Catering Manager and Senior Client Services Manager from Chartwells
- External health and safety audits of the school incorporating catering and kitchen areas carried out every two years
- Maintenance of all kitchen services and equipment by the school Estate Manager