



Trust Food Policy

DATE: June 24

POSTHOLDER RESPONSIBLE: Director of Finance & Operations

TRUSTEES/GOVERNORS COMMITTEE: Finance, Operations & Audit Committee

AUDIENCE: Staff, Parents, Pupils

STATUS: Ratified

DATE RATIFIED: July 2024

DATE OF NEXT REVIEW: July 2027

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1. Introduction

- 1.1 It is the policy of The Quantock Education Trust, when processing their own food operations, to comply with all relevant legislation and Codes of Practice regarding Food Safety.
- 1.2 In order to achieve these objectives, the Trust will:
- Ensure robust food safety practices and management procedures are in place across the Trust.
 - Train staff to a level commensurate with their responsibilities.
 - Promote awareness of the nature of food allergies and bring these to the attention of kitchen staff.
 - Undertake routine audits of food safety practices and management procedures, to ensure that the arrangements detailed in the Food Safety Policy and Management Procedures are observed and implemented in a consistent manner.
 - Complete and maintain all necessary written records regarding operational and training procedures.

2. Purpose and Scope

- 2.1 This Policy, which is issued with the approval of the Board of Trustees, details the Trust's continued commitment to maintaining a high standard of Food Safety for all students, staff, visitors and customers. The policy also describes the organisation and arrangements which have been established by the Trust to achieve these standards.
- 2.2 The Quantock Education Trust has produced this Policy to comply with the requirements of the relevant food safety and standards regulations.

3. Related Policies and Documents

- 3.1 This policy links closely with the following School or Trust Policies:
- Health and Safety Policy
 - Food Safety Management Procedures

4. Legislation and Guidance

- 4.1 This policy is based on advice relating to Food Safety and Standards as set out in the Food Standards Agency – Safer Food Better Business for Caterers document and the following Regulations:
- The Food Safety Act 1990
 - The Food Safety Order 1991
 - The Food Standards Act 1999
 - The Domestic Food Information Regulations 2014

5. Roles and Responsibilities

5.1 Board of Trustees

The Board of Trustees has responsibility for the approval of this policy.

5.2 Chief Executive Officer

The Chief Executive Officer is responsible for:

- Ensuring the Trust has systems and processes in place to implement this Policy.
- Ensuring that adequate resources and appropriate facilities are available to meet the requirements of the Policy.
- Ensuring that inspections, audits, reports, recommendations and changes to legislation are fully considered and acted upon.

5.3 Director of Finance and Operations

The Director of Finance and Operations is the Trust's designated lead for Food Safety and, as such, is responsible for ensuring that systems are in place and adhered to in order to minimise the likelihood of enforcement action, penalties and prosecutions.

The DFO will :

- Support Headteachers in ensuring kitchens are fit for purpose.
- Ensure there is a process for escalating Food Safety concerns to the Headteacher, where recommendations and/or instructions have not been followed by the School Catering Manager/Head Cook.
- Monitor findings from Food Safety audits to drive changes to policy and procedures where required.
- Ensure that Trust suppliers have been appropriately vetted for Food Safety standards.

5.4 Headteachers

Headteachers are responsible for implementing and complying with the Trust's Food Safety Policy and the day-to-day Food Safety Management within their school.

This involves, as far as is reasonably practicable:

- Ensuring that all catering staff receive suitable Food Hygiene training appropriate to their level of responsibility.
- Ensuring that all recommendations from visiting enforcement officers are acted upon within the recommended guidelines.
- Providing information to kitchen staff, of any students/pupils who have any food allergies or intolerances and ensure food prepared and provided meets the needs of the pupils.

These duties may be delegated to other competent persons, but oversight and responsibility remains with the Headteacher.

- 5.5 Catering Managers / Head Cooks – where service is delivered in-house oversight and responsibility for these tasks will lay with them, however the tasks may be delegated to other competent persons.

Catering Managers/Head Cooks, under the direction of the Headteacher and the guidance of the Director of Finance and Operations, have delegated duties and responsibilities for Food Safety within their school.

This involves:

- The day-to-day responsibility for all food safety.
- Ensuring that all food is prepared in a safe and hygienic manner and contamination is prevented as far as is reasonably practical.
- Ensure that staff follow personal hygiene rules, particularly in relation to hand washing, protective clothing and reporting of illness and infections.
- Ensuring that all work areas are kept clean, and any pest infestation is reported promptly.
- Ensuring that the operational procedures and records in relation to food safety are maintained.
- Recording and reporting all non-conformances to the Policy standards.
- Ensuring information concerning students/pupil's allergies is kept up-to-date, food preparation complies to the guidelines and ensuring any risks are mitigated.
- Ensuring any concerns are reported immediately.

5.6 **Kitchen Staff**

Kitchen Staff, regardless of employment status, are expected to co-operate with the Trust's Senior Leadership Team and the School's Headteacher on all aspects of Food Safety including but not limited to:

- Food Safety Policy
- Food Safety Management Procedures
- Reasonable Instructions from the Catering Manager, Head Cook or member of the Trust or School Senior Leadership Team.

Furthermore, Kitchen Staff will:

- Commit to producing safe food and ensure food is kept free from harm of any kind so far as is reasonably practicable.
- Maintain personal hygiene standards in accordance with those standards set out in the Food Safety Management Procedures.
- Maintain quality hygiene standards in cleaning, temperature controls, deliveries, maintenance, pest control and stock control.
- Assist with record keeping as instructed by the School Catering Manager/Head Cook.

5.7 **Students, Parents, Staff and Customers**

Students and/or parents/carers, Staff and Customers are responsible for making the School aware of any food allergies and/or intolerances and reporting any Food Safety incidents to a member of staff who will, where necessary, escalate to the School Catering Manager/Head Cook or Headteacher.

6. Managing Allergies

6.1 Food allergies can affect an individual at any time of their life and the Trust has policies and procedures in place to manage these allergies.

6.2 The common causes of allergies relevant to this policy are the 14 major food allergies and this is not an exhaustive list:

- Cereals containing Gluten
- Celery including stalks, leaves, seeds and celeriac in salads
- Crustaceans, (prawns, crab, lobster, scampi, shrimp paste)
- Eggs - also food glazed with egg
- Fish - some salad dressings, relishes, fish sauce, some soy and Worcester sauces
- Soya (tofu, bean curd, soya flour)
- Milk - also food glazed with milk
- Nuts, (almonds, hazelnuts, walnuts, pecan nuts, brazil nuts, pistachio, cashew and macadamia (Queensland) nuts, nut oils, marzipan)
- Peanuts - sauces, cakes, desserts, ground nut oil, peanut flour
- Mustard - liquid mustard, mustard powder, mustard seeds
- Sesame Seeds - bread, bread sticks, tahini, houmous, sesame oil
- Sulphur dioxide/Sulphites (dried fruit, fruit juice drinks, wine, beer)
- Lupin, seeds and flour, in some bread and pastries
- Molluscs, (mussels, whelks, oyster sauce, land snails and squid).

6.3 **The allergy to nuts is the most common high risk allergy and as such the Trust will take all reasonably practicable steps to ensure school kitchens are kept nut free.**

6.4 Parents/carers are required to inform the school of any allergies when the child starts at the school or when the child's allergy becomes known to the parent.

6.5 In our Secondary schools, allergen information will be displayed next to each dish or on weekly menu's where possible, where this is not possible (i.e. due to a last-minute change in menu or a substitute product being used) signs directing students/pupils on how to obtain allergen information will be clearly displayed in each food serving area. If your child has an allergy not listed at 6.2 above, your child should speak with a member of the serving staff before ordering their meal.

6.6 For our Primary schools, weekly menus will be sent home. If your child has an allergy, please contact the school if you would like further details of the ingredients of any of the meals before ordering your child's meal who will be able to speak with the Kitchen Staff to confirm ingredients.

6.7 A process should be in place for ensuring that Kitchen staff are aware how to prevent cross contamination. This is either directly through Headteachers where catering is in-house and ensuring that any catering contractors are undertaking the following:

- Food products are purchased from reputable suppliers and checked for any allergens on delivery.
- Separate containers are used for storage.

- Different utensils are used for preparation and service e.g. chopping boards and utensils and food is prepared in isolation. Strict personal hygiene must be adhered to i.e. clean aprons, clean hands etc.
- Where dishes are prepared for individuals, these must be kept separately from other meals, covered and labelled accordingly.
- If in the unlikely event, cross contamination has taken place, the First Aider and Senior Leadership Team are informed immediately, and steps outlined in the child's care plan are implemented and the parents are informed and/or ambulance is called.
- A review then takes place to identify how this was caused and what steps need to be undertaken to mitigate cross contamination taking place again.

6.8 The Catering Manager/Head Cook undertakes training on food allergies and must have completed the food allergies online training course. This information is then cascaded to all kitchen staff.

6.9 More information can be found on the Food Standards Agency website <https://www.food.gov.uk/> Safer Food Better Business for Caterers, which provides further guidance on food preparation, allergies and hygiene.

7. Implementation

7.1 This policy and associated Food Safety Management Procedures will be disseminated to all kitchen staff, irrespective of employment status.

7.2 Annual refresher training will be delivered to all directly employed Kitchen Staff to ensure any new procedures are fully disseminated. For catering contractors, a periodic review of training should be undertaken as part of regular contract meetings.

7.3 Hard copies of this Policy and associated Food Safety Management Procedures will be available in each school kitchen.

7.4 This policy will be stored on the Trust and School websites.

8. Monitoring Compliance and Effectiveness of this Policy

8.1 The effectiveness and compliance of this Policy will be monitored by the Director of Finance and Operations. This will be done in the following ways:

- A review of the policy at least annually.
- Food Safety Compliance reviews to be undertaken by the headteacher or delegated to an appropriate member of support staff. Where appropriate this service can be delivered via an external compliance contractor ie., SSE (Support Services for Education) Buyback.

8.2 Reports should be shared with the Director of Finance and Operations to ensure Trust compliance.