

## Food and Catering Policy

### **We aim to:**

- give healthy and delicious food and drink to all members of the school community.
- promote healthy eating.

### **We do this by:**

- Reviewing regularly the food provided at school and making changes where appropriate.
- Teaching about diet, nutrition, food safety and hygiene, food preparation and cooking, as well as where food comes from through the PSHEE and Science curriculums, and through the work of the Environmental Committee.
- Regularly surveying the children to get their views using online or written surveys and using this information to inform future menus.
- Following the recommendations of the Connect Catering Ltd ensuring all Company regulations are adhered to. For further information see <http://www.connectcatering.co.uk/>.
- Keeping within the guidelines of the food standards agency.
- Having regular inspections by Environmental Health Officers, who offer feedback on the standards of hygiene and the quality of food.

### **Meetings:**

- The following staff meeting as required: The Director of Operations, the Account Manager from the catering outsourcing partner, the Catering Manager, the Assistant Head (Pastoral) Senior House, the School Nurses, the Head of the Junior Department/Senior Deputy Head and the Head of Boarding.

### **Responsibilities**

#### **The Catering Department is responsible for:**

- Procurement of foodstuffs.
- Planning Menus.
- Ensuring the menus are on the website for parents to view.
- Preparation and presentation of food.
- Providing food which meets the needs of the different sectors of the community bearing in mind issues such as gender, age, food likes and dislikes (information gained from the surveys and liaising with staff and pupils).
- Providing food for children with specific dietary requirements due to medical issues, religious beliefs and food choices such as vegetarianism.
- Ensuring the food is nut free.
- Providing food which demonstrates a balance between being tasty, healthy and nutritious and attractive to young children and pupils.
- Ensuring fresh drinking water is provided and always available for all children from either water machines, water fountains or placed directly in classrooms.
- Providing fresh drinking water in EYFS classrooms.
- Providing fresh drinking water at meal times in the dining rooms.
- Having regular meetings with the Boarding House, the Director of Operations, the Head of the Junior Department and the Assistant Head (Pastoral) Senior House .
- Training EYFS staff in food hygiene and best practice in preparing and handling food
- Monitoring wastage.

- Attending and contributing to the agenda for meeting to review the catering provision.

**The Assistant Head (Pastoral) Senior House and the Head of the Junior Department are responsible for:**

- Organisation of the dining rooms.
- Supervision of the children during lunch time.
- Expectations of behaviour in the dining rooms.
- Meeting the needs of the different sectors of the community.
- Monitoring the children's eating, ensuring equal observation of both genders.
- Having regular meetings with the Catering Manager.
- Contributing to the agenda for regular meetings to review the catering provision.
- Administering surveys to the children to obtain information about food.
- Keeping parents informed about issues regarding the provision of food at school.
- Dealing with complaints about food from parents, staff or children.

**The Boarding House Staff are responsible for:**

- Liaising weekly with the Catering Manager to plan the menus for the boarders and choristers.
- Contributing to the agenda for regular meetings to review the catering provision.
- Reviewing and monitoring the provision of food for the choristers.
- Administering regular surveys about food to the boarders.
- Dealing with complaints from boarders and their families.

**Complaints Procedure:**

- All complaints need to be directed to the Assistant Head (Pastoral) Senior House or the Head of the Junior Department, who will then take the appropriate action.
- All complaints should be recorded with the nature of the complaint, the action taken and a summary of the outcome. These should be stored centrally in a shared folder.

**We know it works because:**

- The meetings to review the catering provision occur regularly to ensure that all issues around food at school are being dealt with.
- The catering provision is a standard item on the agenda in Senior Management meetings and is therefore monitored on a regular basis.
- The surveys are used to obtain information from the children and to give them a say in the food they eat at school.
- The PSHEE curriculum is reviewed annually to ensure healthy eating is included in the curriculum.
- Menus are on the website for parents to view.
- Complaints are dealt with in a timely manner.