

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:

- Having a Food Working Party which meets regularly
- 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 PSE and Science curriculums, and through the work of the Environmental Committee
- Regularly surveying the children to get their views using the computer program Survey Monkey or written surveys and using this information to inform future menus
- Following the recommendations of the Caroline Walker Trust (Eating Well for Looked After Children and Young People 2001 appendix 1) and Dr Helen Crawley (Eating Well At School 2005 appendix 2)
- 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 Food Working Party will meet once a term.
- The following staff will attend the meetings: The Bursar, The Deputy Head (Pastoral), The Head of the Junior Dept, The Catering Manager of Byron House and Senior House, Representatives of the teaching staff and Representatives from the Boarding House.
- Any other members of staff are welcome to attend the meetings if they have an issue they would like to discuss or to put forward any ideas for new developments.
- The agenda is circulated in advance and minutes are kept in the Food Working Party Folder by the Bursar.

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 Bursar, the Head of the Junior Department and the Deputy Pastoral
- Training EYFS staff in food hygiene and best practice in preparing and handling food
- Monitoring Wastage
- Contributing to the agenda of the Food Working Party and attending meetings

The Deputy Pastoral 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 the Food Working Party
- 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 of the Food Working Party
- 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 Deputy Pastoral 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 kept in the Food Working Party Folder.

We know it works because:

- The Food Working Party meets regularly to ensure that all issues around food at school are being dealt with.
- The Food Working Party contributes to the School Development Plan and is therefore accountable.
- There will be a self-evaluation of the Food Working Party and Catering as part of the school's self-evaluation and review.
- The Food Working Party is a standard item on the agenda in Senior Management meetings and is therefore monitored on a regular basis.
- Agendas and minutes from meetings are published. Any action required is recorded on the minutes and followed up by the relevant member of staff.
- The surveys are used to obtain information from the children and to give them a say in the food they eat at school.
- The PSE 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 as soon as they occur.