CROFTY EDUCATION TRUST

Whole-School Food Policy

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Audience:	School staff, particularly Headteachers and administrative staff
Reviewed: **Approved:** **Effective From:**	1 May 2026 14 July 2026 - Board 1 September 2026
Other related policies / procedures	Crofty Health and Safety Arrangements
Owner	Crofty Education Trust
Policy / procedure model	MAT and school policy: all Crofty schools use this policy
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Statement of intent

Crofty Education Trust (Crofty) understands that what pupils eat and drink at school is important. We aim to teach pupils about food and nutrition through the curriculum and reflect these principles in the school's food menu and cooking provisions.

We acknowledge the important connection between a healthy diet and a pupil's ability to learn effectively and achieve high standards in school. We also acknowledge that we can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

As part of our healthy eating and living campaign, our catering will uphold the highest standards of quality, nutrition, and cleanliness, adhering, without exception, to the food standards and legal obligations. As such, this policy has been implemented to allow us to provide food in a safe and hygienic manner.

1. Legal framework

1.1 This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
1.1.1 The Requirements for School Food Regulations 2014
1.1.2 The Food Information (Amendment) (England) Regulations 2019
1.1.3 The Food Safety Act 1990
1.1.4 The Food Safety (General Food Hygiene) Regulations 1995 (as amended)
1.1.5 The School Standards and Framework Act 1998
1.1.6 The Products Containing Meat etc. (England) Regulations 2014

1.2 This policy operates in conjunction with the following non-statutory guidance:
1.2.1 DfE (updated 2023) 'School food in England'
1.2.2 School food standards Practical Guide

1.3 This policy operates in conjunction with the following school policies:
1.3.1 Allergen and Anaphylaxis Policy & Benedicts Law
1.3.2 Health and Safety Policy
1.3.3 Infection Control Policy

2. Roles and responsibilities

2.1 The Crofty board is responsible for:
2.1.1 The provision of food for the school – ensuring pupils entitled to FSM and pupils who have requested school meals receive them.
2.1.2 Ensuring the agreed food provision adheres to the food standards.
2.1.3 Providing hot lunches, wherever possible, to ensure that all pupils are able to eat one hot meal a day.
2.1.4 Providing FSM to a pupil if they and/or their parent meets the eligibility criteria.
2.1.5 Ensuring that drinking water is always provided free of charge.
2.1.6 Providing free-to-use facilities to eat food, including accommodation, furniture, and supervision, so pupils can eat their food in a safe and social environment.
2.1.7 Deciding on whether to charge for milk for all pupils not on a benefits scheme.
2.1.8 Ensuring a free piece of fruit or vegetable is provided outside of school lunch hours for pupils between four and six years old through the School Fruit and Vegetable Scheme.
2.1.9 Receiving regular reports on compliance with the school food standards and the take-up of school lunches, as well as the financial aspects of school food provision.
2.1.10 Ensuring that there is coordination across all catering services sought by the school, to guarantee compliance with school food standards.
2.1.11 Ensuring that all pre-packaged foods available at the school provide full ingredient lists and allergen labelling.

2.2 Crofty is responsible for:
2.2.1 Ensuring any external catering companies have an up-to-date food hygiene certificate.
2.2.2 Discussing with School providers the meal plans for the term.

2.3 Headteacher responsibilities.
2.3.1 Ensure up to date allergen information about pupils is shared with Catering company and their staff and promote parents working with catering company.
2.3.2 Ensure that yellow lanyards are supplied to pupils with allergens.

2.4 The catering company is responsible for:
2.4.1 Providing the headteacher with a copy of their food hygiene certificate upon request, where applicable.
2.4.2 Ensuring a food hygiene record is kept, to demonstrate how the school ensures all food and its preparation methods are safe, and that this is reviewed on a monthly basis.
2.4.3 Checking the temperatures of food storage areas at the start and end of each day to ensure they are running at the correct temperature and documenting these in the food hygiene record.
2.4.4 Checking that thermometers are working properly by using the boiling water test, in line with section 11 of this policy.
2.4.5 Ensuring PPE is undamaged, e.g. free from tears, rips, or burns, and that there is enough PPE for each member of staff working in the kitchen.
2.4.6 Ensuring there are sufficient numbers of colour coded chopping boards for food preparation.
2.4.7 Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
2.4.8 Withdrawing stock that has gone past its 'use by' date or is not safe to eat, e.g. batches of food being reported as holding unsafe levels of harmful bacteria.
2.4.9 Ensuring a cleaning schedule is maintained and reviewed on a monthly basis.
2.4.10 Ensuring high standards of personal hygiene is maintained at all times.
2.4.11 Ensuring the food served to pupils is nutritious and provides them with a healthy balanced diet in line with the school's healthy eating strategy.
2.4.12 Checking that all pre-packaged food provides full ingredient lists and allergen labelling before it is made available to staff, visitors and pupils.
2.4.13 Reporting maintenance issues to the school office, who will report to Crofty via Parago or phone call if it is an emergency matter.

3. Current food-based standards for school lunches- this is devolved to catering company

4. Exemptions to the school food regulations

4.1 The school food standards do not apply to food provided:
4.1.1 At parties or celebrations marking religious or cultural occasions.
4.1.2 At fundraising events.
4.1.3 As rewards for achievements, good behaviour or effort.
4.1.4 For using in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch.
4.1.5 On an occasional basis by parents or pupils.

4.2 Nursery- There is a reduced set of standards for food served at lunch time and whole milk can be served as per section 3 of this policy.

5. Healthy eating statement

5.1 The school will use healthier cooking methods to contribute to healthy eating, such as the following:
5.1.1 Using less fat in cooking
5.1.2 Baking foods rather than frying them.
5.1.3 Increasing use of fats/oils that are high in polyunsaturated fats.
5.1.4 Reducing use of sugar in recipes
5.1.5 Avoiding using additional salt in cooking processes
5.1.6 Increasing the use of food items containing high amounts of fibre

5.2 All menus created will be in accordance with the nutritional standards outlined in section 3 of this policy.

5.3 The school will encourage pupils to adopt healthy lifestyles, both through a nutritional diet and regular exercise, during assemblies, PE lessons and PSHE. Healthy eating principles are embedded throughout the curriculum.

6. Catering service standards

6.1 Menus and prices (where applicable) will be clearly displayed and will contain nutritional information.

6.2 Additionally, menus will adhere to statutory nutritional standards and will reflect parents' and pupils' preferences, cultural, religious and special dietary needs. Parents' and pupils' feedback will be encouraged and, where possible, changes made to increase their satisfaction.

6.3 The cleanliness of the kitchen and serving areas will be kept to the highest standards. Food preparation and serving areas will be cleaned before, during and after preparation and cooking, in accordance with The Food Safety (General Food Hygiene) Regulations 1995 (as amended).

6.4 Kitchen staff will:
6.4.1 be suitably trained and will have an appropriate recognised qualification in food hygiene.
6.4.2 be clean and tidy in appearance and will be courteous to all pupils, staff and parents.
6.4.3 adhere to the service times, start and finish, agreed by the headteacher.

6.5 Service times will be displayed, and the service will always commence on time. Pupils entitled to free school meals will be treated with sensitivity.

7.1 Purchasing food

7.1 All food items are purchased from reputable suppliers to ensure compliance with government buying standards.

7.2 The school places stringent contractual demands on catering suppliers in support of legislative requirements and favourable trade operating practices. All food products and ingredients are checked for acceptability, i.e. nutritional specifications, genetically modified organism requirements, and allergen ingredients.

7.3 All pre-packaged foods supplied will clearly display the following information on the packaging:
7.3.1 Name of the food
7.3.2 Full ingredients list, with allergenic ingredients emphasised, e.g. in bold, italics or a different colour.

7.4 All products identified as acceptable for inclusion in our range are compared for ingredient and nutritional value against set specification criteria before being incorporated into the menus.

7.5 Menus will, as much as reasonably practicable, reflect the natural growing or production period for the UK to assist pupils in learning about food production and seasons.

7.6 Any fish products served will be sustainably sourced to promote the importance of sustainable fishing.

7.7 The school continues to place emphasis on consumer response to new products; throughout this process, the school will liaise and consult with the school community, including parents, to ensure acceptable quality.

8. Food and drink safety

8.1 Food will only be consumed in the canteen, on the playground and in classrooms with teachers' permission. Pupils will be instructed not to run when they are eating. Drinking water will be available from the drinking stations and pupils will be permitted to refill water bottles throughout the day.

8.2 Staff will eat all hot food in the staff room away from pupils. If members of staff are drinking hot drinks, they will keep them out of pupils' reach. Hot drinks will be kept in insulated and anti-spill flasks with lids, e.g. travel mugs. Staff are permitted to have hot drinks in the classroom; however, they will place them at the back of a desk to minimise the risk of spillage. Staff on lunch duty can have hot drinks but they must adhere to the above points.

8.3 Hot drinks will be served in an insulated flask with a lid. Pupils will only be permitted to have hot drinks in the canteen. Pupils will not be permitted to walk around the premises with hot drinks. When pupils have hot drinks, staff will warn them that the cups might be hot. Staff will remind pupils to ensure their drinks are cool enough before drinking them.

8.4 Electrical equipment, such as kettles, toasters, will be turned off when they are not in use. They will not be kept in classrooms, except in food technology lessons. If pupils are in a food technology lesson (or similar), they will be supervised by a member of staff, and the staff member will demonstrate how to use the equipment. Appropriate PPE will be available for pupils who are handling hot food, drinks, or equipment, e.g. oven gloves.

8.5 Pupils will not have access to the kitchen without supervision from a member of staff. Pupils will not be permitted to make their own drinks. When eating hot food, pupils will be instructed to use cutlery where possible and to ensure their food is cool enough before eating it.

8.6 A first aid kit will be located in each classroom and the canteen.

9. Environmental health inspections

9.1 The head cook will be the key contact for the environmental health officer from the LA – being responsible for implementing any recommendations made to them.

9.2 The school will record the following information in an environmental health log book:
9.2.1 Any identified hazards, e.g. a fridge running at a 6°C
9.2.2 How hazards were avoided, removed, or reduced, e.g. turning the temperature of the fridge down
9.2.3 How any problems are rectified, e.g. reviewing the fridge's temperature every **15** minutes
9.2.4 How plans are checked for effectivity

9.3 The head cook will ensure all the necessary documentation is readily available for inspection for the environmental health officer, including their food hygiene plan and food hygiene record.

9.4 The school will have their food hygiene rating sticker in a visible location within the dining area or kitchen. If the school scores less than a five on their hygiene rating sticker, they will implement any recommendations made by the environmental health officer as a matter of top priority. After each

environmental health inspection, the school will display their new food hygiene rating sticker in place of the old one, irrelevant of the score.

9.5 The school will receive a letter after an inspection with 'notices' – the school will comply with the notices with immediate effect.

10. Monitoring and review

10.1 This policy will be reviewed annually by Crofty and catering company for any changes to relevant legislation.

10.2 Any changes made to this policy will be communicated to catering providers, kitchen staff, parents, and other stakeholders, where necessary.