

RYDES HILL PREPARATORY SCHOOL & NURSERY

P51 (ISI 11A) – FOOD HYGIENE & CATERING POLICY INCLUDING EYFS / EARLY YEARS CHILDREN



RYDES HILL

PREPARATORY SCHOOL & NURSERY

MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school based on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what the school stands for and all are encouraged and challenged to be the best they can be.

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Reviewed By :	Alison Packman – Compliance Officer	27 th September 2018
Approved By :	Sarah Norville - Headmistress	27 th September 2018
Governor Review By :	Not required	

Contents

Revision History.....	3
Abbreviations, Acronyms and Definitions.....	3
Aim / Objective / Statement of Intent	4
Introduction.....	4
Statutory Registration and Health & Safety.....	5
Management of Food Safety.....	5
Manners, Etiquette and Independence	5
Special Diets, Allergies and Intolerances	7
Our Menus.....	8
Learning about Food	8
Implementation of this Policy	8

Revision History

Revision	Paragraph Number	Revision
March 2017		Updated
September 2018	Paragraph 12	Delete “Director” and replace with “Manager”
	Paragraph 16	Delete “taught” and replace with “encouraged”
	Paragraph 32	Add first sentence

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
GM	Genetically Modified

Aim / Objective / Statement of Intent

This policy replaces previous policies P51 Food Hygiene Policy and P52 Catering Policy and provides an integrated policy which covers the provision of food within Rydes Hill Preparatory School. This Policy should also be read in conjunction with Health and Safety Policy issued by Holroyd Howe. Due to its size it has not been added as an appendix to this document however copies of this policy are available upon request.

Introduction

1. Active, growing children and young people require plenty of wholesome food and regular meals. At Rydes Hill Preparatory School and Nursery, we offer food which will satisfy everyone and can accommodate special diets for those with allergies, intolerances or religious preferences in our offer. To do this we have selected Holroyd Howe to provide this service to the School.
2. Holroyd Howe use the best British ingredients, as much fresh food as possible with menus linked to seasonal produce. They work with their suppliers to make as much use as appropriate of natural food products and fair trade produce and to eliminate GM food and potentially harmful food additives. They ensure that their suppliers, local and national, are committed to providing best quality food and value, with the highest standards of accredited health and safety. Holroyd Howe have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data. Processed and frozen food is limited to 5% of the menu.
3. Rydes Hill Preparatory School & Nursery are committed to ensuring that all children receive a high quality meal every day. Lunch is compulsory because we believe it is important to foster the ethos of enjoyment of healthy eating whilst encouraging good table manners. We believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind, to play and to participate in the large number of lunch-time clubs and activities. We do not allow packed lunches to be brought into school unless there are the most exceptional circumstances. This allows us to reduce the likelihood of a child with severe allergies to some foods being harmed accidentally through sharing of packed lunches.
4. We have an active School Council which has representatives from Lower Preparatory (Year 3) upwards in the school who discuss menus and suggest new dishes. We also have a menu suggestions box outside the kitchen which children are encouraged to use. This is regularly reviewed by the Head Chef and appropriate suggestions added to the school menu.
5. Special occasions such as World Book Day and Shrove Tuesday are also celebrated with a featured menu. The Catering Manager also provides interactive demonstrations to older pupils such as Pumpkin carving for Halloween or sushi making. This supports the

school's aim of promoting a positive relationship with food and creates the desire to try new dishes for pupils.

Statutory Registration and Health & Safety

6. Rydes Hill is registered with Surrey Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer.
7. 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.

Management of Food Safety

8. The day to day running of the kitchen will be controlled by the Catering Manager from our catering partner, Holroyd Howe. They will follow their own robust procedures and operating manuals for the safe management of the kitchen. These procedures are fully compliant with EU and UK legislation. The Head Chef will liaise with the Bursar on a daily basis and access to the kitchen will be provided to the Bursar (or designate) at all times.
9. The Bursar will ensure that the appropriate First Aid, COSHH and Emergency notices are displayed and that the kitchen first aid box is kept fully stocked.
10. Any failure of equipment in the kitchen is to be reported by Holroyd Howe to the Bursar immediately.
11. The hygienic disposal of waste will be a matter of co-operation between Holroyd Howe and the School and all parties are expected to support the regime for re-cycling waste wherever possible in accordance with the availability of local schemes.
12. Regular visits by the Operations Manager of Holroyd Howe will take place for the purposes of co-ordination, training, audit and inspection. Additional visits by other Holroyd Howe personnel should be arranged with the Bursar. Typically these may include Nutritional specialists or other operational personnel.
13. Appendix 1 contains a copy of the Holroyd Howe Operating Manuals. (Appendix 1 is available separately to this policy due to the large size).

Manners, Etiquette and Independence

14. Grace is said before lunch in all classrooms. Children are then taken to wash their hands before eating lunch.

15. Nursery children are served their lunch in their own setting either by a member of the Housekeeping or Nursery team. Food is served on ceramic plates with metal knives and forks and plastic cups are used. Fresh water is provided as a beverage at lunch-time. Milk is provided at morning and afternoon break-time. Aprons are worn to protect clothing.
16. Assistance with cutting up food is provided where necessary and children are encouraged to use a knife, fork and spoon correctly. This is upheld daily and taught outside of meal-times if additional lessons are needed. Good manners are important to Rydes Hill and so children are asked to eat with their mouths closed and talk only once their food has been swallowed.
17. Pre-Preparatory department classes (Kindergarten, Lower Transition and Upper Transition) and Preparatory department classes (Lower Preparatory, Middle Preparatory, Higher Preparatory and Form One) have lunch in the Dining Hall. For their own safety, all children walk into the Dining Room accompanied by their class teacher.
18. Children enter the Dining Room at 5 minute intervals, class by class from 12:00 onwards starting with the youngest classes first. Children who attend music lessons, clubs or who need to change their dining time for any other reason will be invited to attend the dining room either earlier or later than normal as necessary.
19. Hot food is served to the children by the catering team. There is always a choice of main meal with a vegetarian and gluten free option. Fresh home-made soup and fresh breads are offered. In addition, there is a self-service salad bar with a large variety of options. Younger children are assisted with this if necessary. All children are guided and encouraged by their teachers and/or catering staff to make healthy well-balanced choices for their lunch and are offered tasters of new menu items to encourage a varied diet. Water jugs are placed on each table along with plastic cups and children are encouraged to help themselves and to pour water for one-another.
20. Members of teaching staff are always on duty in the Dining Hall, some to supervise lunchtime and others to eat their lunch there. Children are encouraged to talk quietly to one-another and staff will often join the children at their tables.
21. Staff also collect their food from the Dining Hall which offers an additional opportunity for non-teaching staff to interact with pupils helping to promote good behaviour and mature conversation.
22. When children have finished eating their main course, they must raise their hands for permission to leave the table. In order to develop independence and a helpful approach, children take their plates and cutlery to a central clearing station. Children may then select their dessert.
23. Fresh fruit or low-fat yoghurt is available every day along with another dessert option such as butterscotch tart, carrot cake or lemon drizzle cake. This is a self-service area supervised by catering staff who will assist with pouring custard and re-stocking the area.

24. Once dessert has been finished, pupils must raise their hand again for permission to leave the table and will take their bowls/dishes/plates to the central clearing station. Once this has been done, pupils walk to the outside play areas or to lunchtime activities or clubs.
25. Should any pupil request a second helping of food this will be given subject to availability. Teachers and catering staff will informally monitor children's food intake and will raise any concerns with parents if necessary.

Special Diets, Allergies and Intolerances

26. We want all of our pupils to eat school meals and not feel different to their friends therefore providing a variety of foods suitable for those with special dietary needs is very important to us. We can however only meet individual requirements that are based upon attested medical grounds or religious requirements. Parents of children with allergies, special diets, intolerances or difficulty in eating are advised to meet with the Catering Manager and Bursar to discuss individual requirements. Wherever possible these will be accommodated by the provision of meals as close to the main school menu as is feasible.
27. 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 of any food.
28. In order that children who have special diets, allergies or intolerances can quickly and easily be identified by catering staff, a system of coloured lanyards is in use. Children wear these lanyards when they enter the dining hall and this supports all staff in ensuring that appropriate food choices are made by the children. The colour coding system is visible to catering staff at the serving stations. Coding is as follows:
 1. Orange = Gluten Intolerant
 2. Red = EpiPen User
 3. Green = Vegetarian
 4. Blue = No pork
 5. Yellow = Gluten Free
 6. Purple = No beef
 7. Cream = Dairy Free
29. If a child is accidentally given the wrong food or consumes food from another child's plate, and requires Piriton or an EpiPen as part of their allergy care, this must be administered immediately in the Dining Hall, before the School Office, Headmistress or Bursar are notified. The child should not be taken to the School Office until after administering the medication. Parents should immediately be contacted. An incident

form should be completed as soon as possible thereafter and a full investigation will be undertaken.

Our Menus

30. We ensure that the structure and content of our menu promotes the wellbeing of pupils and staff. We adhere to the principle of “getting the balance right”, which simply means consuming a varied and balanced diet that contains plenty of starchy carbohydrates and fruits and vegetables, moderate amounts of dairy food and meat, fish, eggs and beans and only small amounts of fat, sugar and salt.
31. Our menus follow Nutritional Guidelines based on the latest Government recommendations e.g. guidance on how frequently process meat should be consumed.
32. Menus for the term are posted on the school website. Any parent who is worried about the quality of the food is always welcome to come and sample lunch. Please telephone the Bursar to make the arrangements.

Learning about Food

33. We devote time in both PSHCE and Science lessons to ensuring that pupils understand why a healthy diet is so important. Holroyd Howe also provide interactive cooking demonstrations and support our curriculum delivery.

Implementation of this Policy

34. The Bursar is responsible for the implementation of this policy with support from the Head Chef of Holroyd Howe.