



# Ulverston Victoria High School

## POLICIES

# SCHOOL FOOD POLICY

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## REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

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# PROCEDURES FOR MANAGING FOOD ACTIVITIES

## **References and Useful Links**

[Food Safety Act 1990](#)

[Food Safety \(General Food Hygiene\) Regulations 1995](#)

[The Food Hygiene \(England\) Regulations 2006](#)

[Food Safety & Hygiene \(England\) Regulations 2013](#)

[Food Information Regulations 2014](#)

[UK Food Information Amendment \(Natasha's Law\)](#)

[Food Standards Agency - Prepacked for direct sale \(PPDS\) allergen labelling changes for schools, colleges and nurseries](#)

[Food Standards Agency – Safer Food Better Business Manual](#)

[Food Standards Agency – Allergen Resources](#)

[The Requirements for School Food Regulations 2014](#)

[Standards for school food in England](#)

[School food: guidance for governors](#)

[School meals: healthy eating standards](#)

[CLEAPSS Website](#)

[Design & Technology Association \(DATA\)](#)

[KAHSC Catering Code of Practice](#)

<https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

<https://www.aqa.org.uk/subjects/food/qcse/food-preparation-and-nutrition-8585/subject-content>

## **1. SCHOOL MEAL PROVISION**

### **1.1 Introduction**

- Our school aims to provide the highest standard of food safety and hygiene. In particular, we will ensure that the food and drink prepared and sold on our premises is both safe and wholesome. We will ensure that legal requirements relating to food safety and hygiene will be complied with fully.
- We will provide hygienic premises and ensure hygienic equipment is provided for the safe preparation of food.
- We will ourselves, or through the use of a carefully selected contractor, put in place documented food safety management procedures based on the principles of HACCP (hazard analysis and critical control point) and follow rules laid out in the Food Information Regulations 2014 with regard to allergens.

The School expects staff to adhere to Procedures in line with our obligations under equality legislation. The Head teacher ensure that all reasonable adjustments or supportive measures are considered to allow equality of access and opportunity regardless of age, gender, ethnicity, sexual orientation, disability, faith or religion, gender identity, pregnancy or marital status.

### **1.2 Enforcing Authorities**

The Enforcing Authority for food hygiene regulations is the Local District Council Environmental Health Department. Under Food Safety Law provisions, Environmental Health Officers (EHO) have the right to inspect all premises classed as 'Food Businesses'. They have the power to issue Improvement notices, and Emergency Prohibition Notices on food businesses that fail to meet proper standards of food safety. Any improvements required by EHO's must be actioned appropriately and within any specified time limits.

### 1.3 Registration of Premises

As we provide school meals, the school is classed as a 'Food Business' and is registered with the District Council Environmental Health Department. Registration allows the Local Authority to keep an up to date list of all premises operating in their area, and our premises are subject to inspection by an EHO.

### 1.4 General Requirements and Safe Practice Guidance

The general requirements and safe practice guidance forms part of the KAHSC Code of Practice for Catering (available to download from the KAHSC website at: [Introduction](#); [Section 1](#); [Section 2](#); [Section 3](#); [Section 4](#) and [Section 5](#)). It has been produced to encourage responsibility for correct food hygiene and it will provide a framework around which any food service can build a system ensuring its proper hygienic operation. The safe practice elements have been sourced and summarised from the [Food Standards Agency – Safer Food Better Business Manual](#). This publication is widely endorsed by the Local Enforcing Authorities and compliance with it will meet statutory duties placed upon us.

### 1.5 Risk Assessment

Where there is significant risk, appropriate risk assessments will be conducted for catering activities, the working environment, machinery/equipment and products in use. Control measures put in place following the assessment of risk will be monitored to ensure they remain effective. A system for monitoring the effectiveness of controls will be devised locally in line with our Risk Assessment procedures. A formal procedure for the review of risk assessments will be implemented to ensure they are reviewed regularly and if 'there is reason to suspect they are no longer valid'. Completed risk assessments will be made available for all catering staff to view. Where model/generic risk assessments are used, we ensure that these are tailored to reflect the actual activities in relation to the school.

### 1.6 Training

Qualifications have been developed by the Chartered Institute of Environmental Health, to cover key food safety issues for all levels of involvement with food related work activities.

#### **CIEH Level 1 Award in Food Safety Awareness in Catering (or equivalent)**

This is suitable for staff induction training including:

- New staff with minimal or no food safety knowledge;
- Staff handling low-risk or wrapped foods only;
- Front of house staff such as waiting or check out staff;
- Back of house staff such as kitchen porters or warehouse staff.

This is also suitable for staff for whom English is a second language or those with learning difficulties.

#### **CIEH Level 2 Award in Food Safety in Catering (or equivalent)**

This is suitable for anyone who assists, prepares, cooks or handles food in schools. **This is the recommended level of training for ALL food handlers** (anyone involved in the preparation, storage or service of food).

#### **CIEH Level 3 Award in Supervising Food Safety in Catering (or equivalent)**

This is suitable for kitchen managers/supervisors who are responsible for implementing systems for controlling and monitoring those points critical for food safety.

#### **CIEH Level 4 Award in Managing Food Safety in Catering (or equivalent)**

This award has been designed to provide an in-depth understanding of food safety with an emphasis on the importance of the management of systems and staff. This is a high level practical qualification with external accreditation.

All staff will be competent to use the use equipment in the kitchen and where necessary, training will be provided. Dangerous machinery will only be operated by those who are over 18 years of age and have been suitably training. Dangerous machinery such as food mixers used with attachments for mincing,

slicing, chipping or other cutting operations and crumbling will be adequately signed e.g. a 'Dangerous Machinery' sign will be displayed above/adjacent to the prescribed dangerous machine. Any necessary guards will be used during operation.

## 1.7 Allergens / Food Information & Labelling

All staff (including temporary staff and contractors) involved in handling ingredients, equipment, utensils, packaging and products should be aware of food allergens and the consequences of them being eaten by anyone with a food allergy. Basic allergen training must be given to all staff on their first day of employment and before food handling duties commence with records of training kept. All staff should be trained in avoiding cross-contamination of foods by the major food allergens. [Free online allergen training](#) is available through the Food Standards Agency.

There should be a nominated, responsible person who will handle all food allergy queries from customers, and a deputy in their absence. There should be a written procedure on how to deal with a request for allergy information and all staff made aware of this. Staff should be trained to cross reference Individual Healthcare Plans for Students with food allergies and/or information supplied by delegates prior to conferences, training events etc.

Allergen information will be made available to all possible customers either by the use of:

- written up front information e.g. menu boards, menus etc. without the customer having to ask for information;
- sign-posts to where written information can be found or obtained;
- sign-posts stating that oral information can be obtained from a member of staff. Where this option is used, ALL staff, particularly front of house staff have received training on what to do if asked for information on ingredients/allergens by a customer.
- Where food is sold at a distance, such as through a telephone order the allergen information will be provided either before the purchase of the food is complete (this could be in writing or orally) or in a written format when the food is delivered.

When preparing dishes, staff should record the ingredients which are used in each dish - a [Chef's Allergen Menu Matrix](#) or similar should be completed and either be displayed in the food preparation area, or be readily available to all relevant staff in the kitchen to help kitchen staff log and check allergen information on dishes. To help to identify which dishes contain allergens:

- ensure kitchen staff use the same recipes every time;
- keep a copy of the ingredient information on labels of pre-packed foods for example, sauces, desserts etc.;
- keep ingredients in original containers, or keep a copy of the labelling information in a central place;
- ensure containers are clearly labelled for ingredients which are delivered in bulk, and then transferred or stored in smaller containers;
- ensure staff are aware of where the allergen information is stored and how it is kept;
- ensure allergen information is kept up to date e.g. if recipes are changed or products substituted;
- always check deliveries to make sure what is delivered is what was ordered. Ensure that the relevant labelling information is provided with the order;
- ensure records are updated, to help trace back to the source of your information. A [Chef's Recipe Card](#) (or similar) should be completed and allows kitchen staff to log and check allergen information on one-off dishes, for example when you have 'specials' or when ingredients run out or are substituted on the day;
- check the food delivered is the same brand that is normally used, as different brands might have different ingredients.

From October 2021, [prepacked for direct sale \(PPDS\)](#) food must be labelled with the name of the food and a full ingredients list. Allergenic ingredients must be emphasised within this list. This can include food that pupils/staff select themselves, e.g. from a display unit, as well as products kept behind a counter. PPDS food is food that is packaged at the same place it is offered or sold to consumers. It is a

single item, consisting of the food and its packaging, that is ready for presentation to the consumer before it is ordered or selected. For food provided within a school setting, this may mean changes to labelling for foods such as pizza or sandwiches which are packaged on the premises before the consumer orders them. The changes mean that food made and packaged before the consumer orders or selects them and sold on the same premises (or site where a business operates from more than one location) it is packaged at, will require labelling.

This may also affect school supplied packed lunches, e.g.:

- If packed lunches are made on school premises in anticipation of an event, such as a school trip, the allergen information requirements may vary. If the lunches are made and packed to order, these are not prepacked, and are therefore not PPDS.
- If, however, the school lunches are made and packed without specific orders from individual children, then these would need to comply with the new PPDS labelling requirements.
- If there are multiple items in a packed lunch we will need to provide allergen information for each item. We will need to label each PPDS item individually.
- Any prepacked items we have bought from elsewhere (that is food packed at a different location by another business) will already have full ingredients labelling.

Further guidance can also be found in the KAHSC Code of Practice for Catering [Section 4](#).

## **1.8 Fitness for Work**

Staff should be fit for work at all times. This means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety. Any staff member who has diarrhoea and/or vomiting should report it to their manager immediately and either stay at home or go home straight away. Staff who have had diarrhoea and/or vomiting should not return to work until they have had no symptoms for 48 hours. People suffering from these symptoms often carry harmful bacteria on their hands and can spread them to the food they touch. Even if the diarrhoea and vomiting have stopped, they can still carry harmful bacteria for 48 hours afterwards.

All staff will sign an [Agreement to Declare Illness and Infections](#) and [Return to Work Questionnaires](#) will be completed by the Head teacher or Kitchen Manager before staff are permitted to resume duties.

Staff should tell their manager if they have any cuts or sores and these should be completely covered with a brightly coloured waterproof dressing. Cuts and sores can carry harmful bacteria. Covering them prevents bacteria spreading to food. Wearing a brightly coloured dressing (usually a blue, waterproof plaster) will allow for this to be easily spotted if the dressing falls into the food.

If staff are not fit for work, move them out of the food handling areas or send them home. Throw away any unwrapped foods they have handled.

## **1.9 Kitchen Manager/Supervisor Responsibilities**

The Kitchen Manager is responsible for ensuring all foods are prepared in a safe and hygienic manner. This requires the Kitchen Manager to:

- Identify the potential food hazards within their operations;
- Implement effective control and monitoring procedures at those points critical to food safety (the nature and complexity of these will depend on the nature and complexity of the operations);
- Co-operate fully with EHO's and any officer designated by the LA to carry out inspections of food premises/activities or any other investigations;
- Ensure requirements following inspection from EHO's and any officer designated by the LA to carry out inspections of food premises are dealt with and within any specified time limits;
- Ensure all staff handling food receive the appropriate training commensurate with their duties;
- Ensure where employing outside contractors to run/provide food facility on our behalf, they comply with the provisions of this policy and guidance.



- Ensure that where people using our services are involved in food preparation and handling, proper hygiene and safe practices are maintained. The responsible manager should assess the service user's capabilities in relation to the tasks undertaken, in order to avoid any risk arising from poor hygiene.

### **1.10 Staff Responsibilities**

All staff who buy, prepare or handle food as part of their work activities must:

- Follow the control measures which have been identified as critical to food safety;
- Ensure standards are maintained by their own actions in accordance with the safe practice guidance;
- Report any symptoms of ill health to their manager/immediate supervisor;
- Undertake the relevant training as instructed by their manager;
- Inform their manager of any concerns relating to the safety of food being prepared or served.

### **1.11 Storage and Disposal**

Food will not be transferred to other packaging/containers without the 'use by date' from the original packaging being displayed on the bags or the date of chilling or cooking/freezing displayed if school prepared foodstuffs.

Food stuffs will not be stored directly on the floor but will be placed on suitable shelving, racking or pallets or kept in appropriate containers off the ground.

Outer packaging will, wherever possible, be removed from food deliveries before the food is stored away – this is essential where the packaging is soiled and food will always be stored above floor level and away from contact with walls in store rooms.

Dried goods such as open flour bags will be held in air tight containers to prevent deterioration and attack from pests

All out of date food/ingredients will be disposed of immediately and weekly checks will be made to ensure that no food or ingredients past their use by date are held in school.

All shelving used to store food and equipment in kitchens will be sealed and easily wipeable.

Eggs will be stored in a cool place e.g. below 8°C (in a fridge where possible).

Foodstuffs will never be stored with potential contaminants such as chemicals. Cleaning materials not in immediate use will be held in a separate store away from food or food preparation areas or where not available, be stored on a low shelf to prevent leaks from dripping or chemicals with ill-fitting lids tipping over staff/equipment/foodstuffs below.

Bins in kitchens will have close fitting lids to prevent the attraction of pests/flyes, preferably pedal operated such as a waste sack holder.

A suitable pest control contract is in place with a competent contractor.

### **1.12 Equipment and Maintenance**

Servicing of fixed gas and electrical equipment in the kitchen must be undertaken at least annually with records kept.

Earthed portable appliances will receive a combined inspection and test (PAT) on at least an annual basis with other portable and transportable electrical appliances included in the school's routine programme of inspection and testing.

The kitchen extraction unit/canopy will be checked and specialist cleaned in line with manufacturer's instructions (usually at least annually) with records held in the Building Register. This is in addition to routine in-house cleaning which will be done more regularly.

All kitchen staff will be made aware of the location of the emergency gas and power cut-off switches and how to use them. Gas and power cut-off switches will be in a position where they can be easily accessed in an emergency situation and will be adequately identified via signs.

Fly screens will be fitted to all openable doors and windows in the kitchen.

If the ingress of flying insects is still identified as a problem, we will also consider installing an Electronic Fly Killer (EFK). This will ensure that any flies/insects that still get into the kitchen or have bred inside the premises can be electrocuted by a suspended lantern device that attracts them to its ultra-violet light, kills them as they touch the surrounding bars and drops them into a catching tray. The EFK device will be cleaned out regularly and the bulb routinely replaced annually.

Any stainless steel appliances and units in commercial kitchens will be checked to ensure they are attached to the equipotential bonding of the building e.g. they will adequately earthed.

Wooden utensils such as wooden spoons, rolling pins, chopping boards or other wooden utensils will be replaced with food grade metal or plastic alternatives.

With regard washing machines and tumble dryers the following will be observed:

- Dryers – We will ensure that lint filters are cleaned before use and that lint is not allowed to accumulate in and around the appliance;
- Appliances will only be operated in accordance with guidance from the equipment suppliers;
- We will ensure that the 'cool down' cycle of the tumble dryer is adequate to reduce the temperature of the items. Items will not be removed from the dryer or piled/stacked while hot. However, items will be removed from the dryer as soon as the drying/ cooling cycle is complete;
- We will ensure that items contaminated with combustible substances such as solvents, grease, oils, fats etc. (e.g. catering cloths, PPE) are not placed in tumble dryers. Contaminated fabrics will first be washed in hot water with extra detergent to reduce the contamination.
- Items containing foam rubber (also known as latex foam) or similarly textured rubber-like materials will not be dried in a tumble dryer as these materials may ignite on heating.
- We will ensure that appropriate preventative maintenance is carried out as per manufacturer's recommendations;
- The appliances will NEVER be left on overnight or at the end of the school day.
- Automatic fire detection is installed in the location of the appliances.

## **2. FOOD SAFETY IN THE CURRICULUM (FOOD TECHNOLOGY & COOKERY CLUBS)**

### **2.1 Risk Assessment**

Where there is significant risk, appropriate risk assessments will be conducted for food technology activities the working environment and machinery/equipment. Control measures put in place following the assessment of risk will be monitored to ensure they remain effective. A system for monitoring the effectiveness of controls will be devised locally in line with our Risk Assessment procedures. A formal procedure for the review of risk assessments will be implemented to ensure they are reviewed regularly and if 'there is reason to suspect they are no longer valid'. Completed risk assessments will be made available for staff to view. Where model/generic risk assessments are used, we ensure that these are tailored to reflect the actual activities in relation to the school.

Food Technology staff will refer to CLEAPSS risk assessments which will be adapted. From these, warnings and controls will be produced in 'texts in daily use' available to those who use/need them. Other specific food related risk assessments will also be undertaken where not adequately covered by CLEAPSS. These will be reviewed regularly or when there have been significant changes.

It is essential to ensure the number of students using particular pieces of equipment is controlled so that crowding/accidental pushing, etc. does not take place or student numbers reduced to prevent this. Clear working procedures will be written down and brought to the attention of anyone who may be required to use equipment.

## 2.2 Training

Any staff member involved in the handling or preparation of food during curricular food technology/baking, cookery clubs etc. will have some form of food hygiene training suitable for their activities, which is refreshed as necessary e.g.

- CIEH **Level 1** Food Safety Award (or equivalent) is designed for staff handling very low risk foods such as wrapped foods, fresh fruit etc. and for 'waiting on' staff. This MAY include nursery staff if only preparing sliced fruit for pupils or breakfast club staff only preparing toast and cereal for example.
- CIEH **Level 2** Food Safety Award (or equivalent) is designed for staff handling higher risk foods. The DATA Health and Safety Training Standards in Design and Technology document states "specialist food technology teachers, trainee teachers and technicians must hold a current Level 2 Award in Food Safety in Catering (or higher qualification). According to DATA this should be refreshed every 5 years although most accrediting bodies will insist on 3 year refreshers.

On-line training is available from [Virtual College](#).

## 2.3 Allergens

- Although the Food Information Regulations 2014 do not strictly apply to Food Technology, ALL relevant staff (food technology, cookery clubs, wrap around care) must be aware of the [14 Major Allergens](#) and take this into account for students (or staff) with known allergies. [Free online allergen training](#) is available through the Food Standards Agency.
- All relevant staff will need to be aware of the contents of Individual Healthcare Plans for students with allergies and take this into account during practical lessons.
- Allergen information of the food stuffs used will be recorded and kept up to date e.g. if foods purchased are changed or products substituted.
- Allergen information will be including in teaching and learning.

## 2.4 Use and Maintenance of Equipment/Materials

- Gas appliances in food technology will be serviced/gas checked every year by a Gas Safe Registered engineer, with current records held in the Buildings Register.
- Similarly, any electrical appliances used will either be included in the school's portable electrical appliance testing, or if mains wired will be serviced/inspected in line with manufacturer's instructions.
- Maintenance arrangements will equally apply to any leased appliances.
- Where pressure cookers are used, they will be subject to a formal, annual inspection.
- Refrigeration equipment (fridges/freezers) used to store food stuffs/ingredients for food technology activities, will be temperature checked daily with records kept to ensure the equipment falls into the correct parameters: fridges between 2-5°C; freezers -18°C or below.
- Portable/transportable ovens, if used, will be sited appropriately i.e. not underneath overhanging cupboards, away from combustible materials/displays especially those that are loose, away from water supplies etc. They will never be moved when hot/warm.
- All emergency gas and power cut-off switches must be easily identified and accessible and staff must be aware of the location and operation of the mains services. In food rooms, there will be a main electrical shut off switch which is lockable, accessible and working at all times (with fridges and freezer on separate circuits).
- 'Gas' shut off valves will be in place in food rooms that are accessible and working at all times with the off position being clearly indicated (situated so that they are not easily interfered with by students).
- With regard washing machines and tumble dryers – refer to Section 1.12 above:
- Oven gloves/cloths will be available and used, and will never be hung from oven handles.
- Ovens are only to be used by adults or students using the oven are supervised appropriate to their age range and abilities.

- Equipment will be sited so that draughts from windows and doors do not interfere with the safe working of a particular piece of equipment.
- Cooker guards and hob covers will be used appropriately (where relevant to the age range of the students).
- Equipment, materials and tools will be regularly inspected and appropriately maintained.
- Any stainless steel appliances and units in purpose-built food technology rooms will be checked to ensure they are attached to the equipotential bonding of the building e.g. they will adequately earthed.
- We have commenced a rolling programme of replacing wooden utensils such as wooden spoons, rolling pins, chopping boards or other wooden utensils with food grade metal or plastic alternatives.
- A suitable pest control contract is in place with a competent contractor (kitchen & food technology rooms).
- Flooring will be suitable in food rooms i.e. slip-resistant, sealed and washable.
- Suitable storage arrangements will be made for pupils' coats and bags.
- Food rooms will not be used as pastoral bases unless supervising staff are Food Technology Teachers.

## **2.5 Food Stuffs**

- Food stuffs will be stored appropriately i.e. perishable items stored off the floor and food/equipment shelving sealed, clean and wipeable.
- Once opened, certain products will be refrigerated e.g. spreads.
- Once opened, dried goods such as flour and cake mix bags etc. will be held in air tight containers to prevent deterioration and attack from pests.
- No out of date food/ingredients will be held and weekly checks are made to ensure that no food or ingredients past their use by date are held in school.

## **2.6 Fire and First Aid**

- Appropriate fire-fighting equipment will be located in the workroom (appropriate fire extinguisher(s) and fire blanket).
- Fire exits will remain unobstructed at all times.
- Heat generating equipment will be switched off after use and at the end of the each day.
- Gas cookers will be fitted with safety chains. Chains will be long enough to allow the cooker to be moved out for cleaning purposes, but prevent the flexible gas pipe from being strained. The chains will be securely fixed at both ends. Hooks or clips will not be used.
- Automatic fire detection is installed in all food rooms.
- An adequately stocked first aid box (including blue plasters) will be easily accessible in line with our First Aid Procedures.

## **2.7 Fitness for work**

Refer to Point 1.7 above.

## **2.8 BS4163:2021**

A copy of British Standard BS4163:2021 – Health and Safety for Design Technology in Schools and similar Establishments will be available.

## **2.9 Audits & Inspections**

The HoD or suitable person will undertake annual 'Audits' of the department using [CLEAPSS: G79 - Auditing Health and Safety in a Secondary School Design and Technology Department](#) or something similar along with the accompanying [Checklists](#) and regular formal inspections will be made of food rooms and stores.

### 3. Promoting Nutrition and Healthy Eating within School

#### School Meal Provision:

- We follow the guidelines of the Environmental Health agency with regards to our provisions.
- They use the information in The Schools Food Standards (advice provided by the DfE), to ensure balanced, healthy options are available for all diners.
- To limit sugar available therefore fruit juices and flavoured waters are limited by size.
- By providing water free of charge.
- By providing fatty fish, which is Omega rich e.g. salmon, at least once per menu cycle.
- By ensuring whole grains are offered- we only use wholegrain rice.
- By ensuring we have a vegetarian option for each menu category.
- By developing fresh salad ranges and fresh fruit boxes.
- By ensuring that all main meals are required to have a selection of starch protein and vegetables..

#### School Curriculum and Whole School Awareness:

- All KS3 have twelve lessons of Food Technology per year.
- The focus of Y7 is the introduction of the 'Eat Well Guide' and what each section of food does for us which leads onto exploring ingredients and their nutritional benefits.
- The nutritional focus of Y8 is the '8 Healthy Eating Tips' and analysing recipes and altering them to meet the nutritional requirements of others.
- In Year 9, the focus is predominantly on 'Food Science' as this leads into the GCSE, which also also covers the dietary needs of others. For example: coeliacs, lactose intolerance etc.
- Homework activities relate to religious food needs and allergens/anaphylaxis etc.
- The KS4 GCSE course offered at school is, 'Food Preparation & Nutrition'.
- In this course there is a significant focus on nutrition in this course and dietary needs
- Good nutrition is promoting throughout the whole school by the annual 'Healthy Eating Week'.
- In which school provides locally donated fruit, so every child receives a piece of fruit
- There has also been the provision of homemade smoothies, hydration stations etc.
- On display the school dining rooms there are healthy eating posters and bunting.
- That the 'Eat Well Guide' is to be added to each student planner.

### 4. Nut Free School

The school operates as a 'Nut Free School' to minimise the risk to the students or staff having a serious allergic reaction to nuts, foodstuffs containing nuts or to airborne nut particles.

Ways in which school informs parents/carers and students of this 'Nut Free School' policy is by:

- Sending parents and carers a text message stating, 'Dear Parents/Carers - Please be reminded that due to health guidelines we can no longer permit students to bring nuts into school as lunch or snacks. Thank you for your continued cooperation – UVHS.'
- Clearly stating, 'Please don't forget – we are a NUT FREE school!' on the front cover of KS3 school recipe books.
- By the Catering teacher empathising this policy on the first catering lesson and sending home a hard copy and an electronic copy is shared with parents/carers on Teams.
- Allergens are listed on the school website.
- In the dining rooms there is signage clearly displayed stating that anyone (student or staff) with any questions about the allergens in food should contact a member of the catering staff.
- All allergen information for students and staff is stored on SIMS which transfers to a cashless system, which prevents any sale being made if the user has a known allergy logged on the system.
- Any changes to the allergen alert requirements of a user must go be actioned by the Office manager, the School Nurse and the Catering manager.