

CATERING AND FOOD HYGIENE POLICY

*Our mission is to develop happy, confident and successful children
who are well prepared for their future.*

ISSR no.	n/a
Policy Owner	Bursar
Reviewed by Bursar	28.04.23
Reviewed by Headteacher	04.05.23
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CATERING

Active, growing children and young people require plenty of wholesome food and regular meals. At Westbrook Hay Prep School, we believe that we can offer something that will satisfy everyone.

We outsource our catering to Thomas Franks Ltd. They support ethical buying, and use locally grown, environmentally sustainable food wherever possible. Thomas Franks use as much fresh food as possible, with menus linked to seasonal produce. They work with our suppliers to make as much use as appropriate of organic, 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 and value, with the highest standards of accredited health and safety. They are expected to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

Thomas Franks' policy is to ensure that the staff and children are being served healthy meals in a happy and relaxed environment.

Unless in extreme cases of dietary need, which have been discussed and approved, children may not bring food or snacks into School at any time.

Thomas Franks take advantage of the best seasonal produce on offer from local suppliers. Fresh food is sourced locally on a daily basis.

We have an active pupil School Council which has representatives from every year in the school. They meet with the Chef regularly to discuss menus, and to suggest new dishes.

Lunch is the main meal of the day, and is cafeteria style with a choice of protein, starchy carb and a selection of vegetables. At Westbrook Hay Prep School, we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat and to unwind. Lunch is compulsory (and included in the fee), because we believe it is important to foster the ethos of community eating. Pre-Prep children enjoy a protein choice, starchy carb and 2 vegetables in line with EYFS guidelines. Prep School children also have a choice of hot food and can add salad.

BREAKFAST CLUB

We offer a cooked breakfast daily with vegetarian options, cereals, toast and juices, fresh fruit and natural yoghurt.

DRINKING WATER

Drinking water is widely available throughout the school. Bottled water may be brought into school. Children are actively encouraged to drink water regularly.

OUR MENUS

We offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. Weekly menus are put onto our website. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian.

Any parent who is worried about the quality of the food is always welcome to come and meet with our Chef.

SPECIAL DIETS AND CHILDREN WITH DISABILITIES

We expect all pupils to eat school meals, and can only meet individual requirements that are based upon attested medical grounds.

We do not allow the use of any nut or nut products and will endeavour at all times to ensure that these and any other foods known to cause, or potentially cause, an allergic reaction are not brought onto site nor used in the preparation of any meals.

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 child subsequently develops an intolerance of any food. The School Secretary and the Chef are happy to see any parent who has concerns about their child's medical condition, and to devise a special menu, where practically possible.

Children with disabilities are provided with the appropriate assistance to eat, in a manner which promotes dignity and choice.

ADDITIONAL CATERING

Packed lunches

As required for school trips and generally comprising a sandwich, biscuit or cereal bar, crisps, fresh fruit and a drink.

Match teas

Match teas are served to home and visiting teams after the game. It is a quick hot snack (pizza, sausage rolls or hot dogs with GF and vegetarian options) a biscuit and a drink. Parents enjoy sandwiches and cake in the Woodward Lounge or outside in the Summer Term.

FOOD HYGIENE

STATUTORY REGISTRATION

Westbrook Hay Prep School is registered with Dacorum Local Authority as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

HEALTH AND SAFETY

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.

The school's catering is outsourced to Thomas Franks. The Bursar has ultimate responsibility for the catering function.

MANAGEMENT OF FOOD SAFETY

In managing food safety Thomas Franks will:

Staff Training

- ensure all staff who assist with food preparation to have an up to date basic food hygiene certificate;
- ensure catering staff are trained in Hazard Analysis Critical Control Points (HACCP) system of food; hazard awareness and Control of Substances Harmful to Health (COSHH) procedures;
- ensure all catering staff have clearly allocated responsibilities, which they understand;
- ensure all staff are trained in emergency procedures and shut-off of electricity;
- ensure records of training are maintained;
- ensure bi-annual refresher training takes place.

Staff Uniforms and Personal Hygiene

- ensure all staff wear their appropriate uniforms and protective clothing, at all times when they are in areas where food is prepared and served;

- ensure compliance with the hand-washing or hand cleansing regime at all times.

Monitoring Compliance with Procedures

- check that no products contain nuts and any that 'may contain traces of nut' are clearly labelled;
- check that the HACCP system is in place, and that the document can be checked by everyone;
- monitor the staff in order to ensure that food safety and management procedures are followed without exception;
- ensure compliance with a daily cleaning and disinfection regime.

Pupils with Medical Conditions

- liaise with the School Secretary about special diets;
- consult with a Dietician, if necessary.

Monitoring incoming supplies

- inspect (or ensure that an authorised member of staff inspects), temperature checks, where appropriate, and signs for all incoming supplies and stores before acceptance;
- reject any non-compliant items;
- arrange for the safe transit and proper storage of food supplies.

Food Preparation, Serving and Consumption

- inspect all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal;
- monitor the dining room, counters and trolleys] for dirty plates, cutlery etc, together with the containers/bins for waste food throughout the service of every meal;
- ensure that all spills are dealt with promptly and safely. If necessary, cordon off areas of the floor that have become slippery;
- check (and record) the temperatures of the hot and chilled service counters on a daily basis and report any faults promptly to the Maintenance Department.

Equipment Monitoring

- check all kitchen equipment (or ensure that a member of staff inspects) on a daily basis in order to ensure that it is functioning properly, and keeps a record;
- take (or ensure that a member of staff takes) the temperature with a probe of all meat or fish that is being cooked, and keeps a record of such.

Purchasing and Checking Stock

- ensure food supplies are only purchased from a reliable and authorised source.
- check all that all supplies used are in date and undamaged.
- check that stock is properly stored as soon as it arrives.

Samples of Cooked Food

- ensure that samples are taken and frozen of all food that is cooked. The samples are kept in labelled containers for seven days, and if necessary, sent to a laboratory for analysis.

Professional Audit/ Assistance

- arrange an independent hygiene and safety audit of food storage, meal preparation and food serving areas three times a year.
- obtain professional advice from a suitably qualified professional on healthier food, menu planning and special diets as needed.
- arrange an annual professional deep cleaning of all equipment, high level cleaning of all cooking, food preparation and storage surfaces, areas etc twice a year.
- ensure that an appropriate pest control regime is in place.

Equipment Failure

- report all equipment failure to the Maintenance Team as soon as it is discovered.

First Aid

- ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

Signage

- display the appropriate First Aid, COSHH and Emergency notices.

Waste Disposal

- arrange the hygienic disposal of waste in accordance with recommended practice.

This policy was written in conjunction with Thomas Franks, School Caterer.