



## St. Thomas More Catholic Primary School

South Road, Saffron Walden, Essex. CB11 3DW

Email: admin@stmsw.co.uk

HEADTEACHER: Mrs. M.J. Hall M.Phil

Telephone: 01799 523248

### CATERING POLICY

#### Rationale:

The catering service is an integral part of the school organisation. We believe that it is important for pupils to eat balanced meals as this impacts upon their learning and behaviour.

Hospitality is a very important part of school culture therefore the catering kitchen should be at the heart of the school ensuring that all visitors receive a warm welcome leaving a positive and lasting impression of the school.

#### Aims:

To provide a varied and interesting menu so that catering is at the heart of the school.

To provide balanced and moderate meals as described by 'The Food Standards Agency' (FSA) taking into account the 'New Interim Requirements for School Lunches'. School Food Trust (SFA) March 2008.

- To encourage all pupils including those with a constrained palate to taste and try the food on offer.
- To accommodate those pupils with special dietary requirements e.g. allergy, intolerance, medical or cultural reasons.
- To ensure that all Health and Food Safety requirements (statutory and other) are met.
- To ensure that school resources (financial, personnel, equipment, and ingredients) are managed to ensure best quality and value.
- To accommodate dietary needs wherever practical.

## Catering Personnel

Member of Staff	Role and Responsibilities	Qualifications
Mr M Zini	Catering Manager/chef Day to day running of kitchen Financial responsibility. Day to day staff management. Supply chain management.	Level 2 catering NVQ advanced catering
Mrs L Norton	Catering Assistant	

### Organisation:

The Catering Manager is responsible for:

- Leading and managing the catering department
- Devising and publishing menus
- Ordering food and supplies; ensuring safe and secure storage of food and supplies; managing the catering budget
- Managing the catering staff in the preparation and serving of meals and snacks
- Managing the catering kitchen and the dining hall ensuring the environment is clean and tidy meeting legal and statutory requirements for health and safety and food hygiene
- Ensuring that all food transported meets all the statutory requirements
- Reporting any repairs/defects to the Premises Manager or Headteacher
- Liaising with the Premises Manager with regard to the management of the annual deep clean

Any issues with regard to pupil behaviour or pupils not eating must be referred to the Class Teacher or Headteacher.

### Financial Management:

The Catering Manager is responsible for managing the catering budget. An operation budget using the budget allocation from the main school budget is set up and reported against on a half termly basis. The catering budget is planned as part of the main budget planning cycle (31<sup>st</sup> August). Under normal circumstances any price increases are introduced in September to run concurrently with the academic year.

Budget planning must include estimated capital expenditure for equipment replacement.

### ***Stock Control/Purchasing:***

The Catering Manager must demonstrate that value for money is obtained for the supply of catering consumables.

Staff members responsible for receiving and checking goods must sign and date delivery notes and invoices.

Stock takes must be undertaken on at least a monthly basis and a food consumption analysis conducted to ensure that stock is not wasted or misappropriated. Any significant variances will be investigated by the Headteacher.

### **School Improvement Plan:**

School catering must be part of the overall School Improvement Programme (SIP). The SIP must be monitored and reviewed regularly by the Headteacher.

### **Catering Calendar:**

The Catering Manager is responsible for the complete annual kitchen timetable ensuring that personnel are deployed in the most efficient manner.

### **Menus:**

The Catering Manager is responsible for devising the menus for the school and meals for other occasions.

### **Variety and Moderation:**

We provide a wide variety of different foods from each of the main food groups. We expect older pupils to take the right portion size for them and the correct number of portions from each food group at snack and lunch time.

### ***School Food Trust: Interim Requirements:***

A revised guide to the Government's new food based standards for school lunches from 'The School Food Trust' sets out what foods can and cannot be served at school and restricts the use of other foods.

We prefer to make selections that the pupils are able to choose from. In that way we can encourage a moderate and informed decision from the pupil – a valuable life tool. No food is a bad food – it's just the amount and frequency that are the problem.

### **Monitoring:**

Checking staff, food and working environment is important to ensure that we meet our statutory requirements and achieve consistent quality. Monitoring is undertaken by the Premises Manager and Headteacher.

Key Area for Monitoring and Assessment	Actions: Monitoring	Actions: Assessment
Staff	Daily visual observation by supervising member of staff. Performance review observation at least once per year or more if required, completed by Supervising member of staff. Need for Training identified by Catering Manager.	If performance issues action taken by supervising member of staff or Catering Manager in line with Staff Handbook. Observation used for professional development and Performance Review. Need for training assessed in line with legal requirements and budgets.
Food	Quality on delivery, temperature control storage and cook – serve, visual, tasting. Food for other functions to be monitored against prescribed criteria. See HCCP Plan for Catering form Dept of Environment Guidance found at <a href="http://www.food.gov.uk/catering">www.food.gov.uk/catering</a>	Appropriate records weekly/monthly and annual are kept in line with HCCP Environmental Health Guidance ( <a href="http://www.food.gov.uk/multimedia/pdfs/sfbbfullpack.pdff">http://www.food.gov.uk/multimedia/pdfs/sfbbfullpack.pdff</a> ) see annexe Record Forms Catering Feedback from other catered functions.
Health and Safety: Food safety and hygiene Risk assessment	<i>See Dept of Environment HCCP Guidance</i>	Appropriate records kept weekly/monthly and annual and are reviewed see annexe Record Forms for Catering.
Supplier	Due diligence; quality of food; freshness; additives. Check prices and compare. Delivery quality.	Appropriate records kept by supplier and are reviewed on a regular basis and action taken.
Pupil/staff/ parent feedback	Level of complaints, nature of complaints, prompt reply within 24 hours to parents. Monitor appropriate feedback from pupils and reply within 24 hours and develop opportunities to pupil feedback.	Nature of complaints or not are assessed on a regular basis and action taken when required.

### Accommodation, Resources and Sourcing:

The catering kitchen is an industrial area with large and dangerous pieces of equipment. Only authorised and trained personnel may enter and use the catering kitchen and the equipment therein.

#### a) **Food Safety and Hygiene**

Hazard Analysis Critical Control Point packs for Caterers are available at [www.food.gov.uk/catering](http://www.food.gov.uk/catering) or from the local Environmental Health Officer who are able to give advice. All members of the catering staff and those staff or visitors who use the catering kitchen must have a valid Food Hygiene Certificate or be able to demonstrate their fitness to prepare food safely.

There must be a reasonable and safe 'use-by' date for all stored food which must be readily identifiable and a daily check must be made by the supervising member

of staff to ensure that any food beyond its 'use-by' date is immediately disposed of as kitchen waste.

b) ***Kitchen Safety and Hygiene***

Hazard Analysis Critical Control Point packs for Caterers are available at [www.food.gov.uk/catering](http://www.food.gov.uk/catering) or from the local Environmental Health Officer who are able to give advice.

There must be regular daily, weekly, monthly and annual cleaning schedules.

c) ***Dining Hall***

The dining hall should have adequate number of tables and chairs of the correct height appropriate to the pupils using them. Sufficient cutlery and trays should be available. Clearly defined areas should be identified for food disposal and for collection of dirty cutlery and trays as close to the kitchen as possible.

d) ***Suppliers***

Suppliers must be monitored to ensure quality and efficient delivery within budget. Wherever possible, bulk/group purchases must be used to reduce costs.

## **Display and Marketing**

The menus for the rotation are uploaded on the school website for parents to view.

Displays about food, health and nutrition should also be regularly displayed and changed to support the school's healthy eating policy.

## **Staff Recruitment and Professional Development**

All catering staff will take part in the School Performance Review plan. Each member of staff will be reviewed by his or her immediate supervisor.

The catering department follows the school's safer recruitment policy. Vacancies must be approved by the Headteacher.

Newly appointed staff are allocated a mentor and must be made aware of the Staff Handbook and the following policies: Catering; Health and Safety First Aid and Emergency Procedures; Child Welfare and Safeguarding. All staff must complete Food Hygiene Training and the Child Protection Training either on or off line.

Staff training is reviewed and updated as part of the Performance Review Cycle. Applications for staff training must be made to the Headteacher using the appropriate forms. Training must be approved by the Headteacher. A record of staff training is maintained by the school.

## **Health and Safety and Risk Assessments**

Health and Safety risk assessments are the responsibility of the Catering Manager completed in liaison with the Premises Manager. These must be conducted as per the school's Health and Safety Policy.

## **Waste Disposal**

The Catering Manager will liaise with the Premises Manager to ensure that we store and dispose of kitchen waste in an appropriate manner meeting statutory requirements as per the school's Health and Safety Policy.

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