



# Food Preparation and Hygiene Policy

“Everyone who works with children should do what is in the best interests of the child.”

Article 3 United Nations Rights of the Child

The aim of this policy is to set out guidelines for all staff in food preparation and detail hygiene parameters required when preparing, serving and storing food a tidying up after food has been served. This policy has been written in accordance with UK Government Food Standards Agency,

Good food hygiene is essential to make sure that the food we serve in school is safe to eat for pupils, staff and visitors to our school. It helps prevent food poisoning and possible allergic reactions to common food allergens.

It is our aim to improve the health of pupils, staff and their families by helping to influence their eating habits through increasing their knowledge and awareness of food issues, including what constitutes a healthy and environmentally sustainable diet, and hygienic food preparation and storage methods.

We will monitor school meals to ensure they are healthy, nutritious and tasty with the school participating in the Government of Jersey's Hot Meals Programme.

Staff will work to increase pupils' knowledge of food production, manufacturing, distribution and marketing practices, and their impact on both health and environment. The school will ensure that the food that is supplied is of a high nutritious standard and that children have access to a water supply during the school day.

Trinity staff who are working with food in the school environment are required to hold at least a Level 2 Food and Hygiene Qualification, with a supervisor or a lead member of staff holding a Level 3 Qualification. Staff will also be required to undertake Food Allergy and Intolerance Training. Trinity staff will make the provision and consumption of food an enjoyable and safe experience.

Our food provision in school reflects the ethical and medical requirements of staff and pupils to include any religious, ethnic, vegetarian, medical and allergenic needs.

## Allergies

This policy should be read in conjunction with our Allergens Policy.

## Storing Food

Staff will consider the best method for storing food items as follows:

- Food items will be fully covered, resealed, or placed into a sealed containers if needed and stored in a cupboard, on a shelf or in a fridge or freezer
- Food items will be labelled clearly, listing the allergens in the food. Original packaging from suppliers will be kept if the ingredients are listed to be able to refer to if necessary.
- Allergenic food will be stored below non-allergenic food or in a different area (including when in the fridge), in a similar way to storing raw meat below cooked meat in a fridge.
- Food items such as those containing bread and wheat will be stored in sealed containers.
- Any food items that may contain common allergens, such as nuts, are stored separately from other foods to avoid contamination.

- Containers should be clearly labelled with the ingredients.
- Storage containers will be thoroughly cleaned following their use.
- Fridges and freezers at the school have thermometers placed inside which are checked regularly by staff to ensure that they are functioning at the correct temperature to prevent growth of harmful bacteria. If the temperatures are incorrect, then the food will be removed and disposed of appropriately.

### **Food Preparation**

Staff will prepare, store, and serve food at Breakfast Club, After School Club and Nursery and Reception Classes snack time. Food may also be handled during cookery activities during lessons.

An allergen matrix will be prepared by staff to highlight the allergens in each snack prepared. During these times, both adults and children are asked to wash their hands thoroughly, and again if they have: used the toilet, touched unwashed fruit or vegetables, had a break from preparing or serving food, touch a cut, open wound, or changed a dressing, touched or emptied the bin, undertaken cleaning or touched phones, light switches, door handles or cash etc.

Staff will wear an apron (ideally disposable) whilst preparing and serving food.

Staff members will ensure that their clothes are clean, long hair is tied back, and jewellery is removed. They will avoid eating and drinking and touching anything other than areas and items involved in the food preparation.

If any staff member is demonstrating cold or flu-like symptoms, then they should try to avoid preparing food items. If staff members preparing food have any cuts, they will be covered with a brightly coloured waterproof dressing.

If cooked foods are being prepared, then the staff member in charge will ensure that the oven is pre-heated to the appropriate temperature, or water is boiled as required. Raw meat and fish are not used in school cookery but may be used in a lesson investigation. If eggs are being used in the recipe, then the use by date is checked prior to adding them to the recipe and they are purchased from a reputable supplier.

Food is not reheated for a child's consumption in school.

### **Breakfast Club and After School Club**

#### **Food Serving**

Food is served to children booked into Breakfast Club and After School Club. Typically, this includes toast, cereal, yoghurts, fruit and dry snacks. The school will request allergy concerns from parents/carers prior to taking the booking and all dietary requirements are documented for all staff to access when required. All dietary requirements are catered for and taken into consideration when preparing food and providing options for the children to choose from.

### **Nursery and Reception Snack**

#### **Food Serving**

Nursery and Reception classes will serve a morning snack each day. Allergy concerns are requested from parents on the child's data sheet. This is requested to be updated on an annual basis, or as and when the child's allergies change. All dietary requirements are catered for, and children are provided with a variety of options to choose from. The snack is changed daily.

If there are children with known allergies, then separate boards, knives and utensils are used for preparing food for a child that has an allergy. These items are prepared first to try and reduce cross-contamination.

We ask parents to avoid sending in snack and lunchbox items containing nuts.

### **Cleanliness**

In each food preparation kitchen, there are cleaning protocols and checklists to be adhered to and completed. Food preparation areas are cleaned daily or as and when they are used or found unclean.

If food is prepared for consumption, then all dishes and utensils that are used for preparation and serving will be washed in hot water and dried either by hand or using a dishwasher. In addition, all surfaces that the food has touched will be thoroughly cleaned with soap and hot water and/or disinfectant spray and a cloth to kill any harmful bacteria.

Any food spillages in storage areas/equipment will be cleaned up quickly and thoroughly. Serving spaces will be maintained in a clean and tidy condition with all cutlery and serving dishes clean and ready to use for the children.

All food tables will be thoroughly cleaned before and after being used. Tissue and paper towels are available for any spillages that may take place during serving times and children are encouraged to tidy up after themselves and around their area.

On a half-termly basis all food preparation and storage areas are given a deep clean. Stored food items are regularly checked to ensure that they are still in date and to check that they are continuing to be stored correctly (seal remains tight, no leaks or other food items on the packaging).

### **Strategies and Approaches**

#### ***Food***

Children in Year 1 upwards are required to have a healthy fruit or vegetable snack each day which they will eat during their morning play. Crisps, chocolate bars etc are not acceptable as a morning snack.

Children have the option to eat a hot lunch or packed lunch at Trinity School. Parents who are providing a packed lunch are expected to provide their children with a healthy, balanced packed lunch. Packed lunches are informally monitored by lunchtime supervisors and concerns passed on to class teachers who will in turn contact the child's parents. Children will have the opportunity to sit with their class at lunchtime regardless of whether they have a hot meal or packed lunch.

Parents are requested not to pack items that contain nuts in their child's lunchbox. Trinity School is a Nut Free school.

Pupils are encouraged to bring a water bottle to school, so that they have a ready supply of water to drink during the school day. There is a water fountain in the playground for use during break, lunchtime and P.E. lessons. In particularly warm weather pupils are encouraged to take their water bottle with them to P.E. lessons. Children are encouraged to drink water regularly throughout the day to stay hydrated. Pupils who do not have a drink with their packed lunch can ask for a cup of water.

#### **Hot Lunches**

Hot lunches are available for parents to order and clear information and guidelines are available on the school website. Updates are made to the website as and when the information is received from

the Government of Jersey. The catering provider working alongside the Government of Jersey will aim to provide good quality hot meals for children.

We will monitor and review the Hot Meals that are served by the Government of Jersey's Hot Meals Programme and encourage parents/carers to feedback through any surveys or questionnaires that are received from the Department.

For children with medically diagnosed allergies, parents are able to contact the school so that they can liaise with the Government's hot food provider who provide a daily allergen free option for their child's hot lunch.

Free School Meals are available for families where there are children who are or have been Children Looked After, Children from households who have recently claimed Income Support, Children from households with "Registered" status what would qualify to claim Income Support if they had lived in Jersey for five years, Children who have a parent or guardian serving in the Jersey Field Squadron and Children who are allocated Free School Meals at the Headteacher's discretion.

### **Curriculum and Learning Activities**

Food topics are covered through a variety of curriculum areas including PSHE, Art, Science, RE, Design and Technology, Geography and History. Lessons may include opportunities to taste and cook food, grow their own food, investigate food production, food hygiene, recycling and nutrition. These lessons are planned in accordance with pupils' individual health care plans, taking into account any known allergies of the pupils involved.

### **Partnership with Parents/Carers**

At Trinity School we understand the value of the relationship between the parent/carer and the school. We at times may invite parents into school to cook with children and help prepare snacks for the children as part of our curriculum. Where possible we draw on the individual talents of parents in this area.

Any parents who are having particular difficulties with food provision and nutrition can be referred to the island's Health Promotion team.

### **Monitoring and Evaluation**

The School Business Manager will be responsible for reviewing this policy at least annually.

The effectiveness of this policy will be monitored and evaluated by all members of staff, and they will report back to the School Business Manager with any concerns.

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