

Ormiston Academies Trust

Tenbury High Ormiston Academy Catering policy

Policy version control

Policy type	Mandatory
Author In consultation with	Sue Pawley – Catering Consultant to OAT In consultation with: Brett Young – Regional Estates Manager Kevin Oldman – Regional Estates Manager Nicola Discombe – Director of Finance and Business – Ormiston Sudbury Jane Smith – Health and Safety Officer - OAT
Approved by	James Miller – National Director of Estates Director
Release date	June 2020
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Description of changes	Policy formatted into new OAT policy template Sections altered: 1. Introduction 1.1 Updated introduction to include policy review 2020. 2. Monitoring and Review Changed from yearly review to a review every three years. 8. Packed Lunch Students

	<p>Reference to Children’s Food Trust deleted as the Trust no longer exists – reference and link put in to refer to School Food Plan.</p> <p>9. Minimum Food Standard Requirement</p> <p>9.1. Inserted link to the School Food Regulations 2014.</p> <p>9.1 Inserted reference and link for governors to refer to “School Food for England – Advice for Governing Bodies.</p> <p>9.2 & 9.3 Added in information on free fruit and the Nursery Milk Scheme applicable to primary academies.</p> <p>15 Catering Staff</p> <p>15.1 Added other accredited awarding bodies with reference to Food Safety qualifications.</p> <p>15.2 Added in the requirement to have a stocked, regularly checked First Aid Box and accident reporting via the OAT net portal.</p> <p>15.3 Added in that catering staff must be included on any induction or routine training for evacuation procedures.</p> <p>15.4 New point added in reference to Food Information. Regulations.</p> <p>15.5 new point added on Special Diet Procedures.</p> <p>16. Food Safety</p> <p>16.1 Added to the sentence – training including, but not limited to.</p> <p>16.2 Food Information Regulations – new section added.</p> <p>16.3 Special Diet Procedures – new section added.</p> <p>17. Kitchen Health and Safety</p> <p>Changed C.O.S.H.H Assessments to say C.O.S.H.H Risk Assessments.</p> <p>18. Kitchen Premises Compliance</p> <p>18.1 Inserted Academy as well as the catering provider possibly having responsibility for compliance, depending on local arrangements.</p> <p>Updated canopy cleaned to be cleaned to TR19 standard.</p>
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Statement of General Policy

Ormiston Academies Trust (OAT) and academy local governing bodies recognise their responsibilities to provide catering to over 30,000 students across the Trust.

OAT believes that the food offered should play a vital role in supporting the education of students and assist with the delivery of “Our Aims”, in particular:

To help develop rounded, caring and socially responsible young people

To foster young people’s physical, mental and emotional well-being

OAT commits to provide a high-quality catering service that represents value for money.

We are committed to providing healthy, balanced foods that students and staff enjoy eating within a safe and attractive environment. OAT aims for all students to develop the confidence, knowledge and understanding to make appropriate food choices in their future lives.

Although overall accountability for catering lies with the Ormiston Academies Trust, responsibility for catering in each academy is delegated to the Principal, who in turn will delegate particular functions to other staff.

The adoption of the OAT Catering Policy is considered mandatory for all academies.

The local governing body commits to establish and maintain a catering provision that meets the demands of this policy:

Signature of local governing body chair of governors:

Signature of academy principal:

Name:

Name:

Dated:

Next Review Date:

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1. Introduction

- 1.1. The original policy development was developed following an external review of the catering provision across the Trust in 2016 by catering specialists, Catering Management Consultants (CMC) Ltd.
- 1.2. The policy was formulated following a consultative process with representatives from OAT Trustees, the OAT Estates team and some academies. The following representatives attended the consultative working group in November 2016 and introduced it as an OAT mandatory Policy in 2017.

Original consultees were:

- Sue Pawley – CMC
- Peter Murray – OAT Trustee
- Di Murray – OAT Trustee
- Rebecca Fisher – Ormiston Forge Academy
- Raena McGuinness – Catering Manager – Ormiston Bushfield Academy
- Jo McNally (Part of meeting only) – Catering Manager – Ormiston Meadows Academy
- James Miller – OAT Estates
- Fabrice Vinson – OAT Estates
- Martin Hair – OAT Regional Estate Manager
- Kevin Oldman – OAT Regional Estate Manager
- Brett Young – OAT Regional Estate Manager

- 1.3. This original policy has now been updated to its current format following a review in March 2020 by:

- Sue Pawley – Catering Consultant to OAT
- In consultation with:
 - Brett Young – Regional Estates Manager
 - Kevin Oldman – Regional Estates Manager
 - Nicola Discombe – Director of Finance and Business – Ormiston Sudbury
 - Jane Smith – Health and Safety Officer - OAT

2. Monitoring and review

- 2.1. This policy will be reviewed every three years or in the following circumstances:

- Changes in legislation and /or government guidance
- As a result of any other significant change or event
- In the event that the policy is determined not to be effective.

- 2.2. Mechanisms are to be put in place to facilitate monitoring of this at academy and Ormiston Academy Trust level.

3. Organisation and responsibilities

3.1. Ormiston Academies Trust – the Sponsor

3.1.1. The accountability for the provision of catering within the academy lies with the sponsor, Ormiston Academies Trust.

3.1.2. Ormiston Academies Trust has:

- Overall responsibility for catering with OAT academies
- A responsibility to provide up to date information with regard to catering legislation and or government / national guidance
- A responsibility to ensure that the actions stated in the OAT Catering Policy are implemented and monitored
- A responsibility to review the Catering Policy

3.2. Academy Local Governing Bodies

3.2.1. The responsibility for ensuring that the actions stated in the OAT Catering Policy are implemented, maintained and monitored, reporting to Ormiston Academies Trust when required, lies with the principal of each academy.

A compliance monitoring check list can be accessed via the OATnet Portal – Policy Section - [Compliance Check List – Document 1.](#)

4. Delivery mechanism of catering services

4.1. Food in our academies will continue to be provided through the following routes:

- An existing established and retained in-house approach
- A catering contractor
- A local council

4.2. All of the above routes must comply with the requirements of this catering policy and each academy must ensure due diligence is carried out, to ensure compliance.

4.3. Each academy must ensure that their preferred route of delivery offers a value for money service, both to the students and the academy.

4.4. The incumbent caterer should have measures in place to maximise income generation opportunities, which are beneficial to the academy and have strategies in place to improve the uptake of free meals.

5. Free school meals

- 5.1. All academies must provide school meals free of charge if the student and/or parent meets eligibility criteria set within the Education Act 1996. The emphasis should be to maximise uptake and to encourage through choice, marketing and pricing, all free meal students to fully use their allocation.
- 5.2. The nominal value of the free meal should be sufficient to facilitate a range of main meal options and a range of dessert options from each individual academy meal charging structure.
- 5.3. The value of the free meal entitlement must be reviewed when any charging structures are also reviewed to ensure consistency of choice for the free meal student.
- 5.4. All students in Reception, Year 1 and Year 2 are currently entitled to a free lunch under the Universal Infant Free School Meal Funding Arrangements (U.I.F.S.M)
- 5.5. Arrangements must be in place in primary academies to ensure that any student entitled to a universal free meal has the option to have a well-balanced, two-course meal.
- 5.6. The Trust requires all academies to work towards achieving a minimum level of Free School Meal uptake as follows;
 - Universal Infant Free Meal uptake of 85%
 - Primary Free meal uptake of 75%
 - Secondary Free meal uptake of 72%

6. Catering meal prices

- 6.1. Individual pricing of meal items, should be such, as to allow a range of menu items to be purchased, which represent a value for money meal for a student.
- 6.2. The value of the free meal should be taken into account when any prices are set, so that a free meal student has the opportunity to have the choice of a range of well-balanced main course and dessert options.
- 6.3. Prices reviews should be undertaken yearly and taken to the local Governing Bodies for approval, prior to implementation.
- 6.4. Prices should be clearly displayed for students and displays kept up to date.

7. Water in school

- 7.1. Drinking water must be readily available and free of charge to all students within the academy site.

8. Packed lunch students

- 8.1. Facilities to eat packed lunches must be provided free of charge for those students not taking meals. Facilities should include an area where they can be eaten, under supervision, so that students can eat food in a safe and social environment.
- 8.2. Packed lunches do not have to meet the School Food Regulations- School Food Standards 2015, but academies are advised that guidance should be available to support parents and carers to prepare a healthy, packed lunch box that is comparable to the standards that have to be observed for students having lunch in school.
- 8.3. Academies should formulate their own policy and guidance for parents.
- 8.4. Guidance for packed lunches policies can be found in the [What Works Well](#) area of the school food plan.

9. Minimum food standard requirement

- 9.1. The Statutory School Food Standards apply to local authority maintained schools, academies that opened prior to 2010 and academies and free schools in England entering into a funding agreement from June 2014.
- 9.2. This includes nurseries and nursery units attached to primary schools, pupil referral units and sixth forms that are part of a secondary school, even if in a separate building.
- 9.3. The standards also apply to all food served within an academy, across the school day, whether it be operated by another body such as a Breakfast/Afterschool/Sixth form provider or the incumbent catering provider.
- 9.4. The objectives of the standards are to ensure that food provided is nutritious and of high quality; to promote good health in all young people; to protect those who are nutritionally vulnerable and to promote good eating behaviour.
- 9.5. Whilst it is not a legal requirement for some academies within the Trust to comply with the [Food Standards](#) (came into force 1st January 2015), OAT require the food offer to be compliant in all academies to ensure consistency of service delivery and as a good practice indicator.
- 9.6. The School Food Regulations 2014 can be found [here](#).
- 9.7. Governing Bodies should refer to [School Food for England – Advice for Governing Bodies](#) – March 2019
- 9.8. The standards can be accessed on page 3 of the following website: [School Food Standards](#)
- 9.9. For primary and special school academies pupils aged four to six years are eligible to receive a free piece of fruit or vegetable every day outside of their school lunch through the National School Fruit and Vegetable Scheme (SFVS) administered by the Department of Health.

- 9.10. Whilst there is no statutory requirement to participate, we would encourage all academies to participate in the scheme.
- 9.11. Further information can be found at: [SFVS fact file](#)
- 9.12. For Primary and special school academies pupils aged under five years are eligible to receive 189ml (1/3 pint) of milk every day outside of their school lunch. The Nursery Milk Scheme is administered by the Department of Health.
- 9.13. Whilst there no statutory requirement to participate, we would encourage all academies to participate in the scheme.
- 9.14. Further information can be found at: [Nursery Milk Scheme](#)

A Food Standard Compliance Checklist for reference can be accessed via the OATnet Portal – Policy Section – [Sample Food Standard Compliance Checklists – Document 2](#).

10. Aspirational food standards

- 10.1. OAT aspire to higher than minimum food standards wherever possible.
- 10.2. Academies should aspire to achieve recognised higher food standards such as the [Soil Association Bronze Catering Mark](#) and resources such as the [School Food Plan](#) and [Healthy Schools](#).
- 10.3. Good practice would be for every academy to formulate and adopt a whole School Food Policy, taking account of all food within an individual academy.

A sample Food Policy for reference can be accessed via the OATnet Portal – Policy Section – [Sample Policy- Document 3](#).

11. Menus

- 11.1. A process should be in place to ensure that menus are discussed with academy representatives, before the catering provider introduces them, to ensure that they match the needs of the academy.
- 11.2. Menus should contain as much seasonal and local produce as possible, giving students the knowledge of food sourcing within the changing seasons.
- 11.3. A seasonal food calendar can be accessed at [Eat Seasonably](#).
- 11.4. Menu choice for students should reflect the local and regional cultural variations of each academy.
- 11.5. Where possible and practically feasible, religious dietary needs will be taken account of in line with each academy's inclusion statement.

- 11.6. A process should be in place to ensure that students with medical dietary needs are discussed with the catering team and arrangements made, where possible, to accommodate said needs.
- 11.7. Student and staff feedback on food choice and quality should be sought regularly to shape continuous menu improvement and development.
- 11.8. Menus should be reviewed and updated termly to ensure that students have a varied choice of meals throughout the year.
- 11.9. Current menus should be displayed within each dining room and on each academy website.

12. Vending machines

- 12.1. Sales of snacks and drinks from vending machines / tuck shop products fall within the requirements of the Food Standards 2015, up until 6.00pm Monday to Friday.
- 12.2. If vending machines are operable during the academy day, all products must fall within the remit of the standards.
- 12.3. If products are not compliant timers should be in use to prevent access during the day.

13. Service delivery

13.1. Essential Criteria

- Academies must ensure there is adequate dining room service facilities to ensure that hot food can be kept at or above 63 degrees during a food service period. Any shortfalls in this minimum service facility should be discussed with the Estates team.
- Should food for service be moved between buildings it must be transported in hot holding boxes or transported in a hot mobile trolley.

13.2. Desirable Criteria

- Academies should have chilled service display facilities to ensure cold food can be maintained between 1-5°C during service.

14. Food purchasing

The incumbent catering provider is responsible for ensuring and demonstrating the following:

14.1. Essential Criteria

- 14.1.1. All suppliers have been verified to ensure that they apply food safety standards, have a Hazard Analysis and Critical Control System (HACCP), full due diligence and full traceability of product in place

- 14.1.2. The catering provider must have systems in place to enable it to check and ensure authenticity of products
- 14.1.3. The catering provider must have systems in place to ensure that suppliers provide the necessary information under the Food Information Regulations 2014 on products purchased
- 14.1.4. The catering provider must ensure traceability of fresh, chilled and frozen produce in accordance with current UK legislation or equivalent

14.2. Desirable Criteria

- 14.2.1. No genetically modified ingredients are used
- 14.2.2. No fish served from the Marine Conservation Society 'fish to avoid' list
- 14.2.3. No undesirable additives or artificial trans fats are used
- 14.2.4. In respect of the use of fresh produce, menus should be designed to reflect the natural growing or production period in the UK
- 14.2.5. Ethical trading – at least 50% of the tea, coffee and bananas used are fairly traded
- 14.2.6. Ormiston Academies Trust is conscious of its environmental responsibilities and would encourage those companies with which it works to adopt environmentally sound practices.
- 14.2.7. Sourcing goods from local suppliers should be encouraged where practical and possible.

15. Catering staff

It is the responsibility of the catering provider to ensure that catering staff are appropriately trained to a level commensurate with the nature of their post and their training records are able to demonstrate this.

The training to be demonstrated is:

15.1. Food Safety

- 15.1.1. The Catering Manager should hold or be actively working towards the Chartered Institute of Environmental Health (C.I.E.H) Level 3 Food Safety Certificate or equivalent qualification, or be able to demonstrate a working knowledge, equivalent to the qualification.
- 15.1.2. Refresher training updates should be undertaken every three years after obtaining the qualification.
- 15.1.3. All other catering staff should hold an accredited awarding body, such as C.I.E.H., IHASCO, Highfield Level 2 Food Safety Certificate or equivalent level qualification.
- 15.1.4. Refresher training updates should be undertaken every three years after obtaining the qualification.
- 15.1.5. Users of the kitchen that are not part of the kitchen team (after school, social events), should receive basic Food Hygiene Training, either through the kitchen team or via an accredited course such as the Level 2 Food Safety

15.2. First Aid

- 15.2.1. It is recommended that in each kitchen there are adequate Emergency Appointed First Aiders who hold a current certificate; taking into account planned and unplanned absence.
- 15.2.2. A First Aid Box must be available in the kitchen, stocked and checked on a regular basis. Any accidents must be recorded via the OAT netportal for recording and monitoring purposes.

15.3. Fire Safety

- 15.3.1. The catering staff will be required to follow the academy procedures and practices in the case of fire.
- 15.3.2. Each academy must ensure this is communicated to catering staff and evacuation procedures and routes of exit are clearly in place.
- 15.3.3. Catering staff must be included on any induction or other routine training for evacuation procedures.

15.4. Food Information Regulations 2014

- 15.4.1. The catering provider must ensure that all catering teams have a level of knowledge of controlling and managing allergens that is commensurate with their job role.
- 15.4.2. The catering provider must ensure that all staff know how to deal with an allergen request for information.

15.5. Special Diet Procedures

- 15.5.1. The catering provider must ensure that catering teams have training in providing, serving and managing special diets that is commensurate with their job role.
- 15.5.2. Catering providers are expected to support academies by facilitating the attendance of catering teams at any whole based academy special diet training.

15.6. Other training

- 15.6.1. To ensure that the catering provision in each academy is delivered safely, the following training should form part of an ongoing training programme, produced by the catering provider and provided yearly at academy level, as evidence of compliance:
 - Health and Safety Awareness
 - Manual Handling training
 - Control of Substances Hazardous to Health Assessment and training (C.O.S.H.H.)
 - Safe Systems of Work and Risk Assessments
 - E Coli Safe Working Good Practice
- 15.6.2. All training should be documented on an individual catering staff training record and held in each kitchen.

- 15.6.3. Catering providers should support academies by facilitating the attendance of catering teams at any whole based academy training, including, but not limited to, safeguarding training, fire training, emergency procedure training.

16. Food Safety

16.1. Food Safety Regulations

- 16.1.1. Ormiston Academies Trust recognises the importance of food safety. As part of its statutory duties, the catering provider must ensure, on behalf of the academy that arrangements are in place to comply with all current legislation including, but not limited to:
- Food Safety Act 1990
 - Food Hygiene Regulations 2006
 - The Food Safety & Hygiene Regulations 2013
 - Food Information Regulations 2014
 - Natasha's Law – 1st October 2021
- 16.1.2. A Hazard Analysis and Critical Control Point system (HACCP) must be in place and used in accordance with the providers Food Safety Manual/ documentation. The HACCP document should be updated annually, or earlier if any system/ procedure is altered within the kitchen.
- 16.1.3. Documentation must be held on site and available for inspection at any time by the Environmental Health Officer (EHO) inspections.
- 16.1.4. With reference to use of the catering facilities by anyone other than the incumbent catering provider (after school activities, weekend events) the organiser of any event, using the school catering facilities, regular users must ensure that they have a Hazard Analysis and Critical Control Point system (HACCP) in place or are trained to use the HACCP documentation in place within the kitchen.

Guidance on documentation that should be in place for a well-established Food Safety system can be accessed via the OATnet Portal – Policy Section – [Guidance HACCP documentation- Document 4](#).

- 16.1.5. Should further advice and guidance be required to ensure compliance please refer to our Catering Advisors - Sue Pawley at Catering Management Consultants – sue@cmcschoolfood.co.uk
- 16.1.6. Frequency of EHO inspections will depend on previous inspections and the potential deemed risk to people's health. Following an EHO visit you will be awarded a food hygiene rating based on; compliance with food hygiene and safety procedures; compliance with structural requirements and confidence in management/control procedures.

Details on how the Food Hygiene Rating is determined for catering premises can be accessed via the OATnet Portal – Policy Section – [Food Hygiene Rating Information- Document 5](#).

16.2. Food Information Regulations

- 16.2.1. The catering provider must have systems in place to ensure compliance with the Food Information Regulations 2014.
- 16.2.2. The catering provider must ensure that all catering teams have a level of knowledge of controlling and managing and allergens that is commensurate with their job role.
- 16.2.3. Information on the Food Information Regulations and the compliance system in place should be on display at all service points.
- 16.2.4. In October 2021 “Natasha’s Law” will come into force. This new law will require all food businesses to provide full ingredient and allergen labelling on foods which are pre-packed for direct sale.
- 16.2.5. Catering providers will be expected to be working towards full compliance in preparation for the October 2021 deadline.

Further information can be accessed via the OATnet Portal – [Food Information Regulations 2014 Guidance – Document 6.](#)

16.3. Special Diet Procedures

- 16.3.1. The catering provider must ensure that they have systems in place to deal with students who have special dietary needs that have been referred by the Academy via a Care Plan. Catering Providers are expected to make reasonable adjustments to menus to ensure the students concerned can continue to use the catering facility.
- 16.3.2. Catering Providers are expected to comply with academy procedures in relation to special diets.
- 16.3.3. Catering providers are expected to support academies by facilitating the attendance of catering teams at any whole based academy special diet training.

17. Kitchen health and safety

- 17.1. Ormiston Academies Trust recognises the importance of health and safety within the workplace. In relation to kitchen Health and Safety the catering provider should be able to demonstrate and have in place the following:
 - 17.1.1. A Health and Safety Policy
 - 17.1.2. Evidence of annual Manual Handling Training and annual refresher Health and Safety Awareness
 - 17.1.3. TrainingKitchen Risk Assessments – reviewed annually or earlier if operating procedures alter or equipment is changed
 - 17.1.4. Compliance with the Health and Safety Information for Employee (Amendment) Regulations (HSIER) 2009 by displaying an approved Health and Safety information poster in a prominent position within the kitchen
 - 17.1.5. Dangerous machinery is identified and signposted and Safe Working Systems are implemented for all staff
 - 17.1.6. Compliance with the C.O.S.H.H. Regulations 2002 and amendments

- 17.1.7. Compliance with the Personal Protective Equipment (PPE) Regulations 1992, and amendments
- 17.1.8. Material Safety Data Sheets (MSDS)
- 17.1.9. C.O.S.H.H. Risk Assessments

18. Kitchen premises compliance

- 18.1. With regard to health and safety legal compliance the catering provider, the Academy or in some instances the PFI/ BSF partner, must be able to demonstrate the following measures are in place, on behalf of the Trust:
- Yearly gas inspection and service of all kitchen gas equipment if applicable.
 - Regular (frequency will depend on individual circumstances) gas and ventilation extraction cleaning, certified to TR19 standards.
 - Annual fixed electrical equipment appliance testing
 - Annual electric portable appliance testing (PAT)
- 18.2. Whilst it is not a legal requirement under Food Safety Law to have a pest control contract, there is a legal requirement to manage pest control. Under due diligence, within a food safety system, it is good practice to have such measures in place. The catering provider/ PFI/ BSF partner should therefore be advised by the academy that there should be a contract in place.