



## **MOWDEN HALL SCHOOL**

### **CATERING POLICY**

This policy applies to all pupils including those in the EYFS. Active, growing children and young people require plenty of wholesome food and regular meals. At Mowden Hall, we believe that we can offer something that will satisfy everyone. We support ethical buying and use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We ensure that our suppliers, local and national are committed to providing the best quality and value, with the highest standards of accredited health and safety. We expect them to have procedures covering full traceability of source through the supply chain, with comprehensive food labelling, supplying information on both allergens and nutritional data.

#### **School Meals**

Breakfast, lunch and supper are provided for boarding pupils and staff each day. Lunch is provided for all day pupils and supper for those pupils staying until collection later in the evening. Menus are planned in advance and operate on a four weekly cycle. Menus are displayed for each term on the school's noticeboard in the Front Hall for both the Prep school and Pre-Prep. Pupils are consulted about menus via the School Council and catering staff take note of foods enjoyed by pupils when planning the menus. The Headmaster's Wife meets weekly with the Catering Manager to ensure a smooth running of the department. All meals aim to be healthy, balanced and nutritious. Where possible, large quantities of fat, sugar, salt, additives, preservatives and colourings are avoided. Additional salt is not made available to pupils and is kept separate by catering staff for staff use if required. All meals aim to include foods from all food groups. Meals are prepared by qualified cooks on the premises all of whom have relevant training regarding food hygiene.

#### **Breakfast**

For breakfast, pupils are provided with a range of cereals including hot porridge, yoghurt and fruit followed by a hot option, continental breakfast or warm pastries.

#### **Lunch**

For lunch, pupils in the Pre-Prep are provided with a hot meal and pudding each day. Pupils in the Prep School have a choice of a hot meal, soup and sandwich or a salad bar option, a choice of breads, along with a pudding.

#### **Supper**

For supper, pupils are provided with a hot meal along with another option such as a jacket potato or soup. There is also a choice of deserts.

#### **Fruit**

Fruit is provided throughout the day and is always available as an alternative to pudding.

### **Packed Lunches**

Where packed lunches are provided for trips, they contain a range of healthy foods such as a freshly made filled bread roll, crisps, cheese and crackers, a biscuit bar and one or two pieces of fruit. The drink provided is usually bottled water. More substantial packed lunches are prepared for those on boarding activities during the weekend. These may contain further foods such as sausage rolls, mini quiches and pies, cereal bars and mini fruit compotes.

### **Snacks**

Pupils are provided with a snack for their morning and afternoon break. Examples of snacks are; teacakes, carrot sticks, crumpets, flapjacks, scones, breadsticks and cream cheese, crackers and cheese. Milk, water and squash along with cut up fruit are always an option at snack times. Match teas aim to provide pupils with either hot or cold snacks such as sausages and beans or a biscuit bar, piece of fruit and a drink.

### **Water**

Fresh drinking water is available throughout the day for pupils. There is a water dispenser and disposable cups provided for the Prep School. In the Pre-Prep water is given to the pupils in cups at snack times and as requested. Water is freely available at lunch time and children are encouraged to drink at least one cup with their lunch.

### **Medical and Dietary Requirements**

Before joining the School, parents are asked to provide information regarding dietary needs including allergies. Parents are asked to notify the School should dietary needs change or become apparent subsequent to starting at the school. Details of all dietary needs and requirements are noted in the pupils' medical files and shared with relevant staff including catering staff. All dietary needs are respected whether they are medical, cultural, religious or ethical and catering and other staff ensure that pupils only receive food consistent with these needs. The School aims to be nut free in that nuts are not sourced, brought in, served or added to cooking procedures. However, there are some products used in the cooking process, such as sauces, that state they may contain nuts as a result of the manufacturing process. The School is nut free and parents are asked not to send in foods that contain nuts whether this is for fundraising events or for birthdays. Pupils with nut allergies are clearly identified by medical alert posters in the staff room, kitchens, School Office, After School Club and staff room.

The kitchens record daily, all prepared and cooked foods in reference to the 14 main allergens.

### **Developing Independence**

Pupils are encouraged to be independent when eating in a manner appropriate for their age. Younger pupils are supported and encouraged to try new foods. They begin to organise themselves by taking their food to a chosen place setting. Pupils are consulted about food selection and, where appropriate, portion sizes to encourage sensible choices which cater for taste but recognise the need for a balanced and appropriate sized meal to sustain them throughout the afternoon. The youngest pupils are encouraged to manage their own cutlery in the first instance but are assisted in cutting foods if appropriate or necessary.

## **Healthy Eating**

Mowden Hall School recognises that a healthy diet is essential for maintaining an optimum level of health throughout life. A healthy diet for children is important for growth and development and also establishes good habits, which, we hope will continue into adulthood. To this end, we have taken measures to ensure that, as a school, we offer meals that include all of the necessary food groups to constitute a balanced diet.

### **Aims**

- To improve the health of pupils and staff by helping to influence their eating habits through increasing their knowledge and awareness of food issues.
- To promote a positive outlook on life and to increase awareness of the consequences of poor health choices at any early age.
- To provide consistency in messages surrounding healthy eating through a programme of cross-curricular nutrition education.
- To recognise special occasions such as birthdays, Christmas parties etc. and to ensure that children are given the opportunity to celebrate these occasions with birthday cake and a fizzy drink.
- To offer children who board the opportunity to choose limited sweets twice a week, once mid-week and at the weekend.

### **Objectives:**

- To ensure that, as a school, we offer meals that include all of the necessary food groups to constitute a balanced diet.
- To integrate these aims into all aspects of school life so that working toward a healthy lifestyle becomes a whole school approach.
- To ensure that water is available and conveniently situated to enable pupils to have a drink at regular intervals during the day.
- To reduce the amount of salt consumed by pupils on a daily basis.
- To ensure that the Catering Manager has relevant qualifications and the opportunity to update existing skills.
- To discuss catering at School Committee Group and Boarding Prefect Meetings and use feedback where appropriate.

### **Areas for development including retrospective changes:**

- Catering manager to continue being mindful of nutrition, diet and areas for improvement.
- Ongoing programme looking at healthy living including, maintaining good levels of physical activity and healthy hearts initiative. Input from School Nurse surrounding health issues.
- Drinking water available towards classroom block and at mealtimes.
- Salt has been removed from tables. Lower salt options in certain pre-prepared foods are now used.
- Ongoing CPD in nutrition, for Catering Manager.

## **Kitchens and Catering Staff**

### **Hygiene**

- Food is prepared in accordance with relevant food hygiene standards and legislation.
- Mowden Hall is regularly inspected by the Environmental Health Officer.
- Pupils wash their hand before eating snacks or their main meals and for those using the dining room, there are two antibacterial gel dispensers for use after washing hands. Hand washing is fully supervised for the younger children.
- Catering staff all have Level 2 or Level 3 Hygiene Certificates and have clearly allocated responsibilities in the kitchen to ensure food safety.
- All staff wear appropriate uniforms and protective clothing at all times when they are in areas where food is prepared and served.
- The Catering Manager, or Assistant Catering Manager, inspects all areas where food is prepared, served and consumed for cleanliness and hygiene at both the start and end of every meal.

### **Incoming supplies of food, food preparation, serving and consumption**

- The Catering Manager, or Assistant Catering Manager, inspects temperature checks where appropriate, and signs for all incoming supplies and stores before accepting the goods. Those not compliant are rejected.
- The Dining Room is monitored along with the counters and trolleys for dirty plates, cutlery etc, together with the containers and bins for waste food throughout the service of every meal.
- Spills are dealt with promptly and safely.
- The temperatures of the hot and chilled service counters are checked and recorded on a daily basis.
- All meat and fish being cooked is checked with a temperature probe and recorded accordingly.

### **Deep cleaning and Professional Assistance**

- The kitchens, including all cooking facilities and equipment, are deep cleaned at the end of every term by the kitchen staff. Staff using chemical products for cleaning purposes are given COSHH training, with the COSHH signage displayed in the kitchens, where appropriate.
- Ventilation systems are cleaned twice a year including the whole canopy, ducting and extractor grill. Checks are carried out on the flow rates of the kitchen every 14 months and are recorded.

### **Catering Staff**

- Staff are given the kitchen Risk Assessment which is then discussed for further input and development.
- All catering staff are trained in emergency procedures and shut-off gas/electricity, with signs provided for referral in an emergency.

- Further training for Manual Handling and First Aid are in place for the coming year. A short step ladder is provided for staff when accessing high storage areas. Options to purchase a sack-lift are currently being investigated.
- A First Aid box, with appropriate signage, is kept fully stocked in accordance with professional recommendations.
- Staff are given regular safeguarding refresher courses by the Designated Safeguarding Lead.
- The Catering Manager (or delegated member of the team) checks the kitchen equipment on a daily basis to ensure it is functioning properly and a record is kept.
- The Catering Manager provides training for staff using knives, slicing machine and food mixer.
- A log of training for all Catering Staff is kept by the Headmaster's Wife.