

## **Earlscliffe (Sussex Summer Schools Ltd)**

### **CATERING POLICY**

#### **Policy on Catering**

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

#### **Provision of Meals**

Breakfast, lunch and supper are all provided in the main Dining Hall. Supplies of fresh fruit, drinking water, together with tea and coffee making facilities are always available in the Dining Hall.

#### **Our Menus**

We offer a wide choice between hot and cold food, with plenty of fresh fruit and vegetables and salads. Weekly menus are published. We offer our pupils a widely varied and healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian and vegan. Any parent who is worried about the quality of the food is always welcome to come and sample lunch or any other meal. Please telephone to make the arrangements.

#### **Special Diets**

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

All food that contain allergens is clearly labelled. 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 son or daughter subsequently develops an intolerance of any food. The Head Chef is happy to see any parent who has concerns about their son or daughter's medical condition, and to devise a special menu, where practically possible.

#### **Learning to Cook**

Regular cooking clubs take place as part of the schools SCS programme.

#### **Learning about Food**

We devote time in both PSHE and Biology lessons to ensuring that pupils understand why a healthy diet is so important.

#### **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 is regularly inspected by the Environmental Health Officer and has consistently received a five star rating.

## **Management of Food Safety**

In managing food safety, the Head Chef, with appropriate professional assistance is responsible for food safety, including:

### **Staff Training**

Require all staff who assist with food preparation to possess a basic food hygiene certificate.

Train the Catering staff in Hazard Analysis Critical Control Points (HACCP) system of food hazard awareness and Control of Substances Harmful to Health (COSHH) procedures.

Ensure that all catering staff have clearly allocated responsibilities, which they understand

Train all staff in emergency procedures and shut-off of gas/electricity.

Maintain records of training.

Conduct annual refresher training.

### **Staff Uniforms and Personal Hygiene**

Ensure that 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 all products containing nuts or 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 College Office 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, [trolleys/ conveyors] 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 School Manager.

### **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 that 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 for an external professional to take swabs of all knives, chopping boards and other kitchen equipment three or four times a year, and reports on those findings.

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 Dietician on healthier food, menu planning and special diets as needed.

Arrange a 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 School Manager 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.