



## Gosfield School Catering and Food Hygiene Policy

Whole School Policy, including EYFS

### CATERING

Active, growing children and young people require plenty of wholesome food and regular meals. At Gosfield School, we believe that we can offer something that will satisfy everyone. We support ethical buying, and we use locally grown, environmentally sustainable food wherever possible. We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our Catering Team and our suppliers to make as much use as appropriate of organic, natural food products and fairtrade produce and to eliminate GM food and potentially harmful food additives. We ensure that our suppliers, local and national are committed to providing 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.

We have an active School Parliament that has representatives from Year 3 to Year 13 in the school. Pupils from Years 3 to 6 meet with the Pastoral Assistant in the Prep School and pupils from Years 7 to 13 meet with the Assistant Principal Pastoral every half term and are encouraged to discuss menus, and to suggest new dishes.

### During the Day

We run a breakfast club for Nursery and Prep pupils based in the Dining hall from 7.30am to 8.15am each day. A continental style breakfast is provided and cereals.

Lunch is the main meal of the day and is cafeteria style. The lunch break is 60 minutes in length for Years 3 to Year 13. This is because at Gosfield School we believe that it is very important to allow sufficient time in the middle of the day for pupils to eat, to unwind and to participate in a number of lunch-time clubs and activities. Lunch is compulsory and included in the fee, because we believe it is important to foster the ethos of community eating.

No pupils are allowed to leave the site during the lunch period except Sixth Form students with permission.

### Drinking Water

Drinking water is widely available throughout the school through the various dedicated water fountains located around the school. The schools tap water is not suitable for drinking. All pupils from Reception to Year 13 are encouraged to bring their own water bottles to school every day.

### Our Menus

We offer a wide choice of hot and cold food, with plenty of fresh fruit, vegetables and salads. Weekly menus are published on our web site. We offer our pupils a varied, healthy and tasty diet. We attempt to cater for all tastes and preferences, including vegetarian. However, our cuisine is mainly European, and we do not operate either Kosher or Halal kitchens.

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 the school office 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.

We operate a nut free policy and make every effort to ensure no food contain nuts or traces of nuts. 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 Principal First Aider and the Catering Manager are 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**

We believe that cooking is an important life skill. Food Technology is timetabled from Year 5 to Year 9 and pupils follow a structured scheme. Pupils can take Food Technology as an optional subject at GCSE.

### **Learning about Food**

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

## **FOOD HYGIENE**

### **Statutory Registration**

Gosfield School is registered with Essex County Council as a "food business" within the meaning of the regulations. We are therefore inspected at regular intervals by the Environmental Health Officer (EHO).

### **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 always compliant with current UK legislation. The school's catering is carried out in-house by our Catering Manager and the team. They are professionally qualified in all aspects of catering, including health and safety.

### **Management of Food Safety**

In managing food safety, the Catering Manager will:

#### **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 identified and removed.
- 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 Principal First Aider about special diets.
- Consult with a Dietician, if necessary.
- Ensure children with allergies are identified and staff are made aware

#### **Monitoring incoming supplies**

- Inspect (or ensure that an authorised member of staff inspects), temperature check where appropriate, and label all incoming supplies and stores before acceptance.
- Reject any non-compliant items.
- Arrange for the safe transit and proper storage of food supplies.

#### **EYFS Food preparation**

- All fruit and vegetables must be washed thoroughly before preparation.
- Remove all inedible parts such as skins, rinds, stones, pips, seeds, or cores as appropriate (e.g. pineapple rind, melon skin, apple core).
- Cut fruit and vegetables into sizes and shapes suitable for young children to reduce choking risk (e.g. grapes halved lengthways, carrots cooked until soft).
- Avoid hard, sticky, or whole foods that pose a choking hazard.
- Check prepared fruit and vegetables visually before service to ensure suitability.
- Follow DfE guidance on “Food safety advice for children aged 5 and under”

The School takes it's guidance from Department of Education, and is reviewed annually, links below to the EYFS framework, nutrition guidance and food safety guidance.

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2>

[https://assets.publishing.service.gov.uk/media/6839b752210698b3364e86fc/Early\\_years\\_foundatio\\_n\\_stage\\_nutrition\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/6839b752210698b3364e86fc/Early_years_foundatio_n_stage_nutrition_guidance.pdf)

<https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/food-safety>

#### **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 service.
- Monitor the dining room, counters and trolleys for dirty plates, cutlery etc, together with the containers and 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 Head of operations.

### **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 keep a record.
- Take (or ensure that a member of staff takes) the temperature with a probe of all meat, fish and all high risk foods that are being cooked, and keep a record of such.
- Report all equipment failure to the Head of operations as soon as it is discovered.

### **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.

### **Professional Audit/ Assistance**

- 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.

### **First Aid**

- Ensure that the kitchen first aid box is kept fully stocked in accordance with professional recommendations.

### **Signage**

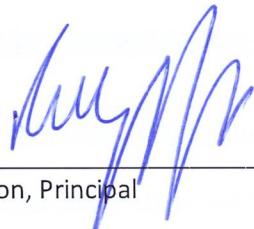
- Display the appropriate First Aid, COSHH and Emergency notices.

### **Waste Disposal**

- Arrange the hygienic disposal of waste in accordance with recommended practice.

Signed

Mr Rod Jackson, Principal



Date

28/11/26

Date of next review – September 2027