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### 1. Statement of intent

At Lokrum Fields, we acknowledge that what students eat and drink at school can influence their health and their lifelong attitudes to food. We aim to teach students about food and nutrition through the curriculum and reflect these principles in our cooking provisions.

We recognise the importance of students developing a healthy relationship with food, learning to listen to their own appetites and enjoy relaxed mealtimes, free from anxiety, guilt or judgement.

We acknowledge the important connection between a healthy diet and a student's ability to learn effectively and achieve their potential. We also acknowledge that we can play a key role in supporting the wider community to adopt a positive attitude to a healthy lifestyle.

Food at Lokrum Fields will be prepared and provided in a safe and hygienic manner and we will uphold the highest standards of quality, nutrition, and cleanliness.

### 2. About our policies

- 2.1. Prior to Lokrum Fields receiving its registration number from the Department for Education, nothing in our policies is intended to imply that Lokrum Fields is operating as a school or claiming to be a school. Any use of the word "school" should be interpreted to include any operation of Lokrum Fields in the pre-registration phase. For clarity, Lokrum Fields will not engage in any regulated activity prior to receipt of its DfE registration number.
- 2.2. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.

- 2.3. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.4. All staff and governors are expected to be familiar with and abide by our policies.
- 2.5. The Office Manager is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.6. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently.
- 2.7. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.8. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.9. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.10. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.11. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.12. All references to parents within our policies should be interpreted to include parent carers.

### **3. Roles and Responsibilities**

- 3.1. The Proprietor is responsible for:
  - 3.1.1. Providing free-to-use facilities to eat food, including accommodation, furniture, and supervision, so students can eat their food in a safe and social environment.
  - 3.1.2. Ensuring that drinking water is always available free of charge.
- 3.2. The Headteacher is responsible for:
  - 3.2.1. Creating a whole-school ethos that supports healthy eating.
  - 3.2.2. Completing the relevant risk assessments.
- 3.3. The Office Manager is responsible for:
  - 3.3.1. Reviewing, updating and ensuring compliance with the Safer Food Better Business food safety management system.

- 3.3.2. Informing all staff of any changes to the Safer Food Better Business food safety management system.
  - 3.3.3. Ensuring any external catering companies have an up-to-date food hygiene certificate.
  - 3.3.4. Inspecting the kitchen to ensure facilities are appropriately maintained and clean.
  - 3.3.5. Conducting the appropriate checks to ensure safe food storage and handling.
  - 3.3.6. Ensuring PPE provided is undamaged, free from tears, rips or burns, and that there is enough PPE for each person working in the kitchen.
  - 3.3.7. Ensuring there is sufficient equipment for safe food preparation
  - 3.3.8. Ensuring that there are sufficient handwashing and cleaning materials available.
  - 3.3.9. Rotating stock to ensure food with a shorter shelf life is used and consumed before food with a longer shelf life.
  - 3.3.10. Creating and maintaining an up-to-date list of allergens contained in the food routinely provided at Lokrum, displaying a copy of the list in the information folder in the office and sending the list to parents regularly.
  - 3.3.11. Withdrawing stock that is about to go past its use by date or is not safe to eat, e.g., batches of food being reported as holding unsafe levels of harmful bacteria, food that is known to not have been stored correctly.
  - 3.3.12. Ensuring a cleaning schedule is maintained and reviewed on a yearly basis.
- 3.4. All staff are responsible for
- 3.4.1. Ensuring high standards of hygiene are always maintained around food.
  - 3.4.2. Ensuring that they are not suffering from, or carrying, an illness or disease that could cause a problem with food safety when handling food.
  - 3.4.3. Ensuring that they are familiar with and comply with the Safer Food Better Business food safety management system.
  - 3.4.4. Monitoring the actions of students and other staff involved in food preparation and calling attention to any deviation from this policy or the processes recorded in the food safety management system.

## 4. Healthy Eating

- 4.1. Lokrum Fields will encourage students to adopt healthy lifestyles, both through a nutritious diet and regular exercise, during social times, cooking lessons, outdoor education, and PSHE.
- 4.2. Lokrum Fields will ensure students understand the core principles of healthy eating, for example: what constitutes a balanced diet, promoting fruit and vegetables, avoiding excessive consumption of sugar, salt, and fat, and understanding portion size.
- 4.3. Lokrum Fields recognises that healthy eating includes having a healthy attitude to food, for example not feeling anxious about food or mealtimes, not feeling the need to eat any particular food for the purpose of pleasing someone else, being able to enjoy eating in company, and not feeling guilty about food which

has been eaten or food which has been left. Lokrum Fields will not use rewards, sanctions, praise or disapproval in relation to the foods that students choose to eat or avoid.

- 4.4. In some cases, it will be appropriate for Lokrum Fields to prioritise creating an environment in which students are supported to develop a healthy attitude towards food, rather than prioritising the standard healthy eating messages.
- 4.5. Students who are masking or who feel the need to please others may feel under pressure to eat food which has been offered to them, which we appreciate can lead to increased anxiety and entrenched views towards certain foods. Lokrum Fields aims to mitigate this risk by communicating to students that choosing to decline an offer is equally acceptable and by not responding more positively to students who take the offered food.
- 4.6. Lokrum Fields recognises that parents will often have made carefully considered dietary choices with or on behalf of their children. If we have reasonable cause to believe that a student's diet is placing them at risk, we will discuss this with the parents in an appropriate manner. We aim to avoid students facing any negativity at Lokrum Fields about their diet, including in relation to the content of packed lunches. We will not ban any food from packed lunches, except to the extent that the food is likely to be detrimental to the needs of other individuals (for example, due to allergies or sensitivity to strong smells).
- 4.7. Lokrum Fields will stock a small selection of fruit, breads, and spreads to be offered to students on arrival, during snack times, and when packed lunches have been forgotten.

## 5. Food Education

- 5.1. Lokrum Fields recognises that a healthy, balanced diet includes all food groups and that no one type of food is inherently good or bad. Care will be taken to ensure that students feel supported and comfortable to eat what is appropriate to their particular needs and circumstances.
- 5.2. Lokrum Fields recognises that raised anxiety levels can have a negative impact on a student's appetite and the range of food they feel able to eat and that the food students eat while on site is done so in the context of a wider diet, the majority of which is not visible to Lokrum Fields staff.
- 5.3. When working with students for whom food is or may become a source of anxiety, staff will adapt their approach to ensure that these anxieties are not compounded.
- 5.4. Staff will remain mindful of the fact that students may struggle with sensory aspects of eating and food preparation. Activities will be adapted to enable students to participate without being required to handle or taste food where appropriate.
- 5.5. Where cookery lessons include the preparation of foods that will produce strong odours, lessons will be managed in such a way as to reduce any negative impact on students, either in the room, who may be using the room immediately afterward, or in other areas of the building.
- 5.6. Cooking sessions will be planned in consultation with students and, where appropriate, students' families, to maximise the likelihood of students feeling able to participate in cooking and enjoying the food they have prepared.

- 5.7. Planning of cookery sessions will take into account any strong aversions, allergies or religious restrictions that have the potential to prevent a student from participating fully.
- 5.8. We will aim for cookery sessions, when considered across a reasonable period of time:
  - 5.8.1. to cover both savoury and sweet recipes
  - 5.8.2. to provide a no-pressure opportunity for students to try unfamiliar foods if they wish to
  - 5.8.3. to reflect our healthy eating ethos
  - 5.8.4. to allow students to modify the ingredients or end result to reflect their preferences
- 5.9. On occasions, a cookery session or other activity may lead to students being offered food which would carry a 'red' rating for fat, sugar, or salt. In these cases, and at other times wherever appropriate, a healthier alternative will also be available, and students will be provided with a no-pressure choice.
- 5.10. Where cookery lessons result in a meal being provided to students, care will be taken to ensure the meal reflects our healthy eating ethos (healthy attitude and/or healthy food, as applicable) as detailed above.
- 5.11. Lokrum Fields aims for cookery sessions to provide our students with life skills. To enable them to learn how to replicate the activity outside school, as far as possible, cookery sessions will involve students from start to finish and will facilitate students completing each stage as independently as they are able.

## 6. Purchasing Food

- 6.1. Lokrum Fields will use reputable suppliers to source produce.
- 6.2. All food products and ingredients purchased by Lokrum Fields are checked for acceptability, i.e. nutritional specifications, genetically modified organism requirements and allergen ingredients.
- 6.3. All meat purchased will be sourced from suppliers who maintain high standards of animal welfare and sustainability, opting for free-range wherever possible.
- 6.4. Any fish products used will be sourced from suppliers who promote sustainable fishing.
- 6.5. Local seasonal produce will be purchased wherever possible.
- 6.6. Lokrum Fields keeps a record of where produce comes from.

## 7. Storage

- 7.1. At least once each school day, the following checks will be conducted:
  - 7.1.1. All fridges and freezers are working properly, and fridges are running below 5°C, and freezers at -18°C.
  - 7.1.2. There are plenty of handwashing and cleaning materials available.
- 7.2. At the end of each school day, the following checks will be conducted:
  - 7.2.1. No food has been left out.
  - 7.2.2. Food that will be past its 'use by' date by the next school day has been thrown away.
- 7.3. The accuracy of thermometers is checked termly using a boiling water test.
- 7.4. All food is stored in line with manufacturers' instructions.
- 7.5. Raw meat and fish are stored at the bottom of the meeting room fridge.

- 7.6. Raw fruit and veg are stored at the bottom of the kitchen fridge.
- 7.7. Any food stored in the fridge will be sealed or covered to prevent cross-contamination.
- 7.8. Food which requires refrigeration will not be left out of the fridge long enough to reach room temperature.
- 7.9. Frozen food will be defrosted in the fridge wherever possible and kept on a metal baking tray to maximise heat transfer and catch run-off. Food that is defrosted outside the fridge and would usually require refrigeration will be monitored sufficiently to ensure that it does not exceed 4°C.
- 7.10. Frozen food which has defrosted will not be refrozen.
- 7.11. In the event of a supplier recalling produce due to reports of harmful levels of bacteria in stock, staff will remove all traces of the product and ensure the Headteacher is notified. The Headteacher will notify parents of the recall if there is a risk that students have consumed the food item concerned.
- 7.12. Individual risk assessments are carried out for the storage of food for students with severe allergies.
- 7.13. Where appropriate, outer packaging is removed when food arrives, and surfaces sanitised immediately afterwards.

## **8. Food Handling and Preparation**

- 8.1. Staff will not smoke, drink, eat or chew gum while handling food.
- 8.2. Any cuts or sores on hands will be covered with a blue waterproof plaster.
- 8.3. Fabric aprons will be worn by staff and students when preparing food – these will be clean and free from tears, burns or holes. Aprons will be machine washed after each use.
- 8.4. Disposable aprons are available for use if preferred.
- 8.5. When handling food, staff and students will have high standards of personal hygiene, including washing hands in the following circumstances:
  - 8.5.1. Before and after handling raw meat
  - 8.5.2. Before and after preparing and cooking other food products
  - 8.5.3. After touching door handles, light switches, or phones.
  - 8.5.4. After coughing or sneezing.
- 8.6. Food will be handled with utensils, rather than hands wherever possible and reasonable.
- 8.7. Staff and students will tie back long hair when handling food.
- 8.8. Coats will be removed and kept outside the kitchen by staff preparing food.
- 8.9. Food preparation will not be carried out while wearing clothing that is dirty.
- 8.10. Students who are handling food will be supervised by a member of staff who will demonstrate how to use equipment safely and hygienically.
- 8.11. Clean tea towels and silicone oven mitts will be available for students who are handling hot food, drinks, or equipment. These are washed after each use.
- 8.12. Food is cooked until its core temperature has reached at least 75°C and remains above that temperature for two minutes to minimise the risk of harmful bacteria being present in food.

# Food and Food Hygiene Policy



8.13. Colour-coded chopping boards will be used for food preparation. Lokrum Fields uses the following system:

Colour of Chopping Board	Food Group
Red	Raw meat
Yellow	Cooked meat/fish
Green	Salads and fruit
White	Bakery and dairy
Brown	Vegetables
Blue	Raw fish

- 8.14. Utensils, crockery, and cutlery are cleaned in a dishwasher after use and stored in clean cupboards and drawers.
- 8.15. Food to be provided to anyone with a food allergy or intolerance will be prepared first to avoid cross contamination.
- 8.16. If someone become unwell while handling food, any food they have handled and may be contaminated will be thrown away.
- 8.17. Students are welcome to bring cold packed lunches, ready meals, or food from home for safe re-heating at Lokrum Fields. Where food which has been brought in from home needs re-heating, staff will offer help or otherwise facilitate the food being made available at a suitable time.

## 9. Food Consumption

- 9.1. Food will not be consumed in the bathrooms, animal room, or art/science room.
- 9.2. Students will be reminded not to run when they are eating.
- 9.3. Drinking water is available from clearly labelled taps which students can access at any time and other drinks will be available to students at appropriate times.
- 9.4. Hot drinks will be served in suitable containers.
- 9.5. Students will be encouraged to use cutlery, unless to do so would cause unnecessary anxiety or cause the student to be reluctant to eat.
- 9.6. Lunch times at Lokrum Fields form part of the social and life skills curriculum and learning is supported by staff eating their lunch alongside students.

## 10. Cleaning

- 10.1. Routine kitchen cleaning is completed as part of a cleaning service outsourced by Lokrum Fields. The office manager is responsible for its oversight.
- 10.2. Cloth types are used for specific tasks:

White reusable cloths	Washing up
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# Food and Food Hygiene Policy

Tea towels	Holding hot items
Paper towels	Drying hands Drying food Wiping dishes before serving
J-cloths	Wiping surfaces Mopping up spillages on surfaces
Blue microfibre cloths	Wiping and mopping up spillages on floors

- 10.3. Cloths are placed in the washing machine after use to prevent them being used again accidentally.
- 10.4. The kitchen sink and work surfaces will be cleaned with hot soapy water, rinsed, and sanitised before, during, and after food preparation.
- 10.5. Water used for wiping down surfaces will be drained away immediately after use.
- 10.6. All items used for food storage, preparation and serving that are dishwasher safe will be washed in the dishwasher after each use. After washing, any items that are wet will be allowed to dry on the kitchen drainer or dried with clean paper towels.
- 10.7. Any items that cannot be cleaned in the dishwasher will be washed by hand in clean, hot, soapy water and the water drained away immediately after use.
- 10.8. Hand washed items will be allowed to dry on the kitchen drainer or dried with clean paper towels. A cleaning schedule will be maintained and stored on Office 365.
- 10.9. Cleaning cloths, dish cloths, aprons and tea towels are washed at the end of the day on which they have been used, at 90°C, and stored in clean drawers.

## 11. Training

- 11.1. Staff will receive food hygiene training as part of their induction and undertake annual refresher courses.
- 11.2. Lokrum Fields recognises the importance of food hygiene and will accommodate any member of staff who wishes to complete an official food hygiene certificate as part of their CPD, where appropriate.