

Ormiston Academies Trust

Ormiston Latimer Academy

Catering policy

Policy version control

Policy type	Mandatory
Author In consultation with	Kevin Oldman – Regional Estates Manager Sue Pawley – Catering Consultant to OAT
Approved by	James Miller – National Director of Estates and Technology
Release date	June 2023
Review	Policies will be reviewed in line with OAT's internal policy schedule and/or updated when new legislation comes into force
Description of changes	<p>1. Introduction</p> <p>1.2 Original 2016 consultee names removed.</p> <p>1.3 Updated introduction to include the policy review date of 2023.</p> <p>3. Organisation and responsibilities</p> <p>3.2 Academy Local Governing Bodies</p> <p>3.1.4 Added to reference in house managed catering will be required to complete an Annual Self-Assessment. Link to previous Compliance Check List removed.</p> <p>3.1.5 Added to reference how the contracted out academies will be monitored through an external body.</p> <p>8. Packed lunch students.</p>

	<p>8.4 Removed link to ‘what works well’ as now outdated.</p> <p>9. Minimum food standard requirement</p> <p>9.4 point removed and replaced with 9.4 reference School Food Standards with a link to the catering section on the OATNet portal.</p> <p>9.5 Point removed as there is now a legal requirement for all Academies to comply with the School Food Standards and replaced with 9.5 point on advising to adopt a Whole School Food Policy, with a link to the catering section on the OATNet portal for a sample policy document template.</p> <p>9.6, 9.7 and 9.8 removed as guidance on the School Food Standards, now provided via the OATNet Portal.</p> <p>9.9 Original moved to become 9.6</p> <p>9.10 Original moved to become 9.7</p> <p>9.11 Link to School Fruit Scheme removed as now outdated.</p> <p>9.12 Original moved to become 9.8</p> <p>9.13 Original moved to become 9.9</p> <p>9.14 Link to Nursery Milk Scheme removed as now outdated.</p> <p>10. Aspirational food standards</p> <p>This section has been removed as the expected food standard for all academies is to comply with the School Food Standards 2014.</p> <p>11. Medical Diets</p> <p>11.1.1- 11.1.6 This is a new section that provides information on procedures that need to be in place for students with dietary needs outside of the normal catering provision.</p> <p>14. Food Purchasing</p> <p>14.2.8 Sentence added reference the removal of all single use plastic from service.</p> <p>15. Catering Staff and Training</p> <p>Sentence added referencing the training guidance for in house managed operations, with a link to the catering section on the OATNet portal.</p> <p>15.1.3 reference to training - now added in National College as an awarding body.</p> <p>15.5 Natasha’s Law 2021- training requirement added.</p> <p>15.6 Title changed from Special Diet Procedures to Medical Diet Procedures.</p>
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	<p>15.7 Safeguarding – This is a new section that provides information on safeguarding training requirements for catering teams.</p> <p>15.8.3 Sentence added in reference to catering providers supporting academies by facilitating attendance of catering teams on whole academy based safeguarding training.</p> <p>16. Food Safety</p> <p>16.3 Natasha’s Law 2021 -New section added on Natasha’s Law which was introduced after the last policy update.</p> <p>17.Kitchen Health and Safety</p> <p>17.2 Sentence added referencing in house managed catering guidance can be accessed via the Health and Safety section, in the catering section and the Guide to Catering Compliance on the OATNet portal.</p> <p>18 Kitchen Premises Compliance</p> <p>18.2 Sentence added in stating certification should be uploaded to the academy iAM Compliant portal.</p> <p>18.4 Sentence added referencing in house managed catering guidance can be accessed via the Guide to Catering Compliance the catering section on the OATNet portal.</p>
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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.
- 1.3. This original policy has now been updated to its current format following a review firstly in March 2020 and a further update in May 2023 by:
 - Sue Pawley – Catering Consultant to OAT, in consultation with,
 - Kevin Oldman – Regional Estates Manager

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

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 within 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.
- 3.2.2. For in house managed catering services the mechanism for reporting is via an Annual Self-Assessment Audit – to be completed each year during the summer term. This audit can be accessed via the catering section of the OATNet portal.
- 3.2.3. For contracted out catering services, delivered through the OAT Catering Tender Framework, a yearly audit, against the contract monitoring criteria, will be completed by the external body that supports the Trust with the management of the framework contracts.

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, brought from home, 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 guidance for parents.

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. In-house managed catering - for further information on the School Food Standards, refer to the Guide to Catering Compliance via the catering section on the OATNet portal.
- 9.5. 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. Please refer to the catering section on the OATNet portal for a sample policy document template.
- 9.6. For primary 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.
- 9.7. Whilst there is no statutory requirement to participate, we would encourage all academies to participate in the scheme.
- 9.8. 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.
- 9.9. Whilst there no statutory requirement to participate, we would encourage all academies to participate in the scheme.

10. Menus

- 10.1. 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.
- 10.2. Student and staff feedback on food choice and quality should be sought regularly to shape continuous menu improvement and development.
- 10.3. Current menus and any tariffs should be displayed within each dining room and on each academy website.

- 10.4. Menu choice for students should reflect the local and regional cultural variations of each academy.
- 10.5. 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. Medical diets

11.1. Primary Academies

- 11.1.1. A robust procedure should be in place that sets out the steps that must be followed to cater for students with dietary needs outside of the normal catering provision.
- 11.1.2. The Academy must ensure there is a mechanism for collaborative working between the Academy and the catering provider, to ensure the catering provider has the necessary information to be able to process the dietary request.
- 11.1.3. The Academy must ensure they must have, in conjunction with the catering provider, an agreed means of identifying students to ensure the correct dietary meal is provided from the kitchen to the student.
- 11.1.4. There should be a process in place for a regular review of the process, to ensure it remains effective.
- 11.1.5. In primary Academies there should be a suitable level of supervision for students when food items are served to ensure that the welfare of the pupil is safeguarded.
- 11.1.6. Catering Providers are expected to make reasonable adjustments to menus to ensure the students concerned can continue to use the catering facility.

11.2. Secondary Academies

- 11.2.1. It is expected that the majority of secondary aged students self manage their individual dietary requirements.
- 11.2.2. Students that self manage their individual requirements should be able to ask the catering staff for information on the presence of any of the 14 allergens, listed in the Food Information Regulations with the food served and select food that meet their own individual needs from the menu.
- 11.2.3. For students that have such dietary requirements that cannot be self managed, the process for primary students should be followed.
- 11.2.4. Catering Providers are expected to make reasonable adjustments to menus to ensure the students concerned can continue to use the catering facility across all service times.

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

- 13.1.1. 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.
- 13.1.2. Should hot food for service be moved between buildings it must be transported in hot holding boxes or transported in a hot mobile trolley. Any shortfalls in this minimum service facility should be discussed with the Estates team.

13.2. Desirable Criteria

- 13.2.1. Academies should have chilled service display facilities to ensure cold food can be maintained between 1-5°C during service. Any shortfalls in this minimum service facility should be discussed with the Estates team.

14. Food purchasing

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

14.2. Essential Criteria

- 14.2.1. 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.
- 14.2.2. The catering provider must have systems in place to enable it to check and ensure authenticity of products.
- 14.2.3. 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.
- 14.2.4. The catering provider must ensure traceability of fresh, chilled and frozen produce in accordance with current UK legislation or equivalent.

14.3. Desirable Criteria

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

15. Catering staff and training

- 15.1. 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.
- 15.2. For in house managed catering there is a training specific Training Guide available on the [catering section of the OATNet portal](#).

15.3. Food Safety

- 15.3.1. 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.
- 15.3.2. Refresher training updates should be undertaken every three years after obtaining the qualification.
- 15.3.3. All other catering staff should hold an accredited awarding body, such as C.I.E.H., IHASCO, National College, Level 2 Food Safety Certificate or equivalent level qualification.
- 15.3.4. 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.

15.4. First Aid

- 15.4.1. 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.
- 15.4.2. A First Aid Box must be available in the kitchen, stocked and checked on a regular basis. Any accidents must be recorded via the OATNet portal for recording and monitoring purposes.

15.5. Fire Safety

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

15.6. Food Information Regulations 2014

- 15.6.1. 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.
- 15.6.2. The catering provider must ensure that all staff know how to deal with an allergen request for information.

15.7. Natasha's Law 2021

- 15.7.1. The catering provider must ensure that all catering teams have a level of knowledge of the requirements of Natasha's Law that is commensurate with their job role.

15.8. Medical Diet Procedures

- 15.8.1. The catering provider must ensure that catering teams have training in providing, serving and managing medical diets that is commensurate with their job role.

15.9. Safeguarding

- 15.9.1. The catering provider must ensure that training is provided to catering teams on safeguarding, incorporating Keeping Children Safe in Education.
- 15.9.2. The catering provider must ensure catering teams know the names of the academy Designated Safeguarding Lead (DSL) responsible for child protection and their role.
- 15.9.3. Catering providers should support academies by facilitating the attendance of catering teams at any whole based academy training.
- 15.9.4. The catering provider must ensure safer recruitment practices are followed and that all catering teams have an up to date enhanced DBS check.

15.10. Other training

15.10.1. 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

15.10.2. All training should be documented on an individual catering staff training record and held in each kitchen.

15.10.3. 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 recognizes 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 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.

- 16.1.5. For in house managed catering guidance on documentation that should be in place can be accessed via the Food Safety Management in the catering section on the OATNet portal.

16.2. Food Information Regulations 2014

- 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. For in house managed catering guidance further information can be accessed via the Food Information Regulations, in the catering section, on the OATNet portal.

16.3. Natasha's Law 2021

- 16.3.1. The The catering provider must have systems in place to ensure compliance with the Natasha's Law 2021.
- 16.3.2. The catering provider must ensure that all catering teams have a level of knowledge of the requirements of Natasha's Law that is commensurate with their job role.
- 16.3.3. For in house managed catering guidance further information can be accessed via Guidance on Natasha's Law 2021, in the catering section, on the OATNet portal.

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. Kitchen 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
- 17.2. For in house managed catering guidance further information can be accessed via the Health and Safety Section, in the catering section, and also within the Guide to Catering Compliance on the OATNet portal.

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. Certification should be uploaded to the academy iAM Compliant portal.
- 18.3. 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 or a standby contract partner as required.
- 18.4. For in house managed catering guidance further information can be accessed via Guidance on Catering Compliance, in the catering section, on the OATNet portal