Catering and Food Hygiene Policy

This policy applies to the whole school including the Early Years foundation Stage.

CATERING

The Granville is an allergen-aware school. We are aware of and actively manage the 14 allergens identified under UK food information regulations. We source our food products and ingredients from reputable UK national suppliers of fresh produce and meats. While we carefully select our suppliers, UK food manufacturers are required to advise that some products may be produced in facilities that also handle allergens. As a result, manufacturers may include precautionary allergen statements indicating a potential risk of cross-contamination. We remain committed to providing a safe environment for all pupils and take allergen management seriously throughout our food sourcing and preparation processes.

Active, growing children and young people require plenty of wholesome food and regular meals. At The Granville 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 cater for children and staff religious and/or special dietary needs.

We use as much fresh food as possible, with our menus linked to seasonal produce. We work with our Catering Staff to make as much use as appropriate of organic, natural food products and fair-trade 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 Council, which has two representatives from each class in Years 2 to 6 in the school. They meet every term with the Headmistress and the Head of PSHCE who coordinated the workings of the council. They discuss various issues including menus and to suggest new dishes. Girls in KS2 form a group of Eco Warriors who actively in promoting re-cycling and energy saving in the school.

The school day

Lunch is the main meal of the day and is family service or cafeteria style according to the age of the child because we believe it is important to foster the ethos of community eating. The lunch break is 60 minutes in length for Pre-School to Year 2 and 60 minutes for Years 3 to 6. This is because at The Granville 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 the large number of lunch-time clubs and activities. Lunch is compulsory and included in the fee.

We run a breakfast club between 7.30am and 8.30am where children are provided with cereals and toasts with a choice of spread.

Drinking water

Drinking water is widely available throughout the school. Each class makes arrangements, dependent on the age group, to ensure that water is readily available to all children. Water fountains are also conveniently located around the school.

Our menus

We offer a wide choice between hot and cold food, with plenty of fresh fruit, vegetables and salads. Weekly menus are put onto our web site and into our weekly newsletter. It is also posted on main noticeboards in the school. We offer our pupils a widely varied, healthy and tasty diet. We also attempt to cater for all tastes and preferences, including vegetarian. We offer both Halal poultry or meat that complies with British standards for animal slaughter. (Regulation (EC) No 1099/2009 on the protection of animals at the time of killing)

Any parent who is worried about the quality of the food is welcome to raise concerns with the School and also sample our lunches. Please contact the school to speak with our Bursar, 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.

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. Medical and dietary information can be updated by each family via their SchoolBase accounts. They should inform the school at once if their son or daughter subsequently develops an intolerance of any food. The Bursar is happy to see any parent who has concerns about their son's or daughter's medical condition, and to devise a special menu, where practically possible.

Break

The School will provide one snack daily at a charge to the families. This has to be a healthy choice: fruit, Bread and pastries. Milk is available for children in Early Years to Year 2, whose parents have signed up to the milk delivery scheme.

Learning about food

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

FOOD HYGIENE

Statutory registration

The Granville School is registered with Sevenoaks District 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 compliant with EU and UK legislation at all times. The school's catering is carried out in-house by, our Catering Team who reports to the Bursar, who has ultimate responsibility for the catering function.

Management of food safety

The Chef manages food safety, with professional assistance from the local authority Environmental Health Department checks.

Staff training

- Require all staff who assist with food preparation to possess a basic food hygiene certificate
- 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 school provided uniforms and protective clothing, including hairnets or chef hats, 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.

- Check that all products containing any of the 14 regulated allergens, or traces thereof, are identified, controlled, stored correctly, and used only in accordance with allergen management procedures. The 14 allergens are: celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, peanuts, sesame, soybeans, sulphur dioxide/sulphites, and tree nuts.
- Monitor staff to ensure that food safety, allergen control, cross-contamination prevention, and management procedures are followed at all times without exception.
- Ensure compliance with the daily cleaning and disinfection schedule, paying particular attention to food preparation areas, equipment, utensils, and contact surfaces to prevent allergen cross-contamination.

- Verify that all allergen information is accurately recorded, updated, and communicated to staff and customers where required.
- Conduct regular checks to ensure allergen-containing ingredients are clearly labelled, segregated, and stored appropriately to minimise the risk of cross-contact.
- Report and address any non-compliance with food safety, allergen management, cleaning, or hygiene procedures immediately.

Pupils with Medical Conditions

- Liaise with the School Office and regularly access SchoolBase to obtain, review, and maintain up-to-date information regarding pupils with medical conditions, special dietary requirements, food allergies, intolerances, and other nutrition-related needs.
- Ensure that all relevant catering staff are informed of pupils' dietary and medical requirements and that appropriate controls are in place to prevent allergen exposure and cross-contamination.
- Verify that meals provided to pupils with medical conditions or special dietary requirements are prepared, served, and recorded in accordance with the school's policies and food safety procedures.
- Report any changes, concerns, incidents, or discrepancies relating to pupils' dietary or medical needs to the School Office immediately.
- Inspect, or ensure that an authorised member of staff inspects, all deliveries upon receipt to verify quality, quantity, condition, labelling, allergen information, use-by dates, and compliance with food safety requirements.
- Carry out and record temperature checks of chilled and frozen deliveries where appropriate, ensuring that products are received within the required temperature ranges before acceptance.
- Sign for and accept incoming supplies and stores only when they meet the organisation's food safety, quality, and allergen management standards.
- Reject and record any non-compliant items, including damaged, contaminated, incorrectly labelled, out-of-date, temperature-abused, or otherwise unsuitable products.
- Ensure that allergen-containing products are clearly identified and handled in accordance with allergen management procedures to minimise the risk of cross-contamination.
- Arrange for the safe unloading, transit, and prompt storage of food supplies, ensuring that chilled, frozen, and ambient goods are stored appropriately and stock rotation procedures (FIFO) are followed.
- Maintain accurate records of deliveries, temperature checks, rejected items, and corrective actions taken.

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.
- Clean all tables between each meal service.
- Monitor the dining room, counters, for dirty plates, cutlery etc, together with the 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 Site Manager.

Equipment Monitoring

- Check all kitchen equipment (or ensure that a member of staff inspects) keeping a record, on a daily basis in order to ensure that it is functioning properly.
- 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 sources.
- Check all that all supplies used are in date and undamaged.
- Check that stock is properly stored as soon as it arrives.

Equipment Failure

- Report all equipment failure to the Site 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.
- Manage a re-cycling regime for: paper, card, glass and tins.

Linked Policies:

Flu Pandemic Policy
Green Procurement Policy
Procurement Policy