



Policy Title:	<b>Whole School Food Policy</b>
Version:	2.0
Member of Staff Responsible:	Operations Manager
Approval Level:	Headteacher
Status:	Recommended
Date adopted by governing body:	February 2015
Cycle of Review:	Annually
Date for next review:	May 2027

<b>Change Record</b>		
Version	Date	Description
1.1	14 Apr 16	Food Policy Co-ordinator: deletion of School Business Manager. Insertion of Facilities & Premises Manager
	May 2017	No changes
1.2	Feb 2019	Various general amendments and updates
	Jan 2022	No changes
1.3	Jan 2023	Updates to role titles, current standards and associated web links. Reference to nutrition, portion sizes & Natasha's Law. Detail of 2 course meal deal. Reference to monitoring by external consultancy.
1.4	Dec 2024	Allergies recorded on Arbor (not paper) with names /photos in kitchen. Breakfast service provided based on demand. Kitchen safety manual moved to electronic hygiene and safety management system.
2.0	May 2026	Policy rewrite to provide more detail

**“Settle College promotes the safeguarding and welfare of children in its care; all policies support the “Child Protection Policy”**

## Contents

Purpose and Rationale .....	3
Aims of the Policy.....	3
Statutory Framework and Legal Compliance .....	3
Roles and Responsibilities .....	4
Food Education and Curriculum.....	4
Leading by Example .....	4
In-House Catering Approach.....	5
Food and Drink Provision Throughout the School Day .....	5
Breakfast and Morning Break .....	5
Lunch Provision.....	5
Snacks.....	6
Drinks and Hydration .....	6
Sixth Form Food and Drink .....	6
Packed Lunches .....	6
Free School Meals .....	6
Special Dietary Requirements and Allergens .....	6
Managing allergies and intolerances.....	6
Managing allergic reactions and intolerances.....	7
Pupils with additional support needs .....	7
Monitoring, Evaluation and Review .....	7



## **WHOLE SCHOOL FOOD POLICY**

### **Purpose and Rationale**

Settle College recognises the important role food plays in supporting students' health, wellbeing, concentration, behaviour, and readiness to learn. This Whole School Food Policy sets out the College's approach to food, drink and nutrition, ensuring that provision is safe, inclusive, nutritious and affordable, and that students are supported to develop healthy, informed and lifelong eating habits.

The policy reflects a whole-school approach, recognising that food provision, curriculum learning, staff role-modelling and student voice all contribute to positive outcomes. As a school with in-house catering, the College is able to respond flexibly and innovatively to student needs while maintaining full statutory compliance.

### **Aims of the Policy**

The aims of the Whole School Food Policy are to:

- Support students' physical health, emotional wellbeing and learning capacity
- Enable students to make informed, balanced food choices through education and experience
- Ensure all food provided meets statutory nutritional and food safety standards
- Provide inclusive provision that meets medical, cultural, religious and ethical dietary needs
- Promote positive attitudes towards food, eating and mealtimes
- Ensure in-house catering responds to student voice, demand and changing needs

### **Statutory Framework and Legal Compliance**

This policy is informed by and complies with the following legislation and statutory guidance:

Food and Nutrition:

- School Food Standards (Department for Education)
- Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2007
- School Food Standards Practical Guide

Food Safety and Hygiene:

- Food Safety Act 1990
- Food Safety and Hygiene (England) Regulations 2013
- Hazard Analysis and Critical Control Point (HACCP) principles
- Environmental Health inspection and regulation

Allergen Management

- Food Information Regulations 2014
- Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)



## **Roles and Responsibilities**

### Governing Body

- Approves the Whole School Food Policy
- Receives reports on compliance, uptake and safeguarding issues relating to food

### Headteacher

- Has overall accountability for implementation of the policy

### Operations Manager

- Provides strategic oversight of food provision and compliance
- Ensures systems and reviews are in place

### Catering Manager

- Manages day-to-day food provision
- Ensures menus meet School Food Standards
- Oversees allergen controls, food safety and staff training
- Liaises with external consultants and regulatory bodies

### All Staff

- Support and model positive attitudes towards food and eating
- Be aware of allergen and safeguarding responsibilities

### Parents

- Inform the school of any allergies, medical dietary needs, food intolerances and religious or cultural dietary requirements (on enrolment, or when a need arises)
- Ensure students' ParentPay accounts are topped up for use

## **Food Education and Curriculum**

Food and nutrition education is delivered across the curriculum, including:

- Science
- PSHCE
- Design and Technology (Cooking and Nutrition)

Teaching is age-appropriate and supports students to understand:

- Balanced diets using the Eatwell Guide
- The relationship between diet, health and wellbeing
- Practical food skills and food safety awareness

More information is provided on the school website.

## **Leading by Example**

All staff and visitors are expected to support this policy by:

- Modelling healthy, respectful behaviour around food and drink
- Supporting positive dining environments
- Promoting inclusion and awareness of dietary needs

Staff are encouraged to eat with students where appropriate. Lunchtime supervisory staff are credited with a free school meal when on duty.



## **In-House Catering Approach**

Settle College operates an in-house catering service, enabling:

- Direct control over menu design, portioning and pricing
- Rapid response to student feedback and demand
- Greater flexibility to adapt provision seasonally and culturally
- Strong oversight of food safety and allergen management

Menus are reviewed regularly and informed by student voice, uptake data and waste analysis.

### Food Safety and Hygiene

All food is prepared and stored in accordance with food safety legislation. The College operates a hygiene and food safety management system aligned to HACCP principles, and is subject to inspection by the local Environmental Health department.

All catering staff receive appropriate training and supervision.

## **Food and Drink Provision Throughout the School Day**

We follow the [School Food Standards](#), except in relation to food provided in the following circumstances, to which the standards don't apply:

- At parties or celebrations to mark religious or cultural occasions
- At fundraising events
- As rewards for achievement, good behaviour or effort
- When teaching food preparation and cookery skills

We provide balanced and nutritious meals, snacks and drinks, from the school dining room at timetabled mealtimes and breaktimes published on our website. Students are encouraged to eat balanced meals containing a wide variety of foods as reflected in the school food standards. Our menus are:

- Planned on a termly basis to make sure all meals, snacks and drinks are balanced, varied and nutritious, and include different foods, including global cuisines and seasonal produce
- Planned to include substitutions and replacement ingredients for pupils with special dietary requirements
- Shared on the school website

We support students with allergies by providing advice on which foods they can safely eat and providing alternatives where required.

### Breakfast and Morning Break

We ask that parents support school by ensuring their child has a healthy breakfast before arriving at school. If this is not possible, breakfast provision is available based on student demand. Morning break food options are available and promote balanced energy intake. Current menus are published on the school website.

### Lunch Provision

Lunch menus operate on a three-week cycle and include:

- At least one hot meat option
- At least one vegetarian option
- A promoted two-course hot meal deal offering best nutritional balance and value
- Alternative sandwich or grab-and-go options

Menus are published on the school website and reviewed termly.



## Snacks

We recognise the importance of snacks within a balanced diet when appropriately chosen. Healthy snacks, including fruit and carbohydrate-based items, are available.

## Drinks and Hydration

Free, fresh drinking water is available throughout the school day at the water coolers provided across school. Milk-based and fruit-flavoured water drinks are available for purchase in the Dining Room.

## Sixth Form Food and Drink

Our policy aims to give sixth form students greater independence, while encouraging healthy food choices and maintaining safety and hygiene. We allow students to use the designated kitchen area located in the Sixth Form Centre for the preparation of light snacks and drinks only. Students are responsible for the cleanliness and tidiness of this area at all times. Students must only use the microwave, kettle and refrigerator provided, cleaning up after themselves, and disposing of waste in the correct bin. Students must not cook food that produces strong odours or is likely to cause fire hazards.

## Packed Lunches

Students may bring packed lunches from home and may sit with their friends in the school dining room. The College encourages families to provide packed lunches that reflect the principles of healthy eating and the School Food Standards.

<https://www.nhs.uk/healthier-families/recipes/healthier-lunchboxes/>

Energy drinks are not permitted on site.

## Free School Meals

Parents are encouraged to apply for free school meals where eligible, via North Yorkshire Council. Funds are allocated such that FSM students use the same cashless catering facilities as paying students without being singled out.

For educational visits, students entitled to Free School Meals are provided with a school-prepared packed lunch when required, which meets School Food Standards and dietary requirements.

## Special Dietary Requirements and Allergens

The College is committed to inclusive provision and makes every reasonable effort to meet:

- Medical dietary requirements (including allergies and intolerances)
- Religious or cultural dietary needs
- Ethical dietary choices
- Additional needs

Parents must inform the school of any allergies, medical dietary needs, food intolerances and religious or cultural dietary requirements on enrolment, or when a need arises. This information is recorded on the school's management information system (Arbor) and used as the primary source of information. Photo-based allergen lists are displayed in the kitchen. Allergen controls are managed in line with Natasha's Law.

## Managing allergies and intolerances

We plan menus to include food substitutions, where necessary, for pupils with allergies or intolerances. We make sure that our food is safe for pupils with an allergy or intolerance by:

- Keeping allergen matrices at the servery for meals served, to answer queries
- Checking any product changes with our food suppliers



- Ensuring our staff read labels and product information before using a product
- Liaising with, and providing allergen information to parents where required

Through ongoing discussions with parents/carers, we support each pupil to manage their allergy or intolerance.

### Managing allergic reactions and intolerances

If a staff member suspects a food intolerance, or is the first to identify an allergic reaction in a pupil, they will:

- Administer the pupil's prescribed medication immediately in line with our First Aid policy, or call for urgent First Aid
- Contact emergency services immediately after administering the medication
- Monitor the pupil and administer a second dose of medication, if required
- Safely move the pupil to a location away from the allergen and stay with them

If a staff member suspects that a pupil has reacted to a food for the first time, they will:

- Call for first aid, who will contact the pupil's parents/carers
- Safely move the pupil away from the allergen and stay with them
- Comfort and reassure the pupil to keep them calm

### Pupils with additional support needs

For pupils with physical, developmental, or sensory issues affecting their eating, we work with parents/carers and health professionals to:

- Adapt food preparation methods
- Offer one-to-one support if needed
- Adjust the eating environment (e.g. limiting noise)

For medically required special diets not covered in this policy, we need written confirmation from a health professional to make sure we meet the pupil's specific nutritional needs.

### Monitoring, Evaluation and Review

The implementation and effectiveness of this policy are monitored through:

- Annual policy review
- Termly menu checks
- Student feedback and uptake analysis
- Environmental Health inspections

The Governing Body receives appropriate updates as part of its oversight responsibilities.

**This policy applies to all students, staff, visitors and contractors while on the school premises or during school activities.**