

Name School Catering & Food Safety Policy

Policy owner: Headteacher / School Business Manager / Catering Manager *To name and identify*

Applies to: All staff involved in the ordering, receipt, storage, preparation, cooking, service and supervision of food on school premises

Review frequency: Annually, or sooner following changes in legislation, catering arrangements, menu provision, premises, staffing, supplier arrangements, or a food safety incident

1. Policy Statement

The school is committed to providing safe, hygienic, nutritious and suitable food for pupils, staff, visitors and other users of the school catering service. Food will be purchased, stored, prepared, cooked, served and disposed of in a way that protects health, prevents contamination, supports pupils with allergies or medical dietary needs, and complies with relevant food safety and school food requirements.

2. Aims

- To ensure food provided by the school is safe to eat and prepared in hygienic conditions.
- To manage food safety risks through documented procedures based on Hazard Analysis and Critical Control Point principles.
- To prevent food contamination, food poisoning, allergic reactions and other food-related incidents.
- To ensure staff understand their food safety, hygiene and allergen responsibilities.
- To maintain clear records that demonstrate effective monitoring, checks and corrective action.
- To support pupils with allergies, intolerances and medically required diets in a safe and inclusive way.

3. Scope

This policy applies to all food and drink provided, handled or served by the school, including school meals, breakfast clubs, after-school provision, snacks, food technology activities, special events, packed lunches where supervised by the school, food brought in for celebrations, and any externally supplied catering used on school premises.

4. Legal and Guidance Framework

The school will have regard to applicable food safety, food hygiene, allergen and school food requirements, including:

- The Food Safety Act 1990
- The Food and Safety Hygiene (England) Regulations 2016
- Food Information Regulations 2014
- Natasha's Law and Benedict's Law (allergen information requirements, school food standards, and statutory duties to support pupils with medical conditions, including allergies)

4.1 Registering the Food Business

Last Review Date: August 2026

Document Owner: Health & Safety Team

All schools that prepare food for consumption or serve hot/cold foods prepared off site, must register with [Shropshire Council Environmental Health](#)

5. Roles and Responsibilities

5.1 Governing Body

The governing body are responsible for ensuring that appropriate arrangements are in place for food safety governance, statutory compliance, monitoring and review.

5.2 Headteacher

The Headteacher has overall responsibility for ensuring that this policy is implemented across the school and that catering arrangements are suitably resourced, monitored and reviewed.

5.3 Catering Manager / Kitchen Supervisor

The Catering Manager or Kitchen Supervisor is responsible for day-to-day food safety management, including implementing food safety procedures, supervising catering staff, maintaining records, checking temperatures, managing allergens, reporting defects and taking corrective action where standards are not met.

5.4 Catering Staff

Catering staff must follow safe working procedures, maintain high standards of personal hygiene, complete required checks, report concerns immediately, and only undertake food handling duties for which they are competent and trained.

5.5 All School Staff

All staff have a responsibility to follow school procedures relating to food, allergies, hygiene, supervision and incident reporting. Staff must not provide food to pupils where this may conflict with known allergy, medical or dietary arrangements.

6. Food Safety Management System

The school will maintain a documented food safety management system appropriate to the scale and nature of catering activities. This will include hazard identification, control measures, monitoring arrangements, corrective actions and records for key food safety controls.

The below links provide resources for food safety management systems, MyHACCP will assist larger or more complex food business operators. The SFBB provides the minimum requirements for a food business operator:

[MyHACCP Home Page - MyHACCP](#)

[Safer food, better business \(SFBB\) - GOV.UK](#)

[Model documents: Hazard Analysis and Critical Control Point \(HACCP\)](#) (Food Standards Agency)

Where the school does not have the internal competence to set up and manage an appropriate food safety management system, they must obtain competent food safety advice or support from a suitable consultancy or competent provider. *Competent advice is provided by: _____*

You can contact your local food safety team (food@shropshire.gov.uk) who can assess the size and nature of your business and advise you on the type of system you need.

7. Food Hygiene Controls

- Food will only be purchased from approved and reputable suppliers.
- Deliveries will be checked for condition, date coding, packaging integrity, contamination, allergens and temperature where relevant.
- Chilled, frozen and dry goods will be stored promptly and appropriately.
- Raw and ready-to-eat foods will be stored, prepared and handled separately to prevent cross-contamination.
- Food preparation areas, equipment and utensils will be cleaned and disinfected according to the cleaning schedule.
- Food will be cooked, reheated, cooled, held and served at safe temperatures.
- Food waste will be removed hygienically and stored securely pending disposal.

8. Temperature Control

Temperature controls will be monitored and recorded for fridges, freezers, deliveries, cooking, reheating and hot holding as appropriate. Any temperature outside the required safe range must be reported immediately, investigated and managed through corrective action, which may include rejecting deliveries, removing food from service, repairing equipment or disposing of unsafe food.

9. Personal Hygiene and Illness Reporting

- Food handlers must maintain high standards of personal cleanliness and wear suitable clean protective clothing.
- Hands must be washed thoroughly before handling food, after using the toilet, after handling waste, after touching raw food, and whenever contamination may have occurred.
- Cuts and wounds must be covered with a suitable waterproof dressing.
- Staff must report vomiting, diarrhoea, skin infections or any illness that may present a food safety risk before undertaking food handling duties. People who work with or around open food while suffering from certain infections (mainly from bacteria and viruses) can contaminate food or surfaces. The infection can then spread to other people via the food. Diarrhoea and vomiting are the main symptoms of illness that can be passed on through food.
- Staff who may pose a food safety risk must be excluded from food handling until it is safe for them to return, following a period of 48 hours of having no symptoms.

10. Allergen and Special Diet Management

All staff whose duties involve the production, handling or serving of food must be familiar with the school 'Allergy Policy' and have completed the 'Allergy Training' including agency or temporary staff.

All food businesses (including school caterers) must follow the Food Information Regulations 2014 which states that allergen information relating to the 'Top 14' allergens must be available for all food products.

The school will take reasonable and proportionate steps to identify and manage allergen risks. Allergen information will be obtained from suppliers, checked when menus or ingredients change, and made available to those who need it. Pupils with allergies, intolerances or medically required diets will be supported through clear communication between parents or carers, the school, catering staff and relevant pastoral or medical staff.

- Menus, recipes and ingredient information must be checked before meals are prepared and served.
- Substitutions must not be made unless allergen information has been checked and recorded.
- Pre-packed for direct sale food must be labelled with the name of the food and a full ingredients list with allergens emphasised where required.

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- Staff must take care to avoid cross-contact between allergen-containing foods and allergen-free or special diet meals.
- Kitchen staff must be able to easily identify those with specific dietary requirements, with special diet meals being served only to the intended pupil. This is supported with a photograph of the child alongside details of their allergy in the kitchen or serving area. Identification of children with special dietary requirements can also be supported with coloured wrist bands.
- Any uncertainty about a food item, ingredient or pupil requirement must result in the food not being served until confirmed as safe.

The school menu is available for parents to view in weekly/fortnightly/monthly advance with all ingredients listed and allergens highlighted on the school website.

11. Cleaning, Disinfection and Pest Control

The kitchen, dining areas, food storage areas and equipment will be kept clean, hygienic and well maintained. A cleaning schedule will identify what must be cleaned, how often, what products must be used, who is responsible and how completion is recorded. Pest activity or evidence of infestation must be reported immediately and managed through the school's pest control arrangements.

12. Premises, Equipment and Maintenance

Food premises, fixtures, fittings and equipment will be suitable for catering use, kept in good repair and maintained so that they can be cleaned effectively and used safely. Defects affecting food safety, such as damaged surfaces, faulty refrigeration, inadequate hot water, blocked drains or broken temperature probes, must be reported and addressed promptly.

Facilities must generally include the following:

- Sanitary conveniences, situated away from food areas and, preferably, for use by food handlers only.
- A constant and wholesome water supply.
- Suitable wash-hand basins with soap, nail brushes, towels and hot and cold water.
- A sufficient number of suitable sinks designated for equipment or food washing only.
- Adequate lighting and ventilation.
- Suitably designated and sited refuse areas.
- Adequate trapped drainage systems.
- First Aid boxes equipped with blue (waterproof) plasters.

13. Training and Competence

All food handlers will receive food hygiene training appropriate to their role and level of responsibility, with the minimum requirement being a Level 2 Food Hygiene Certificate. Senior catering staff/managers who are responsible for the Food Safety Management Systems, must have a minimum requirement of Level 3 Food Hygiene Certificate.

For staff involved in menu planning, food preparation, food service, supervision or emergency response will receive relevant information and training on allergens, special diets, cross-contamination prevention and incident reporting. Training records will be maintained.

14. External Caterers, Contractors and Events

Where external caterers, contractors or event providers supply food on school premises, the school will ensure that suitable food safety arrangements are confirmed in advance. This may include evidence of food business

registration, food hygiene rating, allergen arrangements, insurance, risk assessments, method statements and named responsible persons.

15. Food Brought into School

The school will provide guidance to parents, carers, pupils and staff on food brought into school, including packed lunches, birthday treats, fundraising events and curriculum activities. Restrictions may be introduced where required to manage allergy risks or protect the health and safety of pupils (See Allergy Policy).

16. Monitoring, Records and Audit

Food safety records will be maintained as evidence that controls are operating effectively. Records may include delivery checks, fridge and freezer temperatures, cooking and hot holding temperatures, cleaning schedules, allergen checks, staff training, pest control visits, maintenance reports, incident records and corrective action logs. The Catering Manager or nominated person will review records regularly and escalate concerns where required.

It is strongly recommended that the school puts in place a formal Food Safety Audit system.

17. Incidents, Complaints and Corrective Action

Any food safety concern, suspected food poisoning, allergen incident, contamination incident, equipment failure, pest issue or complaint must be reported immediately to the Catering Manager and Headteacher or nominated senior leader. The school will take prompt action to protect pupils and staff, preserve relevant evidence, record the incident, notify relevant parties where required, including the council health and safety team via ERP and review procedures to prevent recurrence.

18. Review

This policy will be reviewed annually and whenever there are significant changes to catering arrangements, menus, premises, legislation, guidance, staffing, suppliers, pupil medical needs or following a food safety incident. The review will consider audit findings, training needs, incidents, complaints, inspection outcomes and feedback from pupils, parents, carers and staff.

19. Other Useful Links

DfE Guidance '[School food standards practical guide](#)' (Updated 9 July 2026) Provides ideas about what schools can do to transform their school food, including what children eat in school and how they learn about food. It also provides examples of what other schools are doing to encourage children to eat well and provides the details of many excellent organisations who are there to support schools.

The [School Food Plan provides](#) examples for a range of recipes and menus that meet the food-based standards and nutrient framework.

[School food: guidance for governors - GOV.UK](#)

The Department for Education (DfE), along with the National Governance Association, launched a free [online training course](#) on school food for governors. This is a targeted online training programme, designed to provide governors with the skills and expertise to understand their responsibilities concerning school food, and to develop and champion their own whole school approach to food.

[Home | FSA Food Allergy Training](#) Food Standards Agency - Free Food Allergy and Intolerance Training. This training will compliment and re-enforce the training under Benedicts Law (School Allergy Training) for all catering staff.

[Food allergen information poster for schools](#)

[Allergy adventures poster- print friendly](#)