

**Cloughwood**  
Academy

# Academy Food & Allergens Policy

Version and Date		Author	Committee Responsible	Review Frequency	Approval	Next Review Due
1.0	19.07.2023	Mrs R Whyles	LGB	Annually	Approved by LGB 27.09.2023	27.09.2024

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## Rationale

To provide an environment that promotes healthy eating and provides healthy, tasty and nutritious food and drink, enabling students to make informed choices about the food they eat.

This policy exists to provide a framework for supporting our stated aim of “ensuring the happiness of every individual in our community” by providing opportunities for growth and excellence through the education of the whole person, to promote a climate which enables all students to flourish, regardless of ability or special needs, and supports our desired outcome of developing “strong character” including aspects of “stickability”, self-regulation and empathy.

The nutritional principles of this policy are based on the findings of the National Diet and Nutrition Survey of 4- to 18-year-olds; the 1991 Dietary Reference Values for Food Energy and Nutrients for the UK; and the Balance of Good Health (BOGH) (Appendix 1).

## Character Development: Commitment to Equality and Diversity

This Academy is founded on a set of fundamental values designed to enable all students and adults connected with our community to flourish and succeed, regardless of background or circumstance. We are determined to be open to people, places, methods and ideas – and as such, equality and diversity are at the heart of everything we do. Our continued dedication to social justice and equality of opportunity is embedded in everything we do.

We are creating and **inclusive** Academy community where:

- People are treated with dignity and respect.
- Inequalities are challenged.
- We anticipate, and respond positively to, different needs and circumstances so that everyone can achieve their potential.
- We value diversity and we recognise that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings strength.
- We believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; caring or dependency responsibilities; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, caste, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; trade union membership status or other distinctions, represents a waste of talent and a denial of opportunity for self-fulfilment
- We recognise that patterns of underachievement at any level and difference in outcomes can be challenged through positive intervention activities designed to bridge gaps.

- We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.
- We expect commitment and involvement from all staff, students, partners and providers of goods and services in working towards the achievement of our vision.

## Food Policy

The Academy food policy and health eating strategy is coordinated by **Rebecca Whyles, Academy Business Manager**

### Purpose

- To enable students to make healthy food choices through the provision of information and development of appropriate skills and attitudes.
- To provide healthy food choices throughout the Academy day.
- To review the formal curriculum to ensure information relating to food and nutrition in different lesson areas is consistent and up to date.
- To ensure the provision of drinks provided by the Academy catering contractor meet the relevant standards.
- To encourage students to eat more fresh fruit and vegetables by improving the quality of food provision supplied to the Academy by Brakes.
- To ensure that all teachers with responsibility for the formal food curriculum have basic food hygiene training.
- To ensure that all catering staff are equipped with appropriate skills and knowledge to successfully implement the Government's National Criteria.
- To ensure that all staff who work with food in Academy have the appropriate level of food hygiene training.

### Guidelines

The Academy is committed to ensuring that the provision of lunches and other food and drink provided meets the Academy food standards (Standards for Academy food in England – Gov.UK ([www.gov.uk](http://www.gov.uk))).

It is understood that there is no requirement that lunches must be hot meals, however hot lunches will be provided wherever possible to ensure that all students are able, if they wish, to eat at least one hot meal every day.

Water is available, freely accessible and free of charge always on the Academy premises.

An Academy lunch is provided for students where a meal is requested and either the student is eligible for free Academy meals, or it would not be unreasonable for lunches to be provided.

Facilities are provided free of charge for all students to eat the food they bring to Academy and who are not taking Academy meals. These facilities include accommodation, furniture and supervision so that students can eat food they have brought from home in a safe and social environment.

Food and nutrition are taught at an appropriate level throughout each key stage in Design and Technology, Science and PSHE. The Eatwell guide is used throughout the Academy (see appendix 1) as a model of understanding a balanced diet.

Special dietary requirements – the Academy will endeavour wherever possible to accommodate students' specialist dietary requirements including allergies, intolerances, religious or cultural practices.

The Academy expects staff to contribute to and support this food policy across the Academy day. Staff and visitors will be expected to model good practice behaviour around food and drink and in line with the policy, when in the company of students.

Staff are encouraged to eat a Academy lunch and sit with students in the dining hall.

Continual Professional Development (CPD) all food technologies teachers have CPD to ensure that they attain a recognised level 2 award in Food Safety. Please note that for some social or fundraising activities organised by the Academy exceptions may be made to the general guidance noted above.

### Exemptions to the Academy Food Regulations

The Academy food regulations do not apply to food provided:

1. at parties or celebrations to mark religious or cultural occasions
2. at fundraising events
3. as rewards for achievements, good behaviour or effort
4. for use in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a Academy lunch.

5. on an occasional basis by parents or pupils

## Allergens Policy

Food allergies involve the body's immune system. The body reacts to certain allergens in food by producing antibodies, which can cause immediate and severe symptoms such as swollen lips or eyes, vomiting, skin hives, difficulty breathing and a severe fall in blood pressure: this can lead to collapse, unconsciousness and anaphylactic shock.

### **Food allergies can kill.**

Any food can cause an allergic reaction; however, some foods have been known to commonly cause allergic reactions. Some of the foods that may cause severe allergic reaction, even in tiny traces are listed below. EU Legislation requires pre-packed foods containing these ingredients to be listed on the label and for this information to be made available to our guests on request.

- Celery (including celeriac).
- Cereals containing Gluten (wheat, rye, barley, oats, spelt and kamut or their hybridised strains).
- Crustaceans, such as crabs, lobsters and prawns.
- Eggs.
- Fish.
- Lupin.
- Milk.
- Molluscs.
- Mustard.
- Nuts (namely almonds, hazelnuts, walnuts, brazil nuts, cashew nuts, pecans, pistachio nuts, macadamia nuts and Queensland nuts).
- Peanuts (also called groundnuts or monkey nuts).
- Sesame (including oils).
- Soybeans (sometimes called soya).
- Sulphur dioxide and sulphates at levels above 10 mg/kg or 10 mg/litre.

### What can go wrong?

- Allergen contamination of foods.
- Incorrect or insufficient labelling of food products.

- Allergic reaction or anaphylactic shock to guest or Team Member.
- Food intolerance to wheat, dairy products, eggs etc.
- Incorrect information given to the guest by a Team Member.

Care must always be taken during the preparation and cooking of our foods. We cannot guarantee that any of our dishes are completely free from allergens, particularly for guests who are very sensitive to peanuts and nuts if these products are used in the kitchen.

### Our Safe Methods

Ensure packaging is intact when delivered. If ingredients information is missing, inaccurate or hard to read, or the packaging is torn or unsealed, do not use the product.

Ensure all staff know where this information and packaging is kept and updated. All Team Members must be aware of the Allergen Guide for the current menu.

To ensure that contamination between these foods is avoided, store products such as nuts, peanuts, flour and milk separately, in closed containers ideally below other items.

Do not let nuts, fish, flour seeds and shellfish touch food that should not have those ingredients within the dish. Don't forget about nut and seed oils, salad dressings and seafood sauces which may contain allergens.

Think before cooking with oils that have been used to cook other foods.

Clean your hands, work surfaces, knives and utensils thoroughly after handling these foods using hot soapy water. Use paper towels rather than cloths as the dangerous protein can stick to cloths.

Always follow the cookbook and recipes, no in house recipes are permitted.

Ensure suppliers provide accurate information on which foods could contain allergens.

Display notices advising guests that some products could contain allergens and that advice is available (or include this advice in menus).

Ensure Team Members are trained in allergen awareness, where to obtain allergen information and the allergen service cycle for both food and bar service. Refer to the Allergic Reactions section.

### **If a guest has an allergy/intolerance:**

Provide them with a copy of the current allergy guide, never guess.

Only use allergy guides which have been produced by the Academy and that are the current version (all guides are numbered, when alterations are made this will be communicated)

Check deliveries – make sure that you receive what you have ordered and it is the same brand that is normally used – substituted items often have different ingredients that could cause a problem.



If food is decanted from its original packaging, always keep a copy of the labelling information either on file, or on a sticky label.

If a guest has an allergen which is NOT on the allergen data sheets the team member should inform the Duty Manager.

The Duty Manager should check the ingredients in dishes and relay this information to the guest so they may make an informed decision. Once this has been made the Duty Manager should communicate this to the kitchen and ensure the instructions are followed.

Where home-made cakes are donated to charity events (coffee mornings etc) display a notice saying, 'As these cakes have been donated for this charity event, we at Cloughwood Academy are unable to provide allergen information for them'.

Where a guest has specific dietary requirements, products such as gravy granules, milk etc may be brought into the business for preparation if they are sealed in the manufacturers, packaging.

### Due Diligence

- Ensure allergen information is updated.
- Display the allergen service cycle and allergen poster where the team can refer to them.
- Make regular checks and record any incidents.
- Follow up any incidents or alleged incidents by completing an IRF on the tablet highlighting allergic reaction.
- If no computer is available a paper copy will be.
- Train all team m Anaphylaxis is an extreme and severe allergic reaction. The whole body is affected, often within minutes of exposure to the allergen but sometimes after hours. Common causes include foods such as peanuts, tree nuts (e.g. almonds, walnuts, cashews, brazils), sesame, fish, shellfish, dairy products and eggs. Scrombotoxin can also be a cause of this – see Fish (High Risk).

### Allergic Reactions

Possible symptoms may include:

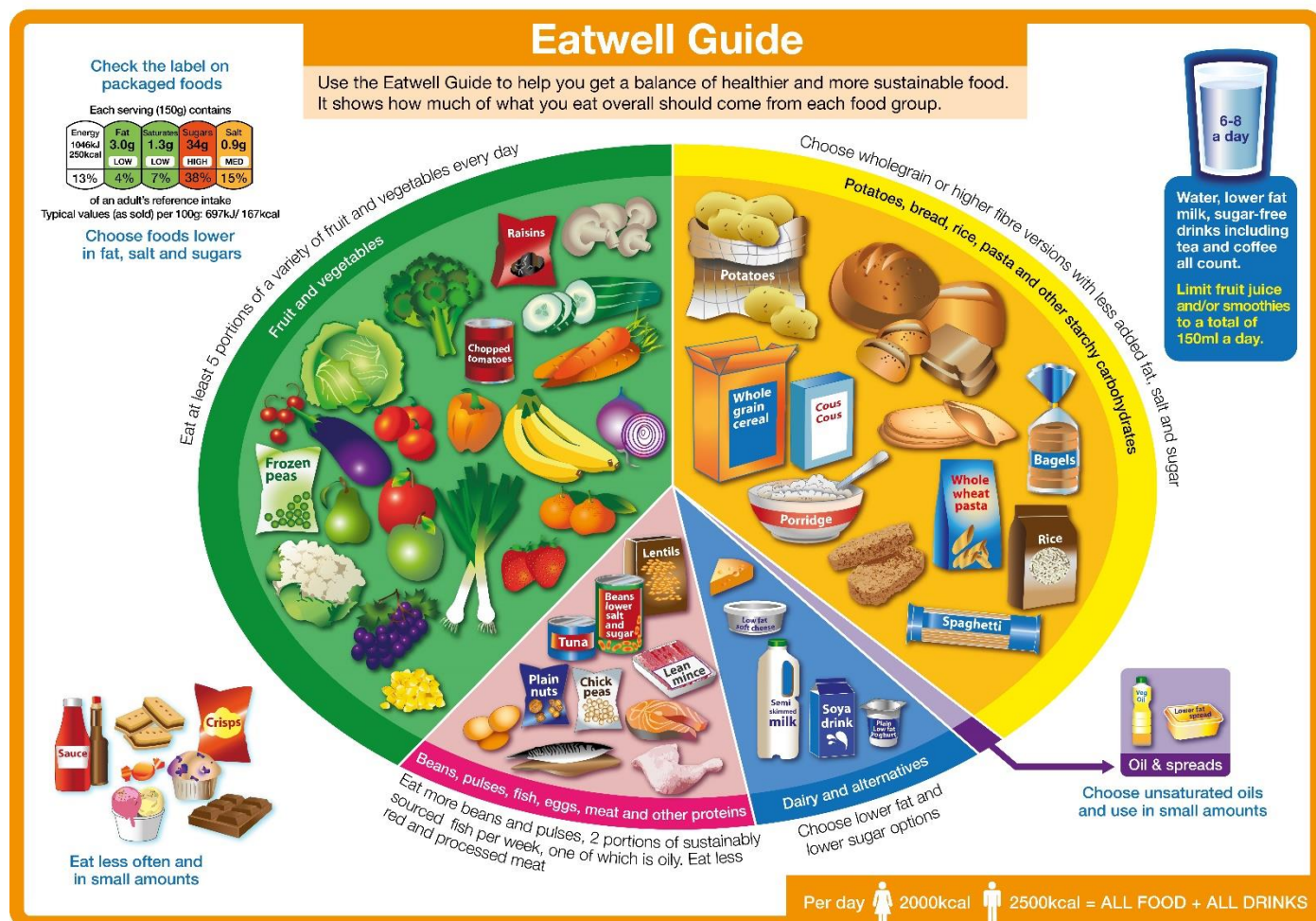
- Generalised flushing of the skin.
- Nettle rash (hives) anywhere on the body.
- Difficulty in swallowing or speaking.
- Alterations in heart rate.
- Severe asthma.
- Abdominal pain, nausea and vomiting.

- Sudden feeling of weakness (drop in blood pressure), collapse and unconsciousness.

If you think someone is having an allergic reaction:

- Contact the First Aider in the business (if applicable).
- **Call 999 and ask for an ambulance straight away. Explain the guest could have anaphylaxis (ANNA-FILL-AXIS).**
- Don't move the person because this could make their symptoms worse.
- Ask the guest (or friends and family who they are with) if they have adrenalin on them (they may have an epi-pen with them). This could save their life.
- Send someone outside to wait for the ambulance.
- Stay with the person until help arrives.
- Ensure all Team Members are aware of this policy by delivering Training. Keep a record of all training.
- Be aware, and ensure your team are aware of any brand specific allergen Information.

## Appendix 1 – Eat Well Guide



Source: Public Health England in association with the Welsh Government, Food Standards Scotland and the Food Standards Agency in Northern Ireland

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## Appendix 2 – National Guidance

Students have the confidence, skills and understanding to make healthy food choices. Healthy and nutritious food and drink is available across the Academy day.

A healthy Academy:

- Has identified a member of the SLT to oversee all aspects of food in Academy.
- Ensures provision of training in practical food education, including diet, nutrition, food safety and hygiene for staff.
- Has a whole Academy food policy – developed through wide consultation, implemented, monitored and evaluated for impact.
- Involves students and parents in guiding food policy and practice within the Academy and enables them to contribute to healthy eating and acts on their feedback.
- Has a welcoming eating environment that encourages the positive social interaction of students.
- Ensures that students have opportunities to learn about different types of food in the context of a balanced diet and how to plan, budget, prepare and cook meals. Understanding the need to avoid the consumption of foods high in salt, sugar and fat and increase the consumption of fruit and vegetables.
- Has easy access to free, clean and palatable drinking water.
- Consults students about food choices throughout the Academy day using the Academy Leadership Council.

## Appendix 3 – The Academy Food Standards Poster

### The Academy Food Standards Poster



# The School Food Standards

*Eating in school should be a pleasurable experience: time spent sharing good food with peers and teachers.*

*These school food standards are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. It is just as important to eat food that looks good and tastes delicious; to talk to children about what is on offer and encourage dishes; to reduce queuing; and to serve the food in a pleasant environment where they can eat with their friends.*

*As a general principle, it is important to provide a wide range of foods across the week. Variety is key – whether it is different fruits, vegetables, grains, pulses or types of meat and fish. Children love to hear the stories behind their food. Use fresh, sustainable and locally-sourced ingredients (best of all, from the school vegetable garden), and talk to them about what they are eating. Go to [www.schoolfoodplan.com/news](https://www.schoolfoodplan.com/news) to find examples of what other schools are doing to encourage children to eat well.*

*Remember to use Government Buying Standards for Food and Catering Services alongside these standards to help reduce salt, saturated fat and sugar in children's diets.*

\* This Standard applies across the whole school day, including breakfasts, morning breaks, tuck shops, and after school clubs

 <h3>Fruit and vegetables</h3> <p>One or more portions of vegetables or salad as an accompaniment every day</p> <p>One or more portions of fruit every day</p> <p>A dessert containing at least 50% fruit two or more times each week</p> <p>At least three different fruits and three different vegetables each week</p>	 <h3>Milk and dairy</h3> <p>A portion of food from this group every day</p> <p>Lower fat milk must be available for drinking at least once a day during school hours</p>	 <h3>Starchy food</h3> <p>One or more wholegrain varieties of starchy food each week</p> <p>One or more portions of food from this group every day</p> <p>Three or more different starchy foods each week</p> <p>Starchy food cooked in fat or oil no more than two days each week*</p> <p>Bread - with no added fat or oil - must be available every day</p>
 <h3>Foods high in fat, sugar and salt</h3> <p>No more than two portions of food that has been deep-fried, batter-coated, or breadcrumb-coated, each week*</p> <p>No more than two portions of food which include pastry each week*</p> <p>No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat*</p> <p>Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food</p> <p>No confectionery, chocolate or chocolate-coated products*</p> <p>Desserts, cakes and biscuits are allowed at lunchtime. They must not contain any confectionery</p> <p>Salt must not be available to add to food after it has been cooked**</p> <p>Any condiments must be limited to sachets or portions of no more than 10g or one teaspoonful*</p>	 <h3>Meat, fish, eggs, beans and other non-dairy sources of protein</h3> <p>A portion of food from this group every day</p> <p>A portion of meat or poultry on three or more days each week</p> <p>Oily fish once or more every three weeks</p> <p>For vegetarians, a portion of non-dairy protein on three or more days each week</p> <p>A meat or poultry product (manufactured or homemade, and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools*</p>	 <h3>Healthier drinks*</h3> <p>Free, fresh drinking water at all times</p> <p>The only drinks permitted are:</p> <ul style="list-style-type: none"><li>• Plain water (still or carbonated)</li><li>• Lower fat milk or lactose reduced milk</li><li>• Fruit or vegetable juice (max 150 ml)</li><li>• Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks</li><li>• Combinations of fruit or vegetable juice with plain water (still or carbonated, with no added sugars or honey)</li><li>• Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk, all with less than 5% added sugars or honey</li><li>• Tea, coffee, hot chocolate</li></ul> <p>Combination drinks are limited to a portion size of 330ml. They may contain added vitamins or minerals, and no more than 150mls fruit or vegetable juice. Fruit or vegetable juice combination drinks must be at least 45% fruit or vegetable juice</p>
<h3>Food provided outside lunch</h3> <ul style="list-style-type: none"><li>• Fruit and/or vegetables available in all school food outlets</li><li>• No savoury crackers and breadsticks</li><li>• No cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 50% fruit)</li></ul>		



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