



ODBST Food Policy

ODBST Level 1 Statutory Policy:	ALL Schools require this policy with no changes allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, except where a school contact is required as identified in the content of the policy. LGBs will note adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	Allergy Policy Supporting Children with Medical Needs Policy Sustainability Policy
Committee responsible:	FRAPP
Approved by:	FRAPP
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1. Aims

- This policy has been developed in partnership with staff and aims to ensure that our school provides an environment that encourages healthy food and eating, and helps our pupils make healthy food choices
- Food allergies and dietary needs are managed effectively
- Younger children are kept healthy and safe by meeting the Early Years Foundation Stage (EYFS) statutory framework standards around food and nutrition
- Food safety and hygiene practices are followed, including proper food preparation to prevent choking
- All staff and parents/carers are aware of their role in making sure that our pupils consume healthy, nutritious and safe food and drink

2. Legislation and guidance

This policy is based on the following legislation:

- [Early years foundation stage \(EYFS\) statutory framework](#)
- [The Requirements for School Food Regulations 2014](#)
- [Food Information \(Amendment\) \(England\) Regulations 2019](#)

It is also based on the following Department for Education (DfE) guidance:

- [Early years foundation stage \(EYFS\) nutrition guidance](#)
- [School Food Standards practical guidance](#)
- [Allergy guidance for schools](#)

This policy complies with our funding agreement and articles of association.

3. Responsibilities of the school

The governing board and headteacher will make sure that this food and nutrition policy is properly implemented, and that food preparation, provision and nutrition procedures are followed in accordance with this policy.

All staff are responsible for following the policy and ensuring the health and safety of the children.

4. Responsibilities of parents/carers

We work in partnership with parents/carers to make sure all children receive appropriate and nutritious food while at school.

We ask all parents/carers to:

- Inform the school of any allergies, medical dietary needs, food intolerances and religious or cultural dietary requirements.
- Encourage their child to try a variety of foods and eat a balanced diet at home and in school
- Give their child a healthy breakfast before arriving at school, unless they are attending breakfast club
- Read and respond to food-related communication, including school menus
- Keep the school informed of any changes to their child's dietary needs, progress with eating, and/or any other concerns or information about their eating.

5. Communicating with parents/carers

We tell parents/carers promptly if our staff notice any issues with their child's food consumption or habits at school, such as:

- Significant changes in eating habits, such as consistently eating very little food or showing a sudden aversion to certain foods or food groups
- Specific food-related problems, such as having trouble chewing or swallowing
- Concerns about wellbeing, such as a child's eating habits appearing to affect their mood, energy level or general wellbeing

We work together with parents/carers to address any problems promptly.

6. Sourcing food and ingredients

ODBST work with Chartwells Catering to provide healthy and nutritious meals.

We collaborate with our catering partner by:

- Holding regular meetings with the Group and Operations manager at Chartwells, to review menus, discuss feedback, and plan future requirements
- Carrying out regular checks to make sure the food provided is of a high standard, meets all relevant nutritional guidance, and is prepared safely and hygienically
- Participating in the menu planning process to make sure our food is appealing, balanced, varied and caters to the dietary requirements that our pupils have

The contract with our catering provider is reviewed and re-tendered every 5 years to make sure we receive the best possible service and value for money.

In buying food and ingredients, Chartwells follows the [government's guidance on sustainable procurement](#). Where possible, they buy seasonal and local food, and fish from verifiably sustainable sources (such as products certified by the Marine Stewardship Council (MSC), this is in line with the ODBST's sustainability policy.

7. Providing food and drink at school

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, including when the food prepared is served to pupils as part of a school lunch
- On an occasional basis by parents/carers or pupils

We provide healthy, balanced, varied and nutritious meals, snacks and drinks at timetabled mealtimes at the following times:

Breakfast Club – 7.30 – 8.30am

Morning snack – KS1 11.---11.15am

Lunch – 12.15-1.15pm

We support all our pupils to develop positive eating habits, helping them to get the right amount of nutrients and energy they need for growth and development.

Our catering provider plans menus that are:

- Planned for 1 term at a time to make sure all meals, snacks and drinks are balanced, varied and nutritious, and include different foods, tastes and textures, including global cuisines
- Planned to include substitutions and replacement ingredients for pupils with special dietary requirements
- Adapted to include the same meal for children of various ages
- Reviewed **at least** twice a year, to include seasonal produce

- Shared termly on the providers portal with parents/carers to:
 - Provide allergen information
 - Help them balance food at home by providing varied meals
 - Reassure them that their child is getting an appropriate, varied, nutritious and balanced diet at school
 - Seek their feedback, particularly regarding cultural preferences

7.1 For all pupils

All meals, snacks and drinks provided are healthy, balanced and nutritious.

Our staff:

- Make tap water available and accessible throughout the day, and provide fresh tap water and plain milk at mealtimes
- Encourage pupils to eat balanced meals containing a wide variety of foods from the 4 main food groups:
 - Fruit and vegetables
 - Starchy carbohydrates, such as bread, rice and pasta
 - Dairy or dairy alternatives
 - Protein, such as meat, fish and beans

We have a designated eating space with suitable chairs where:

- The children eat together in a social setting to encourage adventurous food choices
- Distractions are minimised, allowing children to focus on their food and social interactions
- Children with special dietary and additional needs are included whenever possible

7.4 For children aged 1 to 5 years

We provide a healthy, balanced diet, based on the 4 main food groups:

- Fruit and vegetables
- Potatoes, bread, rice, pasta and other starchy carbohydrates
- Dairy or dairy alternatives
- Beans, pulses, fish, eggs, meat and other protein sources

We avoid foods that contain artificial sweeteners or that are high in fat, saturated fat, salt and sugars. We use traffic light food labels as a guide, where possible, choosing foods mostly with green labels, which indicates a healthier choice.

We serve appropriately-sized portions, never force children to finish their meals, and do not use food as a reward.

We make sure that:

- Each main meal and some snacks include 1 portion of vegetables and/or fruit
- Each main meal includes 1 portion of starchy food, which is frequently wholegrain
- We provide 1 portion of protein at lunch each day, including plant-based proteins (e.g. beans and pulses)
- We offer oily fish at least once every 3 weeks, and no more than twice a week

- We limit processed meat/fish products and meat alternatives to once a week

8. Food safety and hygiene

Chartwells use hygienic food preparation areas to prepare meals, snacks and drinks. The area includes suitable facilities for preparing food and sterilizing equipment, as required. Chartwells staff use colour coded utensils.

Staff with responsibility for food preparation and handling are competent and receive food hygiene training.

All staff wash their hands regularly, particularly after helping unwell children or handling their belongings.

8.1 Procedures for managing food poisoning

If any child shows symptoms of food poisoning, we will:

- Contact parents/carers immediately to collect their child as soon as possible
- Prevent the spread of infection by isolating the child in a quiet area with easy access to a sick bowl and toilet
- Monitor the child for signs of dehydration, including a dry mouth or crying without tears
- Encourage the child to take small, frequent sips of water

Parents/carers are advised not to return their children to school until they have been symptom free for at least 48 hours.

Ofsted will be notified by the head teacher of any food poisoning affecting 2 or more children as soon as possible, and **always within 14 days** of the incident.

9. Safer eating

While eating, pupils are always supervised and within sight and sound of a suitably qualified staff member.

9.1 Food preparation to prevent choking

Food is prepared in a suitable way for each child's developmental needs, avoiding round shapes and cutting food appropriately (e.g. cutting carrots into narrow batons).

9.2 Eating environment

When eating, all children are always:

- Seated safely (e.g. in an appropriately sized chair)
- Within sight and hearing of staff

Where possible, staff sit facing children to monitor eating and prevent food sharing.

We record any incidents of choking needing intervention and inform parents/carers.

Our records are reviewed termly to identify trends.

9.3 One-to-one supervision

Children who require one-to-one supervision when eating, as detailed by a medical professional or EHCP, will be provided with one in consultation with parents/carers and health professionals.

9.4 Paediatric first aiders

At least 1 member of staff with a current paediatric first aid (PFA) certificate is always in the room when children are eating.

Any medicines are given to children as needed and in accordance with our managing medicines policy.

10. Managing allergies and food intolerances

We take allergy and food intolerance management seriously and follow strict procedures to ensure that all children can eat safely.

- Before a child joins our school, we gather detailed information about any known food allergies or intolerances
- **All** staff are trained to be aware of and understand information about food allergies by:
 - Knowing the symptoms and treatments for allergies and anaphylaxis
 - Understanding the difference between allergies and intolerances
 - Being aware that children can develop allergies at any time, particularly during the introduction of solid foods

We share information about food allergies with all staff, and make them aware of which children have allergies or intolerances so they can ensure that the child is given an alternative where the food served contains an allergen.

Chartwells catering will provide a medical diet meal for any child with a recognized allergen as diagnosed by their GP or medical professional.

All staff follow strict measures to avoid cross-contamination, including washing hands, using colour coded equipment and sharing clear rules with visitors around bringing food into school.

10.1 Procedures to manage allergies and intolerances

Our caterers plan menus to include food substitutions, where necessary, for children with allergies or intolerances in mind.

They make sure that food is safe for pupils with an allergy or intolerance by:

- Showing allergen ingredients information for the meals served, as outlined in this policy
- Checking any product changes with our food suppliers
- Ensuring our caterers read labels and product information before using a product

Through ongoing discussions with parents/carers and health professionals, if appropriate, we create an allergy action plan for each child to help manage their allergy or intolerance.

- This information is kept up-to-date and shared with all staff

10.2 Procedures for managing allergic reactions and intolerances

Staff members suspecting a food intolerance will work alongside parents/carers to keep a diary of foods eaten in school and at home, including any symptoms experienced.

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

- Administer the child's prescribed medication immediately in line with our allergy and managing medicines policy.
- Contact emergency services immediately after administering the medication
- Monitor the child and administer a second dose of medication, if required
- Safely move the child to a location away from the allergen and stay with them at all times

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

- Immediately tell the senior member of staff on duty, who will contact the child's parents/carers
- Safely move the child away from the allergen and stay with them at all time
- Comfort and reassure the child to keep them calm

Our allergy policy is available and provides further information.

11. Allergen food labelling

The 14 allergens that we track and highlight are:

- Celery
- Cereals containing gluten, such as wheat, barley, oats and some flour
- Crustaceans, such as prawns, crabs and lobsters
- Eggs
- Fish
- Lupin, such as bread made with lupin seeds
- Milk
- Molluscs, such as mussels and oysters
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and sulphites, if they're concentrated at more than 10 parts per million
- Tree nuts, such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts

We include information about the presence of any of these allergens in our dishes on our menus, which published on the catering companies website prior to ordering.

11.1 Prepacked food and prepacked for direct sale food (PPDS)

These foods are packaged before they're ordered or chosen, and they include food that pupils pick for themselves (e.g. from a food display cabinet), and food kept behind a counter (e.g. in the school canteen).

We comply with [Natasha's Law](#) regarding allergen food labelling by having a full ingredients list on the packaging, with the 14 allergens (listed above) labelled in bold every time they appear.

11.2 Non-prepacked foods

We display allergen information for every non-prepacked food item that contains any of the 14 allergens (listed above).

12. Managing other special dietary requirements

We are committed to supporting children with special dietary requirements and food intolerances, ensuring that every child can eat safely and in accordance with their cultural needs and preferences.

Before a child joins our school, we gather detailed information about any special dietary or health requirements, food preferences and intolerances. We share this information with **all** staff involved in preparing and handing food.

Our caterers plan menus to include food substitutions, where necessary, for children with special dietary requirements in mind.

We also:

- Check any product changes with our food suppliers
- Ensure caterers read labels and product information before using a product
- Supervise children at mealtimes to avoid food sharing

12.1 Provision for cultural and dietary preferences

We understand that food preferences can be linked to cultural backgrounds, religious beliefs, or personal choices, such as vegetarianism.

An inclusive eating environment that caters to the cultural and dietary needs of all children is created by:

- Communicating openly with parents/carers to understand specific food preferences or needs, such as halal or kosher
- Being sensitive to certain customs, and how these affect meal and snack times
- Adapting menus to include foods from different cultures
- Always having a vegetarian option available
- Encouraging parents/carers to share traditional recipes and give feedback on our menus
- Choosing catering partners that offer halal options

12.2 Children with additional support needs

For children 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, the caterers require written confirmation from a health professional to ensure we meet the child's specific nutritional needs.

13. Food brought in from home

We share our food and nutrition policy with parents/carers on our website to help them understand our requirements and encourage healthy choices for packed lunches, and any other food brought from home.

The following foods must **not** be brought into school on any occasion:

Nuts, including products containing nuts.

13.1 Packed lunches

We allow parents/carers to pack a packed lunch for children.

Each packed lunch must be handed to staff when the child arrives at school. It should include:

1 Portion of fruit, protein and dairy.

Packed lunches must **not** include:

Sweets

Chocolate without biscuit

Fizzy drinks

Nut products

We inform parents/carers about best practices for packing lunches, and ask them to:

- Use insulated, sealed bags for perishable foods
- Label lunch bags and their contents with the child's name
- Make sure that the food is suitable for the child's developmental needs and is prepared in a way to prevent choking

13.2 Safety and hygiene

Staff may check all food brought from home for potential allergens to reduce the risk of cross-contamination.

For children with allergies, staff will store packed lunches separately to reduce the risk of cross-contamination.

We do not provide refrigeration for packed lunches or reheat food from home unless specifically agreed upon with parents/carers.

13.2 Celebrations

If parents/carers, visitors, volunteers or school staff wish to bring in food for special occasions, we ask that they only do this on 1 of the following:

- When asked to by the school
- When it has been agreed in advance with your child's teacher

Food brought into school **must not contain nuts**.

We ask that they follow the following guidelines:

- Provide healthy options (e.g. fruit platters) or non-edible items (e.g. stickers) to share with the children, to promote consistent healthy eating messages
- Consider sharing healthy dishes during wider school celebrations.

14. Learning about food

Our curriculum includes engaging food-related activities, including:

- Preparing simple meals, such as sandwiches and fruit salads
- Planting easy-to-grow seeds,

We involve parents/carers by:

- Inviting them to take part in cooking activities in school
- Suggesting activities they can do with their child

15. Monitoring arrangements

This policy will be reviewed by the ODBST every 3 years. At every review, the policy will be shared with and approved by the Trustees and headteachers.