



WELLSPRING

We Make A Difference

Our Approach to Food in School

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1. Scope and Purpose

This document applies to school food provision across the Wellspring Academy Trust.

2. Statement of Intent

Wellspring's aim is to ensure that healthy food and drink is provided at all times during the school day. The Trust is proactively creating a positive environment in which pupils are encouraged to make healthy lifestyle choices.

A balanced diet is essential for the maintenance and promotion of health, to ensure that full mental and physical potential is reached each day and to optimise growth and development. We recognise that research suggests children and young people who choose a healthy food option have improved concentration and energy levels and are therefore more likely to achieve in school.

Developing healthy eating and dietary habits early on will lay the foundations for future health. We accept our responsibility for ensuring our pupils have the necessary skills to make the same positive food choices when they leave school.

The food provided reflects nutrition and healthy eating messages in the curriculum. With the support of the whole school community we promote the positive messages of choosing a healthy lifestyle. The Trust Catering Vision can be found in Appendix 1.

Our vision was formulated through consultation with colleagues, governors, caterers, parents/carers, children/young people. Our approach is adhered to by everyone involved with the teaching/serving/cooking of food/drink in school during the day and our catering partners.

The nutritional principles of this approach are based on current evidence based findings; and the Eatwell Guide is the agreed model for ensuring a healthy balanced diet.

<https://www.nhs.uk/Live-well/eat-well/food-guidelines-and-food-labels/the-eatwell-guide/>
<https://www.gov.uk/government/publications/the-eatwell-guide>

The school will follow the school food standards for food throughout the school day.
<https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

Further information can also be found in the School Food Plan (2014).
www.schoolfoodplan.com

3. Provision

All school meals are provided by our own in-house catering teams and a small number of catering partners across our locations. These teams support the development and implementation of 'Nutritional Standards' for school food. Menus always meet the required standards for the appropriate age groups, providing complete nutritional analyses for recipes.

Whilst ensuring menus are compliant, these teams offer flexibility to the school to change the menu in line with context, whilst ensuring any changes maintain the required nutritional balance.



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High quality, fresh, unprocessed ingredients are a high priority at Wellspring. We incorporate seasonal and regional produce wherever possible. We have a network of national and regional suppliers with whom we actively work to reduce the fat, salt and sugar levels in food against nutrient specifications set by the Food Standards Agency. Whilst monitoring these levels we also work to minimise and eliminate the use of additives and are continually working towards the removal of trans fats.

In practice the school food provision maintains high standards, responds to Government guidelines on food in schools and provides:

- healthy hot meals with freedom of choice but direction in healthy eating
- eggs that are free range
- menus that are nutritionally compliant with all 14 nutrient based standards
- drinks which are low in sweeteners and additives but offer 58% natural fruit
- two fried items, or less, per week within guidelines
- healthy breakfast club and after school club (available in some locations)
- meat that, where possible, is sourced locally and to high animal welfare standards.

The National Nutritional Standards for Healthy School Lunches recommend that drinking water should be available to all pupils, every day, and free of charge. The Trust agrees with this recommendation and provides a free supply of drinking water.

Cultural and Religious Preferences:

Our schools provide food in accordance with the pupils religious beliefs and cultural practices but relies on parents to inform us of the specific requirements.

Lifestyle Preferences:

Our schools offer a vegetarian option at lunch every day. When required, the school also provides a vegan option.

Medical Diets:

Under section 100 of the Children and Families Act 2014, schools have a duty to support pupils at their school with medical conditions. We recognise that some children may require special diets that do not allow for our approach to food to be exactly met. In this case parents are asked to make us fully aware, and specific needs and requirements are to be captured on a special diets questionnaire (Appendix 2) detailing any particular food requirements e.g. for high-energy diets. The school catering team is made aware and individual diet plans are created. Appendix 3 details our Allergen Procedure.

Further information can be found on allergy guidance at:

<https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

<https://www.allergyuk.org/living-with-an-allergy/at-school/>

4. Free School Meals

Our schools encourage all pupils who are entitled to a free school meal (FSM) to take up the provision. The cashless payment systems in place ensure pupils can use FSM allocation discreetly.



5. Curriculum

Our caterers work cooperatively and proactively to educate pupils about food choices as part of the curriculum. There are numerous opportunities in the school curriculum for pupils to develop knowledge of health. Please see each school's curriculum plan for more information. pupils may be taught:

- components of a healthy diet
- importance of healthy eating both now and in the future
- cost of food
- food and culture/religion
- food miles, transport and waste
- food production
- measuring and weighing
- food in history
- links between food choice and exercise

Extracurricular activities including:

- after school cookery clubs
- caterer's talks about the changes in school meals and nutritional standards
- gardening clubs

Theme days will be provided throughout the year to promote cultural awareness and British Values.

6. Food Safety

Appropriate food safety precautions are taken when food is prepared, stored or served. These vary depending on the food on offer and include:

- ensuring that adequate storage and washing facilities are available
- the surfaces are sanitised
- that food handlers undergo appropriate food safety and hygiene training, and
- that suitable equipment and protective clothing is available.

Any food safety hazards are identified and controlled. Information is cascaded to everyone who is involved with food related activities in school. We have food safety information displayed in the appropriate areas.

7. The Dining Environment

We provide a safe and healthy eating environment for pupils, staff and visitors eating in our schools. We believe that inviting, stimulating, clean and vibrant dining environments enhance not only the mealtime experience, but also contribute to the learning climate.

Appropriate hand washing facilities are present in these areas, including hand sanitising stations.

8. Food Choices

Pupil Choice

Our pupils are consulted about food choices i.e. through the student council or surveys and questionnaires about food and menu options.



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Parental/Carer Choice

We recognise that parental/carers choice is vital in a child or young person's diet. The menus are available to parents via the school website.

We will communicate with parents at every opportunity and ask for their support in:

- providing a water in a reusable bottle, which can be refilled on site during the day
- not allowing pupils to bring fizzy drinks on site
- providing a balanced packed lunch with a healthy option focus.

Rewards or Treats

We do not encourage the regular eating of sweets or other foods high in sugar or fat, especially as a reward for good behaviour or academic or other achievements. Other incentivisation approaches are used in school.

Packed Lunch Guidance

We recognise the benefits of a well-balanced hot school meal for children and young people. However, should parents decide to send in a packed lunch from home, guidance can be found in Appendix 4 providing information on healthy foods that we advise is included in lunch boxes.



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Catering Team

Wellspring Catering Vision

To deliver delicious, nutritional and healthy meals in a beautiful dining environment.

We believe our Wellspring community deserves exceptional food and dining experience every day and to actively promote healthy eating, wellbeing and food education across the Trust.

We believe that our people are at the heart of what we do and therefore strive to deliver a friendly high quality customer service by building a rapport and strong relationships.

We invest in our catering team's development to continuously upskill, be creative and innovative.

We believe and understand the importance of how food can impact directly on pupils' learning and behaviour therefore understand the importance of delivering and consistently serving great food in all aspects of school catering.

We believe and understand that achieving high quality food and hygiene standards in line with legislation and the Trust's policies, procedures and assurance framework are paramount to keeping children strong, safe and healthy and most importantly equipped to learn.

We believe and invest in our vibrant dining environments to create a great dining ambience and experience for our Wellspring community. That means not only ensuring our dining spaces are beautiful, upkept and well maintained but also investing in our catering kitchen infrastructure and environments.

We understand the importance of how our catering provision can impact our sustainability agenda. That means we are proactively ensuring the most economic use of energy and water consumption and driving forward positive waste management reduction initiatives.

Our defining catering principles are:



Delicious, nutritional and healthy meals



Creative & Innovative



Pupils at the heart of the service



High quality food standards



Exceptional dining experience



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Food Safety Management Form Special Diets Information / Allergen Form

Parent and carers must complete this form in BLOCK CAPITALS and return it to the school office. The information provided will be used to create a special menu for the child named below.

Section A : General Details

Full Name of Pupil	
Class/Form/Tutor	
Your Name	
Your relationship to the child	

Section B : Declaration

<p>I confirm my child has a food allergy, intolerance or other dietary-related medical condition that needs addressing. The information in this form isn't about my child's food preferences.</p> <p>I will ensure that the school office is kept informed regarding changes to allergies and intolerances as soon as possible by completing a new version of this form.</p>			
Parent/Carer Signature		Date	

Section C : Allergen Details

Does your child have a food allergy?	YES / NO
If YES, complete the remainder of this section. If NO go to Section D.	
<p>Please include as much information as possible about your child's food allergy in the space below. For example:</p> <ul style="list-style-type: none"> • Can they tolerate products that say 'may contain traces'? • What types of nuts are they allergic to or should they avoid all nuts? • Should they avoid all forms of the allergen or can they tolerate some forms, for example raw, baked or cooked? <p>If possible, please provide a copy of any relevant medical assessment or confirmation.</p> <p>We cannot guarantee the absence of any specific allergen. Our team will be happy to talk to you about what we do in the kitchen to reduce the risks of allergen cross-contamination.</p>	

Allergen	Tick if YES	Additional Information
Celery		
Cereals (containing gluten)		
Crustaceans		
Egg		
Milk		
Molluscs		
Fish		
Lupin		
Mustard		
Nuts		
Peanuts		
Sesame Seeds		
Soya		
Sulphur Dioxide (Sulphites)		
Other Food Allergies - please provide as much information as possible about your child's condition here:		
Does your child have an adrenaline auto-injector?		YES / NO

Section D : Other Dietary-Related Conditions (these may or may not be medically diagnosed.)

Does your child suffer from a medically diagnosed dietary-related condition (like coeliac disease)?	YES / NO
If YES, please provide as much information as possible about your child's condition here:	
Does your child have any food intolerances?	YES / NO
If YES, please provide as much information as possible about your child's condition here:	
Does your child have any concerns over specific types of food?	YES / NO
If YES, please provide as much information as possible about your child's concerns here:	



WELLSPRING

Catering Team

APPENDIX 3

Allergen Procedure

Wellspring Academy Trust believes in providing high quality food that is safe to eat for students, staff and visitors. We are therefore committed to reducing the risk with regards to the provision of food and the consumption of allergens which could lead to an allergic reaction by complying with all relevant Food Regulations and implementing a consistent Trust wide approach.

We acknowledge that the successful management of allergens requires the commitment and support from all employees. To achieve this we will:

- Work closely with our supply chain to ensure accurate information on all products that may contain allergens.
- Maintain a database of all our recipes, clearly listing ingredients and highlighting those containing allergens.
- Work closely with our academies in assisting in the support of learners with known allergies, including meeting with parents to discuss any special requirements.
- Display signs that encourage our students, staff, and visitors to ask about allergens in the foods being served.
- Ensure that the catering teams have the necessary training and information to provide accurate guidance on allergens.
- Through good hygiene practices and adhering to Hazard Analysis and Critical Control Points (HACCP), reduce the risk of cross contamination in our kitchens.
- Audit our operations to ensure the above policy and practices are working effectively and review the policy as necessary.
- Operate as far as is practical a nut free environment within our kitchens.

Food Safety Roles & Responsibilities

Academies will:

- As data controllers, collect information of pupils with food allergies and intolerances, ensuring this information is kept up to date.
- Identify those pupils with food allergies and intolerances that are recorded in Arbor and inform the Regional Catering Operations Manager, in order that a full and comprehensive capture of information can be made on the Food Safety Management, Special Diets Information/Allergen Form.
- For primary/infant schools, ensure a process of identifying pupils with special dietary requirements, such as lanyards or wrist bands. Ideally this process should not be based solely on photographs or teachers identifying the pupil.
- Ensure that all staff and lunchtime assistants are adequately trained on allergens and the school's procedures.
- Educate pupils about allergies and to support peers with special diets.

The Regional Catering Operations Manager will:

- Ensure that all academies have implemented the Allergen Procedure.
- Meet with parents of **RED** category (see page 4) pupils to discuss and agree requirements where appropriate.

The Compliance Manager will:

- Audit the catering unit annually to ensure the effectiveness of the Allergen procedures.

The Catering Lead will:

- Ensure that the Allergen Procedure is followed at Catering Unit level.
- Liaise with the school to identify which students have special dietary needs and use the school's procedures to identify them (i.e. through wristbands, lanyards)
- With the Regional Catering Operations Manager, meet with parents of RED category pupils to discuss any individual requirements. Agreed outcome from any meetings to be recorded on the Special Diet Form.
- Ensure that where there are any **RED** category pupils the correct procedures are followed at all times.
- Ensure that all staff are aware of all information relating to students and their allergies.
- Follow all approved recipes to ensure that allergen information is correct and up to date.
- Complete the manual allergen matrix when producing dishes, using information from recipes and ingredient packaging.
- Ensure that the all-allergen matrices are reviewed and kept up to date to reflect any changes to recipes.
- To ensure that all allergen matrices are signed and dated when completed and/or reviewed.
- Check product packaging before use/consumption as the packing will carry the manufacturer/suppliers up to date information and update allergen information as necessary.
- Wear as instructed any protective clothing or uniform which is supplied by the Academy or trust in the interest of food safety.
- Complete the Trust allergen training and ensure all catering staff have been trained.
- Immediately report any concerns or issues to their Regional Catering Operations Manager.

All Catering Unit staff will:

- Ensure that they follow the correct procedures detailed in the Allergen Procedure to ensure the safety of pupils.
- Cooperate with the Trust on matters of allergen management and control, including completing any training and reporting any concerns to their manager.

Parents/Carers will need to:

- Inform the Academy of their child's allergy/intolerances as soon as possible.
- Complete the Special Diets Information/Allergen Form and return to the school, providing medical support for food allergies.
- Where necessary meet with the Regional Catering Operations Manager/Catering Lead to discuss any specific requirements relating to their child's allergy. Information from these meetings to be recorded on the Special Diets Information/Allergen Form by the Regional Catering Operations Manager/Catering Lead.
- Inform the School/Academy of any changes.

Pupils will need to:

- Work with the catering team to follow agreed procedures relating to foods.
- Take care to knowingly avoid any foods which may cause an allergic reaction.

Managing Special Diets

The Catering Lead has overall responsibility for the implementation of the allergen and special diet menus within their academy.

This Section explains the key areas that need to be managed:

- Identification of key allergens
- Identification of special diet
- Food Production and service
- Hospitality catering
- Allergen investigation
- Team and training
- Documentation
- Dealing with a reaction

It is important for the safety of our pupils, staff and visitors that each Academy has accurate and relevant allergen information on the foods that it produces. The information on the 14 allergens will be recorded on Trust recipes and Academy Allergen Matrices.

14 key allergens:

Allergen	Example Foods
Peanuts	Sauces, pesto, cakes, desserts, groundnut oil, peanut flour
Nuts	Sauces, desserts, crackers, bread, ice cream, marzipan, ground almonds, nut oils
Fish	Salad dressings, pizzas, relishes, fish sauce, you might also find fish in some soy and Worcester sauces
Eggs	Cakes, mousses, sauces, pasta, quiche, some meats products, don't forget foods containing mayonnaise or brushed with egg wash.
Crustaceans	Seafood with legs e.g. prawns, lobster, scampi, shrimp paste
Sesame	In bread, tahini, hummus, sesame oil
Milk	Yoghurt, cream, cheese, buttermilk powder, bread products, products glazed with milk
Soya	As tofu or bean curd, soya flour and textured soya protein in some ice cream sauces desserts, meat product, vegetarian products
Celery	This includes celery stalks, leaves and seeds and celeriac. Celery salt, salads, some meat products, soups and stock cubes
Mustard	Including liquid mustard, mustard powder, and mustard seeds, in salad dressings, marinades, soups, sauces, curries, meat products
Lupin	Lupin seeds and flour in some bread, breaded products and pastry
Molluscs	Seafood without legs e.g. mussels, weeks, squid, cockles, land snails, oyster sauce
Cereal Containing Gluten	Such as wheat, rye and barley, also check foods containing flour such as bread, pasta, cakes, meat products, sauces, breadcrumbs, stock cubes, foods, dusted with flour
Sulphites	In meat products, juice drinks, apple sauce, dried fruit (apricots) and vegetable, wine, and beer

Working with suppliers, allergen information is uploaded onto the recipe database (Catercloud). All Trust recipes are kept on this database where each ingredient is clearly listed.

Due to the possible severity of nut and peanut allergies, we will not knowingly serve foods containing nuts or peanuts, such as peanut butter, Nutella, nut oils and foods containing nuts within our schools.

Where we have been informed of a pupil with severe allergies or who has suffered from anaphylactic symptoms they will be categorised as **RED** and will be treated in line with the procedures set out. Other pupils with an intolerance will be categorised as **AMBER**.

Some families and pupils may have a dietary preference based on lifestyle choosing to exclude or include certain foods. These students will be categorised as **BLUE**.

Pupils with food aversions or requiring texture-modified food (TMF) meals will be categorised as **PURPLE**.

Working with our academies we will seek to make the relevant information available to parents/carers of pupils who have food allergies.

which are to be displayed within our kitchens. Catering teams are briefed on requirements and made aware of allergies and special dietary requirements.

Clear signage is displayed, specifically directing any pupil, staff member or visitor with allergy concerns to a member of our catering team.

Our teams have access to print outs from our recipe database (Catercloud). Further escalation of this process can be taken directly to the Catering Lead on site and subsequently to our team of Regional Catering Operations Managers and the Head of Services.

Special Diets

In order to ensure *that* the safety of pupils, particularly at primary school, the following procedures categorises the student depending upon their needs:

RED	severe reaction/anaphylactic symptoms disclosed
AMBER	food/allergen intolerance
BLUE	excludes foods due to lifestyle preference
PURPLE	pupils with food aversions or requiring TMF meals

RED	will have an agreed plated meal prepared and served if requested
AMBER	will be a suitable meal served from the counter
BLUE	will be a suitable meal served from the counter
PURPLE	will be a suitable meal served from the counter

Prior to the beginning of each academic year, the Academy must provide the Catering Lead with written confirmation of the pupils that have allergies or dietary requirements. In addition, the school must provide this information for new pupils or any changes throughout the year.

Best practice, to ensure that this information is clearly communicated to all of the Catering Team is to transfer the student's photo and details of the foods that **MUST NOT** be served onto the relevant Allergen Sheets – **RED**, **AMBER**, **BLUE** or **PURPLE**.

Ideally these sheets should be displayed in a prominent area of the catering unit, near to the service point, where staff can easily refer to them at service. However, they should not be in view of others, such as teachers, visitors and pupils. Where this is not possible then a file containing this information, in the same format, must be available. Whatever method is used, all staff must be trained and made fully aware of it.

Once the information has been provided/updated, the Catering Lead will make contact with the parents in respect of completion of the Special Diets Information/Allergen Form.

RED Category Controls

Once the procedures above have been followed, and a menu agreed for the pupil, the following controls must be in place at all times:

- The Catering Lead must communicate to the kitchen when food for **RED** category pupils is being prepared.
- Where possible this should be in a separate area, if this is not possible, then separated by time from other foods containing allergens.
- Prior to preparation, the area and all equipment must be thoroughly cleaned using the two-stage cleaning method and/or dishwasher to prevent cross contamination.
- When preparing the meals, the Catering Lead must thoroughly wash their hands and wear a disposable plastic apron over their uniform to prevent cross contamination. (The same control used when handling raw meat should apply).
- Care must be taken at all stages to prevent any allergen cross contamination including storage of ingredients, preparation, cooking and service.
- Once completed the meal must be plated and double wrapped in cling film, then clearly labelled with the

pupil's name, date and dish description. If the cling film at any time is torn, removed or damaged the meal **MUST NOT** be served and immediately disposed of. It is the Catering Leads responsibility to check the dish before service to ensure that it is correctly covered and labelled.

The meal must be clearly identified to the members of staff responsible for serving the pupil, this information must be communicated directly to the staff by the Catering Lead during the pre-service briefing.

The meal must be served directly to the pupil by the nominated member of staff responsible for serving the pupil.

The Allergen Free Meals Sheet must be signed by the person who has prepared the meal and the person who has served the meal.

It is for the pupil's safety that the above procedures are followed at all times, if at any time this cannot be followed then the Catering Lead must agree an action with the school. A **RED** pupil can never be served food from the counter due to the risk of cross contamination, unless agreed by the parent and documented on the Special Diets Information/Allergen Form.

AMBER, BLUE and PURPLE Controls

Pupils that are **AMBER, BLUE or PURPLE** can be served from the counter ensuring that they are served the correct meal. Staff must be briefed before service by the Catering Lead using the Pre- Service Briefing Sheet.

For delivered Services the above procedures must be followed for **RED, AMBER, BLUE or PURPLE** pupils. Any **RED** meals need to be double wrapped in cling film and transported to avoid cross contamination, ideally in a separate container. If this is not possible, the parents of **RED** pupils must be made aware of transport arrangements and agree that they are sufficient. In addition, an accurately completed Allergen Matrix for all dishes must accompany the food being delivered for service. The matrix must be completed and signed by the production kitchen and handed to the service employees, who must sign upon receipt. This matrix must be kept for a period of six weeks.

Food Production and Service

It is important to reduce the risk of cross contamination with allergens in the general production and service of foods within the business. The following procedures are in place to reduce the risk:

- Cleaning work areas down, using two stage cleaning, in between preparing different foods.
- Ensuring all equipment and utensils are cleaned in-between usage.
- Storing ingredients and foods in closed and labelled containers, this includes the dry stores, fridges and freezers.
- Keep ingredients containing allergens separate from others.
- Washing hands thoroughly between preparing different foods.

Cooking can also result in cross contamination – such as chips cooked in the same oil as fish cannot be considered gluten or fish free.

When cooking allergen free foods, the use of separate clean oven cloths may be needed to prevent cross contamination where relevant.

Due to the nature of the catering business it is not possible to completely eliminate the risk of cross contamination, unless a meal is produced for an individual in line with procedures for a **RED** category pupil.

At no time will the Trust make a 'free-from' claim.

Any allergens contained within the foods produced on site must be clearly communicated upon request. This information is produced in the form of an Allergen matrix and must be available for all foods in all catering units.

An accurate Allergen Matrix must be available for all foods served in the catering unit to ensure that verbal information is accurate and can be cross referenced.

Allergen Matrices for lunchtime service must be reviewed/updated each time the dishes are prepared within the menu cycle, the matrix must be signed and dated.

Allergen matrices for services such as cold deli, hot deli, cakes must be reviewed at a minimum of once a term unless ingredients or product recipes have changed. The matrix must be signed and dated at each review. Staff should also be aware and vigilant of cross contamination during service, such as salad bars, unwrapped cakes sharing a display unit, serving utensils and spillages.

It is a legal requirement that any brought in pre-packed foods containing any of the key allergens must be clearly labelled to identify them. Some products may also contain the statement 'may contain' which highlights the possibility of cross contamination from the factory or production. These products will not be suitable for students with severe allergen risk due to the risk of cross contamination.

It is important that all foods be labelled to identify if they contain any of the key allergens, therefore, all in house produce will be labelled with the appropriate allergen label when stored in the fridge, freezer or dry stores. In addition, any foods that have been decanted from the original packaging will need to be labelled with the appropriate allergen label. Foods still in the original packaging do not need an allergen label as the manufacturer's information is available, even if opened, however they still need to be date labelled.

The Allergen Notice must be clearly displayed in a prominent position in all service areas advising that members of the Catering team can answer questions in relation to allergens in the food produced on site.

Hospitality Catering

When requesting catering provision, a Hospitality Request Form is required and it should clearly state if any persons attending have any allergies or special dietary requirements.

If required, separate foods must be prepared and labelled - following the procedures list in the **RED** category controls section. An Allergen Matrix needs to be completed for each booking to ensure that any allergen information can be accurately communicated upon request. This needs to detail each item being served.

If the hospitality is taking place during normal service times, then a sign needs to be displayed. For hospitality booking outside of normal service times or in remote locations then completed, accurate Allergen Matrix must be sent.

Allergen Investigation

Any Allergen incident or near miss must be reported by the Catering Lead to their Regional Operations Manager immediately on the Allergen Incident Form. All incidents will be investigated by the Catering Compliance Manager within 24 hours of the incident occurring, to establish the root cause of the incident. This includes a review of procedures, catering staff knowledge and compliance with procedures. Once completed the findings will be communicated to the Head of Services for any required action.

Training

All catering staff must complete the relevant training necessary in order to keep our pupils, staff and visitors safe and support the effective implementation of the Allergen Procedure. This includes:

Allergen Induction Training

All catering staff complete this either pre employment or on Day 1 of employment.

- Introductions to Allergens
- The importance of allergen management and controls
- How allergen information is provided within our Academies

Allergen Procedures

This training is completed by all catering staff involved in food production and service. The roles and responsibilities section will vary depending who is being trained. This is completed during Week 1 where necessary.

- Allergen procedures, recipes and allergen matrices.
- Roles and responsibilities in dealing with allergens.
- Red, Amber, Blue and Purple category pupils and relevant procedures.
- Risk of cross contamination when storing, preparing and serving foods and relevant controls.
- Supporting documentation.

Online Allergen Training

All employees complete the online Allergen training within the first week of employment. The training includes:

- The 14 food allergens
- Symptoms of an allergic reaction
- The law concerning allergens
- How to help someone suffering from an allergic reaction

Refresher Training – as required, minimum once a year.

All training is completed and recorded on the National College website.

Dealing with Severe Allergic Reaction

When someone has an allergic reaction to a food it is important that all staff should know what to do.

Important - Warning signs

It is not always clear if someone is having an allergic reaction because other serious conditions can have similar symptoms.

However, warning signs to look out for are:

- if they are finding it hard to breathe
- if their lips or mouth are swollen
- itching around the mouth
- wheezing
- rashes
- vomiting
- diarrhoea
- may collapse

If the above occurs, follow the Academy First Aider procedures.



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Catering Team

APPENDIX 4

**Healthy Packed Lunches for Children
Information for Parents**

Eating well is important. A healthy, enjoyable lunch gives children the energy they need to learn and play at school. By committing to a regular school meal you can be sure your child is eating well at lunchtime.

Our menus are designed to give children energy and nutrients to grow and develop, be healthy and active. Children who eat a balanced, healthy diet are more likely to be alert in class and have more energy to enjoy an active lifestyle.

If you wish on occasion to pack a lunch for your child, this document provides information on healthier packed lunch options for your child.

What is a healthy packed lunch?

A healthy packed lunch is a balanced meal providing a variety of nutrients, found in four food groups:

STARCHY FOODS

Base each meal on a starchy food, as starchy foods give energy, fibre, vitamins and minerals. Such as:

Bread, potato, rice, pasta

Whole grain varieties are best for fibre, which is vital for a healthy digestive system.

MEAT & ALTERNATIVES

Protein foods build muscles and provide minerals, for example;

Meat, fish, eggs, beans, pulses

Use butter, margarine, mayonnaise or salad dressings sparingly, because these can be high in fat, or use lower fat alternatives.



Try different types of bread, such as pitta bread, wraps, chapattis, bread rolls, baguette or crackers.

LEAN MEATS
Such as chicken or turkey

EGG
Such as boiled, quiche or omelette

MEAT ALTERNATIVES
Such as Quorn or tofu

PULSES
Pulses / beans or cooked meals such as dahl, stew or bean salad.



We Bake A Difference

DRINKS

Drinks, especially water, help children to concentrate and feel well. Water is freely available in school.

MILK & DAIRY FOODS

Include a dairy product or dairy alternative, such as;

Yogurt, custard, semi-skimmed or skimmed milk



These foods provide calcium necessary for strong bones and teeth, as well as providing protein and vitamins. Lower fat varieties are healthier

FRUIT & VEGETABLES

Fruit and vegetables are full of vitamins, minerals and fibre necessary for the body to function properly and to keep you strong and healthy.

You can use fresh, frozen, tinned or dried. All packed lunches should contain at least one piece of fruit, vegetable or salad.

Use fresh fruit and vegetables, which are in season to help the environment and enjoy variety!



SNACKS & CONFECTIONERY

Foods high in fat can cause excessive weight and may lead to heart disease. High sugar foods are high in calories and bad for teeth. High salt foods may increase blood pressure, which can lead to heart disease and some cancers. For this reason, packed lunches should not contain chocolate, sweets, fizzy or sugary drinks.

For a healthier snacks try these:

Replace sweets and chocolate with plain biscuits, dried fruit, a small bunch of grapes or fruit salad.

Replace cakes and pastries with fruit bread or malt loaf.

Replace salted savoury snacks with rice cakes, breadsticks, plain popcorn or cheese and crackers.

SPECIAL DIETS & ALLERGIES

We recommend you visit the <https://www.allergyuk.org/living-with-an-allergy/at-school/for-parents/> website for accurate, reliable information on managing allergies in schools.

We recognise that some pupils may require special diets that do not allow for the above guidelines to be met exactly. In this case parents are urged to ensure that packed lunches are as healthy as possible.

IDEAS TO ADD TO LUNCH BOXES:

Tomato, lettuce, cucumber or grated carrot to a sandwich.

A vegetable dish, such as salad or roast vegetables.

Fresh fruit, such as apple, banana, pear or melon pieces.

Dried fruit, such as raisins, apricots or figs.

Fruit salad (fresh or tinned in juice) or vegetable salad.

Finger foods, such as cherry tomatoes, cucumber sticks or celery. Good with a dip, such as raita or salsa.