



THE  
**BARCLAY**  
SCHOOL

# BARCLAY SCHOOL NUTRITIONAL POLICY

Governor committee:	Finance, Personnel and Premises	May 2016
	Full Governing Body	June 2016
Prepared by:	Anne Taylor	May 2016
Policy due for review:		May 2018



***The Barclay School catering is contracted to Hertfordshire Catering Limited***

***Hertfordshire Catering Limited have provided this policy which was updated in February 2015 as part of their development of new menus.***

## **POL007 FOOD AND MENU**

This Policy sets out Hertfordshire Catering Limited's arrangements in relation to the nutritional standards in the provision of food and development of menus.

### **Policy Statement:**

Hertfordshire Catering Limited's (HCL) Food and Menu policy recognises that, in the purchasing, preparation and serving of food, there is an important link between a well balanced diet and a healthy and active life. It will ensure that the customers' needs are fully researched and taken into account in the development of menus and that the proper communication channels are set up.

HCL is committed to ensuring that its employees are well informed about food matters, with a positive and encouraging attitude towards their clients. The procedures relating to this Policy are written to be flexible enough to adapt to changing tastes and to developments in nutritional advice.

Procedures relating to this Policy as follows:-

FM001	New Product
FM002	Recipe Development
FM003	Menu Development
FM004	Specific Menu Requirements
FM005	Food Allergy/Intolerance

HCL takes seriously its roles and responsibilities for the provision of healthy meals which comply with food based and nutrient based standards. Menus are planned and food purchased, prepared and served in accordance with the following:-

### **Nutritional Standards**

- Plan menus to ensure that they are nutritionally balanced, appetising, and suitable and that they comply with the Government's food-based and nutrient-based standards.
- Minimise the use of additives as far as possible, and, where additives are unavoidable, follow the guidelines of the Hyperactive Children's' support group (HACSG). Refer to the website below:  
[http://www.netdoctor.co.uk/asthmaandallergy/support\\_groups/006110.htm](http://www.netdoctor.co.uk/asthmaandallergy/support_groups/006110.htm)
- Respect and cater for religious, ethnic and special dietary requirements as appropriate and where viable. Refer to Procedure FM004
- Promote the principles of a healthy diet and, in partnership with the schools involved, provide full support for the **Healthy Schools' Programme.**
- Promote best practice in nutrition by collaboration and making alliances with private, public and voluntary bodies

## Food

- Produce from quality food products varied and appetising meals using a variety of cooking methods that represent best value for money and in accordance with the objectives, principles and values of HCL's Business Plan.
- Monitor portion sizes and ensure that they are appropriate for the age range served.
- Be flexible to the needs of individual schools and work with them to provide a menu cycle that reflects their specific culture and ethos.
- Ensure that the highest standards of food hygiene are maintained throughout the delivery, storage, preparation and serving of the meal. Refer to Food Safety and Hygiene Procedures FSH00/2/3/4/5/6/7/8
- Where a menu choice is available, work with both parents and schools in encouraging pupils to make the healthy, balanced choice
- Keep abreast of food developments and promote the introduction of appropriate new products/concepts.
- Use foods in season and seek to use local produce wherever possible and in accordance with legislation.
- Not use Genetically Modified materials or Mechanically Recovered Meat

## Supply Chain

- Procure and monitor, through KPIs all food purchases through properly constructed, written contracts which enable monitoring of the supply chain.
- Collaborate with Central Buying Consortium (CBC) and other consortia and public bodies in achieving economies of scale.
- Develop specifications for food products which support this Policy and preclude the use of Genetically Modified material and mechanically recovered meat and minimises the use of fat and salt
- Develop the agenda around sustainable procurement and source local products, where possible, in accordance with legislation.

## Environment


- Minimise waste from all processes and ensure that all waste is properly disposed of
- Follow recycling processes where appropriate and when facilities are available and on site.
- Minimise food miles travelled and encourage suppliers to reduce food miles and back fill where possible.

The Food Development Team is responsible for ensuring that all elements of Food and Menu procedures are met, and that all stakeholders are kept fully informed.

This statement will be reviewed as appropriate to sustain its effectiveness, and such changes will be brought to the notice of employees. It may be supplemented in appropriate cases by further statements.

This policy will be communicated to all members of HCL's staff.

The undersigned endorses this Food and Menu Policy on behalf of HCL.

**Signature:** 

**Name:** Lin O'Brien, Chief Executive on behalf of Hertfordshire Catering Limited Board

**Date:** 1 September 2014

**Review:** September 2015