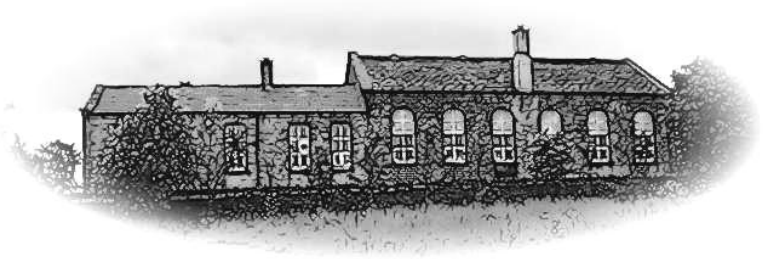
Scapegoat Hill J & I School



School Road, Scapegoat Hill, Huddersfield HD7 4NU
Telephone: 01484 647008, Email: office@scapegoathill.co.uk
Website: www.scapegoat-hill.kirklees.sch.uk
Headteacher: Miss Natalie Shackleton

Food and Nutrition Policy

Approved by:	**Governors**	**Date:**	**September 2026**
Last Reviewed on:	**September 2026**	**Next Review Date:**	**September 2027**

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1. Aims

- This policy is developed in partnership with children, parents/carers, and 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 roles 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 also follows guidance provided by our local authority.

3. Responsibilities of the school

The Governing Board has strategic responsibility for ensuring that this Food and Nutrition Policy is in place and that it reflects current statutory guidance and best practice. The Headteacher is responsible for the day-to-day implementation of the policy and for ensuring that arrangements for food provision, food safety and nutrition are effectively overseen and monitored.

The Headteacher and Senior Leadership Team will ensure that:

- appropriate procedures are in place for food preparation, storage and service;
- staff receive relevant information and guidance to carry out their responsibilities safely;
- the policy is implemented consistently across the school and reviewed as required.

The school cook, who is trained, employed and line-managed by Kirklees Catering, is responsible for:

- preparing and serving food in accordance with Kirklees Catering policies, food hygiene regulations and nutritional standards;
- maintaining high standards of cleanliness and food safety within the kitchen and food preparation areas;
- holding appropriate food hygiene qualifications and completing any required training updates provided by Kirklees Catering.

The Breakfast Club leaders are responsible for:

- ensuring food provided at breakfast club is prepared, served and stored safely;
- following food hygiene and allergen procedures in line with school and Kirklees Catering guidance;
- promoting healthy eating choices and ensuring a calm, safe environment during breakfast provision.

All staff, including teaching staff, support staff and volunteers, have a shared responsibility to:

- follow this policy and any related procedures;
- ensure the health, safety and wellbeing of all children in relation to food and drink;
- be aware of children's dietary needs, allergies and medical requirements, and act accordingly.

Clear lines of communication are maintained between the school, Kirklees Catering and breakfast club staff to ensure consistent, safe and high-quality food provision for all pupils.

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:

- 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 around their eating
- Take note of the school's scheduled mealtimes (see section 7) and understand that food will only be provided to pupils who are present at these times

5. Communicating with parents/carers

We tell parents/carers by email, School Ping, in person 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

We work in partnership with Kirklees Council Catering Service to provide healthy and nutritious meals for pupils, and with Morrisons Supermarkets to supply breakfast items for our breakfast club.

We collaborate with our catering partner by:

- Holding regular meetings with Kirklees Council Catering Service 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
- Reviewing its catering arrangements and procurement arrangements to ensure that pupils continue to receive a high-quality service that represents good value for money

In buying food and ingredients, we and our catering company follows the government's guidance on sustainable procurement. Where possible, we and our catering company buy seasonal and local food, and fish from verifiably sustainable sources (such as products certified by the Marine Stewardship Council (MSC)).

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

Breakfast club operates daily from 8:00am to 8:45am, and school lunches are provided between 12:00pm and 1:00pm.

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 menus are:

- Planned for every six months 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 (e.g. pureeing or mashing the food for younger children)
- Reviewed **at least** twice a year, to include seasonal produce
- Shared every six months 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

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 at least 1 daily snack 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 limit processed meat/fish products and meat alternatives to once a week

8. Food safety and hygiene

Our staff/staff at our catering company use our food preparation area to prepare meals, snacks and drinks. The area includes suitable facilities for hygienically preparing younger children's food, and sterilising equipment.

Our staff use colour-coded equipment and utensils, and using separate preparation areas for meat, fish and special diets.

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

Where food-borne illness is suspected, the school will liaise with the appropriate public health authorities, Kirklees Council and Kirklees Catering as required.

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

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 annually to identify trends.

9.3 One-to-one supervision

We offer children with physical, developmental, or sensory issues affecting their eating one-to-one supervision in consultation with parents/carers and health professionals.

9.4 Paediatric first aiders

Any medicines are given to children as needed and in accordance with our medicines policy available on our school website.

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.

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

10.1 Procedures to manage allergies and intolerances

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

We make sure that our 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 staff and 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

We refer to the British Society for Allergy and Clinical Immunology (BSACI) allergy action plans and NHS advice

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 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

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.

11. Allergen food labelling

The 14 allergens that we track and highlight are:

- Celery
- Cereals containing gluten, such as wheat, barley, oats and some flours
- 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 are sent to parents/carers and can be accessed on the school website.

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

Prepacked food is food that is fully or partly packaged before being sold and can't be altered without opening or changing the packaging.

PPDS is prepacked food that is packaged and sold on the same premises (e.g. salads and sandwiches that are made and packed in the school kitchen).

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

Non-prepacked foods include goods such as bakery products, takeaway meals and deli counter foods.

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

- Displaying a menu that includes allergen information
- Displaying a clearly visible written notice explaining how pupils and staff can get allergen information

A written record of allergen ingredients is kept on the Kirklees Catering Services's digital platform.

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.

We and 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

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, we need 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 before children join the school and with annual reminders 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:

- Peanuts
- Cakes and sweets for birthdays or other celebrations

13.1 Packed lunches.

We allow parents/carers to provide packed lunches for their child.

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

- One portion of fruit

Packed lunches must **not** include:

- Peanuts and tree nuts
- Nut spreads (e.g. peanut butter, Nutella)
- Cereal bars, biscuits or snacks containing nuts
- Products labelled *"may contain nuts"* (in nut-free schools)
- Items which are high in salt, sugar and fat
- Energy drinks
- Squash or juice should not be brought into school for consumption during the school day. Children should bring only water in a named water bottle for use in classrooms.
- Sweets and chewing gum
- Chocolate bars
- Whole nuts or popcorn – due to choking risk
- Whole grapes or cherry tomatoes (if not cut lengthways) – due to choking risk
- Hard sweets – due to choking risk
- Food that requires reheating

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

Parents/carers are responsible for ensuring packed lunches comply with the school's nut-free expectations and dietary requirements. Staff will take reasonable steps to reduce the risk of allergen exposure and cross-contamination.

For children with allergies, staff will store food brought from home/packed lunches separately in designated food trolleys to reduce the risk of cross-contamination.

Due to food safety reasons, we do not provide refrigeration for packed lunches or reheat food from home unless specifically agreed upon with parents/carers.

If no refrigeration is available, we only store food outside of chilled conditions for up to a **maximum of 4 hours**, and never more than once.

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 when asked to by the school

Food brought into school **must not contain:**

- nuts

We ask that they follow the following guidelines:

- Consider sharing healthy dishes during wider school celebrations, such as cake sales and International Day 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, such as cress and lettuce

We involve parents/carers by:

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

15. Monitoring arrangements

This policy will be reviewed by N Shackleton every year. At every review, the policy will be shared with and approved by the governing board.

Policy Implemented	September 2026	Headteacher/Governors
Policy Reviewed		

Policy Reviewed		