



SCHOOL CATERING AND NUTRITION POLICY

Including:

Lunchtime meals

Breakfast and Afterschool Clubs – wraparound food

Pre-school and nursery food

Other food

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

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GENERAL

1. Aims

1.1 **Coastal Learning Partnership** will ensure that:

1.1.1 Food provided to pupils at its schools complies with the government **School Food Standards**¹, is nutritious and of high quality;

1.1.2 Good nutritional health in all pupils is promoted;

1.1.3 The nutritionally vulnerable are protected;

1.1.4 Those with allergies are protected and taken seriously; and

1.1.5 Good behaviour and manners when eating is promoted; and

1.1.6 Provision for cultural and dietary preferences is considered.

1.1.7 Schools providing food to pupils put in place a **Food Safety Management Plan** as required by the CLP **Health and Safety Policy** for **all** meals including school lunch, breakfast club and afterschool club and pre-school / nursery.

1.1.8 Safer eating practices are specifically implemented in all EYFS settings.

2. Provision of Meals in School

2.1 **Coastal Learning Partnership** will provide free school lunches to eligible pupils where a meal is requested by the pupil or someone acting on their behalf.

2.2 **Coastal Learning Partnership** will offer hot lunches to all pupils, where possible, to ensure that all pupils have access to at least one hot meal every day.

2.3 Schools **must** follow the guidance set out in the **School Food Standards** when catering for:

2.3.1 School lunches

2.3.2 Breakfast and Afterschool – wraparound

2.3.3 Pre-school and nursery

2.4 The **School Food Standards** provides guidance which all schools and appointed catering service providers **must** follow for all provision of meals:

2.4.1 Food and drink guidelines

2.4.2 Food labels

2.4.3 Portion size

¹ <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

2.4.4 Menu planning including nutrition and medical diets / allergens

2.4.5 Sample meals and snacks

2.5 Schools providing food in pre-school and nursery settings must also be mindful of the **Early Years Foundation Stage nutrition guidance**² which supports schools to deliver health, balance and nutritious meals, snack and drinks. This guidance is reflected in this policy.

3. School Food Standards

The School Food Standards are statutory for all maintained schools, academies that opened prior to 2010 and all academies and free schools that entered into a funding agreement from June 2014. Coastal Learning Partnership and its schools will adhere to the statutory government School Food Standards.

3.1 The overall aim of the Standards is to provide healthy and balanced meals with high quality meat, poultry or oily fish, bread, other cereal and potatoes and at least two portions of fruit and vegetables with every meal. **Coastal Learning Partnership** schools will not provide drinks with added sugar, crisps, chocolate or sweets in school meals or vending machines and will not provide more than two portions of deep-fried, battered or breaded food per week.

3.2 **Coastal Learning Partnership** will additionally aim to increase the intake of iron, zinc and calcium amongst pupils through the food provided.

3.3 Schools are not required to follow the School Food Standards when food is provided:

- At parties or celebrations to mark religious or cultural occasions;
- At fundraising events;
- As rewards for achievement, good behaviour or effort;
- For use in teaching food preparation and cookery skills, including where the food prepared is served to pupils as part of a school lunch; or
- On an occasional basis by parents or pupils.

4. Infant Free School Meals

4.1 **Coastal Learning Partnership** will provide free school meals to all pupils in Reception, Year 1 and Year 2.

4.2 **Coastal Learning Partnership** will provide one free piece of fruit or vegetable to pupils aged four to six every school day outside of their school lunch through the Department of Health's School Fruit and Vegetable Scheme (SFVS).

4.3 **When a meal cannot be provided due to medical reasons, the school may need to support the parent in providing a meal with the involvement of suitable medical people such as the school nurse and with funding if the child has underlying entitlement to Free School Meals.**

5. Free School Meals

5.1 **Coastal Learning Partnership** will provide free school lunches to eligible pupils where a meal is requested by the pupil or someone acting on their behalf.

² <https://www.gov.uk/government/publications/early-years-foundation-stage-nutrition>

5.2 Parents can obtain information on whether their child is eligible for free school meals from the school office who will explain the application process.

5.3 When a meal cannot be provided due to medical reasons, the school may need to support the parent in providing a meal with the involvement of suitable medical people such as the school nurse and with funding if the child has entitlement to Free School Meals.

6. Provision of Free Drinking Water

Coastal Learning Partnership will provide free drinking water at all its schools at all times; this is a statutory requirement.

7. Provision of Milk

7.1 **Coastal Learning Partnership** will provide lower fat milk or lactose reduced milk at least once a day during school hours free of charge to infant and benefits-based free school meals pupils as part of their free school meal, and will be available free to benefits-based free school meals pupils at all other times. Milk will be chargeable for all other pupils.

7.2 **Coastal Learning Partnership** will provide whole milk to pupils up to the end of the school year in which they reach five years old; after this milk will be lower fat or lactose-reduced, as above.

8. Provision of Food Outside of School Lunch

8.1 Any food or drink provided throughout the school day outside of school lunches, including breakfast, morning breaks, tuck shops and after school clubs at **Coastal Learning Partnership** schools will comply with the Standards for School Food Other Than Lunch.

8.2 The CLP Allergy Policy outlines requirements with regards to the management and control of allergens, including staff training.

9. Provision of Food and Drink on Schools Trips

9.1 The School Food Standards also apply to all food and drink provided to pupils off the school premises and during an extended school day (up to 6pm), including school trips, breakfast clubs, tuck shops, mid-morning break, vending and after school clubs. **Coastal Learning Partnership** schools will adhere to this.

9.2 **Coastal Learning Partnership** schools will provide free school lunches to eligible pupils off the premises where education is being provided, i.e. where school trips are taking place during school time. However, school trips outside of school time, whether day trips or residential, such as during half term or Easter break, do not count. Additionally, it is not the duty of **Coastal Learning Partnership** to provide free evening meals to eligible pupils on school trips.

10. Food brought in from home

10.1 Schools should ensure that food provided from home aligns with the healthy options provided by schools.

11. Communication

- 11.1 All schools must provide information to parents about the provision of food on their school website; for lunch meals this will be linked to the Coastal Learning Partnership website.

12. Early Years and Foundation Stage

- 12.1 The Early Years Foundation Stage nutrition guidance¹ requires schools with EYFS provision, including pre-school or nursey settings, to put in place the following:
- 12.2 Nominate a 'key' person to ensure clear communication with parents and carers about food provision and children's food intake. This includes discussions about the child's cultural and dietary needs.
- 12.3 Implement Safer Eating Practices:
- 12.3.1 Children must be in sight and hearing of staff during all eating times.
- 12.3.2 A Paediatric First Aid (PFA) trained staff member must be present whenever children are eating.
- 12.3.3 Children must be seated safely in highchairs or appropriately sized low chairs.
- 12.3.4 Eating areas should be free from distractions to reduce risks like choking or food swapping.
- 12.3.5 Food must be prepared to prevent choking (e.g., cutting grapes lengthwise, avoiding hard foods).
- 12.3.6 Through ongoing discussions with parents and carers, understand the stage each child is at in regard to introducing solid foods.
- 12.4 Ensure Dietary Requirements & Allergy Management:
- 12.4.1 Before a child starts, providers must collect details on:
- 12.4.2 Allergies, Intolerances, Special dietary needs, Religious or cultural food preferences
- 12.4.3 Allergy Action Plans must be created and reviewed in line with the CLP **Allergy Policy**.
- 12.4.4 Staff must be able to recognise and respond to allergic reactions and anaphylaxis and therefore must receive training in line with the Allergy Policy.
- 12.5 Ensure record keeping, specifically with regards to choking:
- 12.5.1 When a child experiences a choking instant that requires intervention, written records must be maintained and trends monitored and acted upon in line with the CLP **Health & Safety Policy**.

HEALTH AND SAFETY

13. Food Safety Management Plan

- 13.1 All schools providing food to pupils **must** ensure a **Food Safety Management Plan** is in place as required by the CLP Health and Safety Policy for **all** meals including school lunch, breakfast club and afterschool club and pre-school / nursery.
- 13.2 The CLP Food Safety Management Plan is made available to schools on the CLP intranet.

14. Allergies and Intolerances

- 14.1 **Coastal Learning Partnership** takes allergies and intolerances very seriously and realises the consequences of failing to do so. Our schools will work closely with pupils and parents to support

¹ [Early Years Foundation Stage nutrition guidance](#)

those with allergies or intolerances.

- 14.2 All schools **must** comply with the CLP **Allergy Policy** (within the First Aid and Medical Conditions & Managing Medication and Allergy Policy). Guidance is also available in the **School Food Standards** and in the **DfE Allergy guidance for schools**³ which lists the 14 regulated allergens.
- 14.3 Where food is provided by Partnership **employees or volunteers, Coastal Learning Partnership** schools will clearly label food to warn sufferers of the 14 regulated allergens listed below:
- Eggs;
 - Milk;
 - Fish;
 - Crustaceans (for example crab, lobster, crayfish, shrimp, prawn);
 - Molluscs (for example mussels, oysters, squid);
 - Peanuts;
 - Tree nuts (namely almonds, hazelnuts, walnuts, cashews, pecans, brazils, pistachios, macadamia nuts or Queensland nuts);
 - Sesame seeds;
 - Cereals containing gluten (namely wheat (such as spelt, Khorasan wheat/Kamut), rye, barley, oats, or their hybridised strains);
 - Soya;
 - Mustard;
 - Lupin; and
 - Sulphur dioxide and sulphites (at concentration of more than ten parts per million).

³ <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

- 14.4 Appointed service providers must have robust and compliant allergen processes; this will be a requirement of any procurement and contract management.

15. Facilities for Eating

- 15.1 **Coastal Learning Partnership** will provide appropriate facilities for pupils to eat food, be that for food and drink purchased at school, or food and drink brought from home.
- 15.2 Pupils are provided a safe and social environment in which to eat and drink comprising of shelter, furniture and supervision.
- 15.3 Pupils are expected to behave in said facilities at all times and our schools will ensure that their School Behaviour Policy enforces this expectation.

16. Health and Safety Requirements

- 16.1 All catering staff must be aware of these policies and procedures and must adhere to them when operating in the school kitchen.
- 16.2 All catering staff will receive training regarding their health and safety responsibilities and will comply with these requirements at all times.
- 16.3 Signs for slippery floors for kitchen and eating areas will be readily available at our schools and catering staff will ensure these are used appropriately at all relevant times.

Hygiene Requirements

16.4 **All** catering staff **must** receive training regarding their hygiene responsibilities and will comply with these requirements at all times; this applies to anyone in school handling food that will be served to pupils.

16.5 All catering staff will follow the arrangements in place for serving food and for clearing and cleaning floors and surfaces in both the school kitchen and pupil eating facilities.

17. Natasha's Law

17.1 Natasha's Law (The Food Information (Amendment) Regulations 2019⁴) came into effect on the 1st October 2021 and schools must ensure they are aware of its application in practice.

17.2 The law covers England, Wales, Scotland and Northern Ireland.

17.3 It requires all food outlets to provide full ingredient lists with clear allergen labelling on PPDS food. PPDS (Pre-Packed for Direct Sale) is food that is prepared, prepack and offered or sold to consumers on the same premises. It can include food that is self-selected (for example, from a display unit), as well as products kept behind a counter, or food sold at mobile or temporary outlets.

17.4 Food that is not in packaging or is packaged after ordering is not PPDS food. Allergen information must still be provided but this can be done through other means, including verbally.

⁴ <https://www.legislation.gov.uk/uksi/2019/1218/made>

17.5 The new labelling requirements do not apply to PPDS food sold by distance selling, such as food that can be purchase online or by phone.

17.6 Examples of Natasha's Law in Partnership schools:

- If parents/staff are donating home-baked goods for school events that are wrapped and being sold, the "Natasha's Law" rulings apply and the mandatory top 14 allergen information must be available to consumers before purchase.
- If parents/staff are donating home-baked goods for school events that is unwrapped and given away, it will not fall under PPDS rulings, but it must be clearly stated that the food may not have been prepared under nut (and other allergen) free conditions.
- If confectionery packages are opened and individual items are sold, for example in a 'Tuck Shop', the ingredients should be clearly shown, or allergen information provided (including orally). Some items ("fun size" versions of chocolate bars, for example) may have the ingredients on the wrapping.
- The law does not apply to school meals provided by a third party supplier.

ROLES AND RESPONSIBILITIES

18. Roles and Responsibilities

All

18.1 This **Catering and Nutrition Policy** should be read in conjunction with:

- CLP Health and Safety Policy located on the CLP Intranet
- CLP Allergy Policy located on the CLP Intranet
- CLP Food Safety Management Plan located on the CLP Intranet
- School Food Standards⁵
- Early years Foundation Stage nutrition⁶
- Early years foundation stage statutory framework²
- School food standards: resources for schools⁷
- Allergy guidance for schools⁸

Trust Board

18.2 The **Trust Board** is responsible for the provision of school food, including free meals, and for ensuring that schools lunches and other food and drink provided at **Coastal Learning Partnership** is compliant with the School Food Standards.

18.3 The **Trust Board** will therefore ensure there is a process in place to ensure catering services across all school food and drink outlets is coordinated to ensure compliance with the School Food Standards.

18.4 The **Trust Board** will approve the budget for catering and nutrition as part of its annual budgeting procedure based on recommendations from school Local Governing Bodies.

⁵ <https://www.gov.uk/school-meals-food-standards>

⁶ <https://www.gov.uk/government/publications/early-years-foundation-stage-nutrition>

⁷ <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

⁸ <https://www.gov.uk/government/publications/school-food-standards-resources-for-schools/allergy-guidance-for-schools>

Local Governing Body

18.5 The **Local Governing Body** will ensure it receives regular reports from the **Headteacher** on compliance with the School Food Standards, take-up of school lunches and financial aspects of school food and drink provision.

Chief Finance and Operations Officer

18.6 The Chief Finance and Operations Officer will:

18.6.1 Ensure that where food and drink is provided by the local authority or a catering contactor, that the catering contract or service level agreement specifically specifies compliance with the School Food Standards and that provision is considered for cultural and dietary preferences.

18.6.2 Ensure monitoring arrangements are in place.

18.6.3 Ensure training arrangements are in place.

18.6.4 Determine with the **Headteacher** an annual budget for the provision of food, drink and equipment and will also manage and allocate appropriately any government funding.

Central Operations Manager

18.7 The Central Operations Manager will:

18.7.1 Implement monitoring arrangements working with the **Compliance and Facilities Manager**.

18.7.2 Write and review the **Catering and Nutrition Policy**, ensuring it meets statutory requirements and reflects best practice.

Compliance and Facilities Manager

18.8 The Compliance and Facilities Manager will:

18.8.1 Provide a Food Safety Management Plan template for schools and ensure this incorporates Hazard Analysis Critical Control Points (HACCP).

18.8.2 Undertake regular monitoring of the implementation of the Food Safety Management Plan in each school, working with schools to ensure its effectiveness and providing guidance.

18.8.3 Undertake regular monitoring of contract caterers ensuring that all concerns and non-conformity is escalated to the Head of Finance and Operations.

Headteacher

18.9 The **Headteacher** will:

18.9.1 Coordinate the development of their school's approach to its provision of food and drink, food education in the curriculum and the strategy to increase the take-up of school lunches.

- 18.9.2 Ensure staff, parents and pupils are informed of and have access to the **Catering and Nutrition Policy**.
- 18.9.3 Adopt and implement the **Food Safety Management Plan** for all meals as per paragraph 1.1.7 of this policy.
- 18.9.4 Where their school has a EYFS provision, including pre-school or nurse settings, that they follow section 12 of this policy and have due regard to the DfE's Early Years Foundation Stage nutrition guidance³, Early years foundation stage statutory framework⁴ and Food safety⁵ guidance.
- 18.9.5 Report to the Governing Body on the implementation of the policy and the effectiveness of the arrangements.
- 18.9.6 Ensure that provision of cultural and dietary preferences is considered.
- 18.10 The **Headteacher** will be responsible for and may delegate as appropriate to their school setting;
- 18.10.1 Monitoring of food standards and contract performance ensuring that the **Head of Finance and Operations** and **Compliance and Facilities Manager** is kept informed and made aware quickly of any concerns or safeguarding matters;
- 18.10.2 Determining and managing risk assessments regarding catering and nutrition, ensuring they are followed and kept up to date;
- 18.10.3 Ensuring the safe labelling of allergens;
- 18.10.4 Ensuring catering staff receive up to date training, are kept fully informed and know their responsibilities;
- 18.10.5 Ensuring catering staff are aware of the hazards of their workplaces and of the locations of first aid and firefighting equipment;
- 18.10.6 Ensuring catering machinery and equipment have any necessary safety guards which are used at all times;
- 18.10.7 Ensuring catering staff are trained to use said equipment;
- 18.10.8 Ensuring fridges and freezers are maintained at the required temperatures and tested on a daily basis, results recorded and any necessary repairs to achieve this are arranged;
- 18.10.9 Completing regular hygiene audits for the catering facility;
- 18.10.10 Ensuring catering staff are kept fully informed and know their responsibilities.

³ [Early Years Foundation Stage nutrition guidance](#)

⁴ [EYFS statutory framework for group and school-based providers](#)

⁵ [Help for early years providers : Food safety](#)

Catering Staff

- 18.11 All catering staff (job titles include but are not limited to midday supervisors, kitchen staff / assistants) will:
- 18.11.1 Comply with the School Food Standards, allergy labelling requirements and hygiene requirements;
 - 18.11.2 Comply with their health, safety and hygiene responsibilities;
 - 18.11.3 Attend any appropriate courses and training on hygiene and health and safety at work that the Health and Safety Manager/Catering and Nutrition Manager arranges for them;
 - 18.11.4 Follow arrangements for serving food and for clearing and cleaning floors and surfaces;
 - 18.11.5 Engage with the person(s) appointed to monitor and advise Coastal Learning Partnership schools;
 - 18.11.6 Ensure slippery floor signs are used appropriately at all relevant times.

Catering Contractor

- 18.12 The catering contractor must provide the Governing Body with evidence of compliance with the School Food Standards.

19. Equal Opportunities

Coastal Learning Partnership will take into account the differing needs and requirements of individual pupils, especially those with special educational needs and disabilities or cultural, ethnic or religious requirements when implementing the Catering and Nutrition policy.

20. Review

- 20.1 The **Trust Board** will review this policy every three years and assess its implementation and effectiveness.
- 20.2 The **Local Governing Body** will ensure that the policy is promoted and implemented throughout its school.