



Food and Hygiene Policy Whole School including EYFS

The Head undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: Dr Pamela Edmonds (Head)

Date reviewed: July 2026

Date of next review: July 2027

The school follows the latest statutory guidance in relation to keeping children safe, including supporting pupils at school with allergies. Changes to school menus always consider pupils with special dietary needs. All pupils with allergies have a risk assessment in place.

At PGP we ensure our caterers:

- identify and read labels and product information before using a product
- use allergen charts to list the ingredients in all meals
- ensure allergen ingredients remain identifiable

This includes reference to:

- the fourteen most common allergens
- food labelling requirements
- handling allergen ingredients

Staff are trained in food handling to ensure that the:

- processes to help identify pupils with allergies are known
- methods to help cross-reference allergies against particular food types or ingredients are followed

The school references NHS and government guidance when training staff in how to deal with a severe allergic reaction.

We believe that eating together during meal or snack times plays an important role in social development. It also reinforces children's understanding of the importance of healthy eating. We provide a high standard of hygiene, promoting a healthy lifestyle. We do this by implementing the following procedures:



Food

- All snacks provided will be nutritious, paying attention to children with particular dietary requirements and needs.
- When cooking with children as an activity, staff will provide a healthy, wholesome food, promoting and extending the children's understanding of a healthy diet.
- That parents have informed the school of the child's dietary needs, including allergies, religious preferences, vegetarians and vegans.
- Filtered water is always available.
- Parents are advised to use cold packs in their child's lunchbox.
- Pasteurised milk will be provided for the children in Reception.
- Staff are never involved in handling food if suffering from any infectious/contagious illnesses or skin conditions.
- The catering team adhere to the highest standards of food hygiene and are routinely inspected by company and external auditors.
- The hygiene rating for the school is the highest at 5.
- Early Years staff, and all staff who handle food in class and/or a club, have been trained in food hygiene. Waste is disposed of appropriately and out of reach of children.
- All staff and parents are made aware that nuts, sesame and kiwi are prohibited within the school due to allergies.

Hygiene

- Children are properly supervised while they are eating.
- The hall is left clean and tidy after all lunches are consumed.
- Tables, desks or other surfaces on which food is eaten are cleaned.
- Hands are washed after using the toilet and before handling food and/or going to lunch
- All staff and children have access to antibacterial gels in the classrooms and offices.
- Children are encouraged to blow and wipe their nose and dispose of soiled tissues hygienically.
- When coughing, children are taught to put their hand(s) in front of their mouth.
- Paper towels are disposed of hygienically.
- Hygiene rules relating to bodily fluids are followed with particular care. All staff members and volunteers are aware of how infections can be transmitted.
- Tissues, wipes and used plasters etc which have blood on should be disposed of in either of the sanitary bins kept in the ground and first-floor disabled toilets. The bins have a bin liner in them.
- Staff members and volunteers wear disposable gloves when dealing with accidents or cleaning the toilets.
- Used wipes are put into plastic bags and placed in bins in the adults' bathrooms, which also have a bin liner in it.
- All surfaces are cleaned daily with appropriate disinfected cleaner.
- Spare laundered pants and other spare clothing is accessible, with soiled garments being placed in plastic bags to take home.