



**Broomwood Hall School Limited and Northcote Lodge School Ltd**

## **FOOD AND CATERING POLICY**

**Broomwood Prep – Boys, Girls & Pre-Prep**

### **Policy Statement**

This policy is designed to ensure that the school provides pupils with safe and nutritionally balanced meals during the school day. This includes any special diets for religious or medical reasons wherever possible. It is also to ensure compliance with current legislation in place for food businesses in England.

The policy aims to explain the role of staff and school responsibilities within the following areas;

- Frequency of Inspections
- Procedures for dealing with Allergies and Special Diets
- Sourcing of Reputable Suppliers
- Record Keeping
- Procedures for Staff Training
- Procedures for Cleaning
- Procedures for Waste Disposal and Pest Control
- Procedures for Maintenance of Equipment and Servicing

**Broomwood's Allergy Policy is the primary guidance for allergy procedures and care, although some catering-related allergy information is included below.**

### **Roles and Responsibilities**

The Catering Manager works across Broomwood and has overall responsibility for the menus and food suppliers. They lead the Catering Departments, ensuring that the latest developments in nutrition and healthy eating are adopted where appropriate. Each school has a Head Chef, Chef Assistant, and team of catering staff who both prepare the food and serve it to the pupils.

### **Menu Cycle**

The Broomwood's menu works on a three-week cycle and the weekly menu is displayed on our school website allowing parents to plan their home meals around these to ensure their child gets a good mix of foods throughout the week. This cycle applies to the students' main meal and afternoon tea.

### **Healthy Eating**

At Broomwood we believe that proper nutrition and fluid intake are essential to all members of the school community if they are to fulfil their potential in life. Proper nutrition is essential for good health and effective teaching and learning. We believe that all messages about food and drink within the school should be consistent.

At Broomwood, we want to play our role in establishing and maintaining life-long healthy and environmentally sustainable eating and drinking habits.

Fresh drinking water is available for the children and they are encouraged to drink water regularly throughout the day.

Morning snacks are provided and consist of a drink, biscuits, and a choice fresh fruit options.

The schools regard snack and mealtimes as an important part of the day. Mealtimes are a social time for children and adults and help children to learn about healthy eating. This is an opportunity for adults to role-model healthy eating and appropriate behaviours.

### **Religious Observance and Pupil Preference**

The school provides food in accordance with pupils' religious beliefs and cultural practices so far as we are able given the restraints imposed by staffing, kitchen facilities and supply-chain.

### **Allergies**

Please refer to Broomwood's Allergy and Anaphylaxis Policy for comprehensive guidance.

Broomwood does everything possible to accommodate pupils and staff specialist dietary requirements including allergies, intolerances. Each kitchen maintains an Allergy

Register Photo board, which is updated by Matron. We recognise that there are allergies in the schools and will take necessary care in food preparation and delivery.

Parents are required to consult with staff to ensure that the records of their children's dietary needs, including any allergies, are kept up to date. Parents must provide the school with written confirmation of the allergy from their doctor.

All Broomwood sites are nut free. This means that no food containing nuts should be brought onto the premises under any circumstances. On all sites no cakes/sweets must be allowed into the schools from parents without accurate ingredient lists. Any cakes/sweets given to the school or class by parents must be checked by an appropriate member of staff. The class teacher must check these against the care plans for any pupils in the class with known allergies.

### **Appendix 1**

List of known food allergens:

Celery  
Cereals containing Gluten  
Eggs  
Fish  
Lupin (a kind of legume of the Fabaceae family)  
Milk  
Molluscs  
Mustard  
Peanuts  
Sesame seeds  
Shellfish  
Soya  
Sulphur dioxide  
Tree nuts

We recognise that there are other allergies in the school and will take all necessary care to ensure students with allergies, whether on the above list or not, are protected from exposure to dangerous allergens.

#### **Document Control**

Owner: Catering

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