



Elmley Dray
School

Food Hygiene Policy

Purpose

This policy sets out Elmley Dray School's approach to food hygiene and safety. Its aim is to ensure that:

- All food prepared or served at school is safe to eat.
- Staff and students are aware of hygiene standards.
- Risk of foodborne illness or allergic reactions is minimised.
- The school meets statutory requirements for food safety.

Scope

This policy applies to:

- Food Technology lessons where students handle or prepare food.
- Optional Life Skills breakfast provided to students.
- Any food-related activities or events organised by the school.

Note: Elmley Dray School does not operate a canteen.

Responsibilities

Staff

- Ensure all food is stored, prepared, and served safely.
- Follow hygiene procedures including handwashing, wearing aprons, and hairnets.
- Check for allergies before any activity involving food.
- Complete equipment and delivery checks as required.
- Report any faulty equipment or unsafe conditions immediately.

Students

- Follow staff instructions in Food Technology lessons and during breakfast sessions. Wash hands before handling food.
- Notify staff of any allergies or reactions.



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Leadership

- Maintain records of training, inspections, and checks.
- Review the Food Hygiene Policy annually or sooner if regulations change.
- Ensure staff receive food hygiene training relevant to their role.

Food Safety Measures

Personal Hygiene

- Hands must be washed thoroughly before handling food.
- Wear aprons, hairnets, and gloves as appropriate.
- Remove jewellery and tie back long hair

Food Storage

- Refrigerated items stored at $\leq 5^{\circ}\text{C}$, frozen items at $\leq -18^{\circ}\text{C}$.
- Food kept covered and off the floor.
- Allergens stored separately to prevent cross-contamination.

Food Preparation

- Raw and cooked foods are kept separately.
- Equipment and surfaces cleaned before and after use.
- Staff check expiry dates, packaging, and labels for all ingredients.

Allergies and Special Dietary Needs

- Maintain an allergy record for all students.
- Use stickers or visual indicators for allergy-sensitive items.
- Staff must follow emergency procedures for allergic reactions.

Equipment Safety

- Check all equipment before use for cleanliness and safe working order.
- Faulty equipment is removed and reported immediately.
- Regular equipment safety checks are logged and signed.

Delivery / Food Checks

- Record details of all food deliveries (item, sealed, any issues).



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- Check temperature, packaging, and labelling on delivery.
- Log any issues and take corrective action immediately.

Food Provision

The school does not have a canteen and does not provide school meals. However, where food is provided, for morning life skills and food technology lessons, we follow the relevant principles of School Food in England.

- Honey, syrups, chocolate spreads and other high-sugar spreads are not provided at breakfast. Low-sugar jam is used where jam is offered.
- Low-sugar cereals and plain porridge are provided where applicable.
- Bread purchased by the school meets the relevant fibre requirements.
- Pasta used by the school is at least 50% wholewheat, where applicable.
- Deep-fried foods and other canteen meal requirements are not applicable as the school does not operate a canteen.
- Food provision takes account of pupils' individual dietary, allergy and medical requirements.

Our linked Governor for our food hygiene and provision is Emma Sherwood-Jenkins.

Record Keeping

Elmley Dray School keeps records of:

- Food hygiene checks (equipment, surfaces, deliveries).
- Allergy information for students.
- Staff training in food hygiene.
- Actions taken for any incidents or issues.

Records are stored securely and made available for inspection if required.

Training

Staff working with food must complete basic food hygiene training.

Refresher training is provided every 3 years or when regulations change.

Monitoring and Review

The Headteacher / Director is responsible for ensuring compliance. The H&S Officer is responsible for the day to day management of food hygiene and safety.



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The policy is reviewed annually or sooner if needed.

Any food-related incidents are investigated, recorded, and used to update procedures.

References

- School Food in England
- Food Safety Act 1990
- Food Hygiene (England) Regulations 2013
- NHS / Public Health England guidance on allergens and food hygiene

Version control - Approval and review

Version No.	Reviewed By	Approved By	Approval Date	Main Change	Review Period
1	Emily Hollis	Hayley Furnell	November 2025	Initial policy approved - created own policy outside of H&S policy sub-section	Annually
1.1	Emily Hollis	Hayley Furnell	25 September 2026	Addition of Linked Governor and School Food in England updates	Annually



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A handwritten signature in black ink, which appears to read 'H. Furnell'. The signature is written in a cursive, flowing style.

Hayley Furnell, Director,
on behalf of Elmley Dray School

Dated: 25 September 2026

Next review: 25 September 2027