



Thameside Primary School: Food & Nutrition Policy

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Policy reviewed by:	Vicki Lucas
Key Changes:	This policy has been updated to reflect the most recent statutory requirements placed on schools following the introduction of Benedict's Law and Natasha's Law . Revisions include an updated section on the school meals allergen-management process and strengthened procedures for allergen safety within Wraparound Care. Additional paragraphs have been added to outline allergen-awareness expectations for events such as bake sales and school discos, ensuring that all food-related activities meet current legal and safeguarding standards. The policy also now includes the introduction of purple lanyards for pupils with medically prescribed allergen diets, providing a clear visual system to support staff in identifying and protecting children with specific dietary needs throughout the school day. Also, paragraph about Summer Term Ice pops sales.



1. Introduction, including rationale.

Thameside Primary School recognises the essential role that a healthy, balanced diet plays in children's wellbeing, learning and long-term health. Providing healthy, balanced and nutritious food ensures that all children:

- Get the right amount of nutrients and energy they need while they are growing rapidly, which is especially important for children who might not have access to healthy food at home. This can help prevent children from becoming overweight or obese.
- Develop positive eating habits early on. Children's early experiences with food can shape future eating habits. This can impact children's long-term health including maintaining a healthy weight, and good oral health. The early years are a crucial time to reduce health inequalities and set the foundations for a lifetime of good health.

This policy reflects:

- **The School Food Standards (DfE, 2025)**
- **The Early Years Foundation Stage Nutrition Guidance (DfE, 2025)**
- **Benedict's Law**, which strengthens legal protections for pupils with allergies and serious medical conditions
- **Natasha's Law**, requiring full ingredient and allergen labelling on all pre-packed foods
- **The UNCRC Article 24**, affirming every child's right to nutritious food, safe drinking water, and protection from avoidable harm

The Governing Body acknowledges that ensuring safe access to food, appropriate health care, and protection from avoidable harm is a fundamental safeguarding responsibility. In line with Benedict's Law, the school ensures that:

- Food provided or consumed in school does not place children at avoidable risk
- Staff are trained to recognise and respond to allergic reactions
- Emergency medication is accessible and used without delay
- Individual Healthcare Plans are in place for pupils with medical needs
- **LifeVac anti-choking devices** are available, maintained, and used only by trained staff as a last-resort emergency measure.

In fulfilling our obligations under Article 24 of the UNCRC, the Governing Body confirms its commitment to meeting the statutory requirements introduced through **Benedict's Law**, which strengthens protections for pupils with allergies and other serious medical conditions.



2. Aim

Our aims are to:

- Provide healthy, balanced food choices throughout the school day, fully aligned with the **mandatory School Food Standards**
- Promote positive attitudes towards food, nutrition and wellbeing
- Ensure safe, inclusive food practices that protect pupils with allergies, medical needs or sensory differences
- Reduce health inequalities by supporting families to make healthy choices

3. Application

This policy applies to all staff, pupils, parents, governors, volunteers and partner agencies. It covers:

- Break-time snacks
- Milk
- Water
- School dinners
- Free school meal entitlement
- Packed lunches
- Dining environment
- Teaching
- Breakfast Club and Aftercare
- Specific dietary requirements
- Allergens
- ARP provision
- Birthdays
- Christmas
- Annual reviews
- Staff food

4. Break time snacks

In line with EYFS and School Food Standards:

- All FS and KS1 pupils receive a free daily fruit or vegetable snack.
- Staff are encouraged to use **mindful eating**, as trialled in Foundation Stage.
- Snacks brought from home must be **fruit or vegetables only**, unless medically required.
- Dried fruit should be eaten **only as part of a meal**, not as a standalone snack, due to tooth decay risk (EYFS guidance).

Mindful eating means paying full attention to the experience of eating: the taste, smell, texture, appearance, and the feeling of hunger or fullness. It encourages children to be present, calm and curious about food rather than rushing or eating automatically. It is *not* about forcing children to eat or policing how much they eat.



Mindful eating helps children:

- **Recognise hunger and fullness cues**, reducing overeating or undereating
- **Try new foods more confidently**, because they explore rather than judge
- **Develop sensory tolerance**, especially helpful for pupils with sensory needs
- **Improve emotional regulation**, as the process slows the nervous system
- **Build positive lifelong habits**, aligning with EYFS guidance that early experiences shape future eating patterns

This aligns with the EYFS statement that introducing a variety of tastes and textures early helps children “develop positive eating habits”.

5. Milk

Children under 5 receive free semi-skimmed milk. From age 5, parents may purchase milk if desired served in school. EYFS guidance recommends **whole or semi-skimmed milk** for children aged 1–5.

6. Water provision

Free, fresh drinking water is available at all times, as required by the School Food Standards.

Filtered water is provided for all staff, pupils and visitors to the school. Water machines are located in the igloo FS break out area and in the Activity area. Drinking tap water is available in the Staffroom, Activity area, and the School Hall during lunchtimes.

Pupils must bring a named reusable refillable water bottle to school each day. Pupils should fill them up with fresh water at the beginning and during the day. Pupils are able to refill the bottles on request, at a suitable break in the lesson or classroom activity. Unnamed bottles left in school at the end of each term will be thrown away.

Only **plain water** should be brought to school unless medically required. This is due to the high incidence of tooth decay among school aged children.

Water bottles are kept in the classroom for easy access. Children are encouraged not to take drinks during teaching inputs to minimise disruption of lessons but are free to have drinks at all other times. Staff should ensure that pupils have access to water after physical activity. Children are reminded to drink more often during hot weather.

All pupils must have a drink at lunchtime. Children having school dinners will be given a beaker of water, and this can be provided to children who do not have a drink in their packed lunch.

7. School dinners

Caterlink provides school meals under the Reading Borough Council contract. Menus comply with the **School Food Standards**, including:

- A portion of vegetables every day



- A portion of fruit every day
- Oily fish at least once every 3 weeks
- No confectionery or chocolate
- No more than 2 fried or pastry-based items per week

Caterlink focus on **fresh, balanced meals** that meet government nutritional standards. Their menus are designed by nutritionists and prepared by trained chefs, offering a variety of options including meat, vegetarian, and jacket potato meals, alongside an unlimited salad bar. Caterlink emphasizes sustainability, using local suppliers, promoting plant-based choices, and sourcing ingredients with high animal welfare standards, such as Free-Range Eggs and MSC-certified fish.

Menus are sent to parents on release of a menu change via the school's parent newsletter. They are also displayed in the school office. Printed menus are also available on request from the school office. For further information, please refer to the Caterlink website.

There are usually 3 choices each day, one of which is a jacket potato.

8. Benedict's Law

Benedict's Law, which became enforceable in **October 2023**, places specific duties on schools to ensure that children with serious medical conditions particularly those requiring emergency medication - are kept safe at all times. The law requires schools to have clear, accessible systems for identifying pupils with medical needs, ensuring that all relevant staff are aware of these needs, and that emergency medication is stored safely, is clearly labelled and can be accessed immediately when required. Schools must maintain up-to-date Healthcare Plans, ensure that key staff are trained in recognising medical emergencies and administering emergency medication, and put robust procedures in place so that information is shared promptly with all adults responsible for the child's care, including supply staff. The overarching requirement is that schools take proactive, practical steps to prevent avoidable harm and to ensure a swift, coordinated response in the event of a medical emergency.

Thameside Primary School complies fully with these requirements through its comprehensive **Medical Administration Policy**, which sets out how medication is collected, recorded, stored securely and administered safely. This policy is supported by regular staff training to ensure that all key personnel understand their responsibilities, can respond confidently in an emergency.

9. Medical /Special Dietary arrangements

Caterlink is committed to providing safe, nutritious meals for pupils with special dietary requirements. To ensure every child's needs are fully understood and met, they require a completed referral form supported by a referral letter from a regulated healthcare professional. This process enables Caterlink to prepare meals in line with each child's specific dietary needs.

A personalised allergen-specific menu is created for each child and shared with parents. Parents are asked to select their child's preferred meal choices in advance, and these selections are then held securely in the school kitchen to support safe and consistent meal service.



To further reduce the risk of human error, Caterlink staff use a dual-checking system when serving an allergen-safe meal. The meal must be checked and signed by two separate members of the serving team to confirm it matches the child's agreed dietary requirements.

Caterlink's policy includes robust procedures to reduce the risk of allergy-related anaphylaxis and food intolerances while children are on school premises. As part of these measures, pupils with medically confirmed allergen requirements are issued a purple student lanyard to wear at lunchtimes. The lanyard includes the child's photograph, key allergen information, and the agreed actions to take in the event of an allergic reaction.

Teachers are fully informed of any pupils in their class with medical or food-related allergen conditions. This information is stored in the class folder and is also available to staff via the online common area, ensuring consistent awareness and safe practice across the school.

10. Free school meal entitlement

Universal Free School Meals (UFSM)

All children in Reception, Year 1 and Year 2 are entitled to **Universal Free School Meals**. These meals are free for all families, regardless of income, and we strongly encourage every parent to take up this offer.

Free School Meals (FSM)

Some families may also qualify for **means-tested Free School Meals** if they receive certain benefits, such as Income Support or Universal Credit. Registering for FSM provides important additional funding for the school through the **Pupil Premium**, which directly supports children's learning and wellbeing.

Children who are registered for Free School Meals remain entitled to free school meals until the end of their primary education, even if family circumstances change. The school may also be able to offer additional support with costs such as school trips for families who qualify. Parents/carers do need to complete an application to register for FSM.

11. Packed lunches

Some families prefer to provide a packed lunch and we are aiming for our packed lunches to be as healthy as they can be. If children have a packed lunch, we would recommend basing it on the Eatwell Guide (Appendix 1).

A balanced packed lunch should contain:

- Starchy foods - these are bread, rice, potatoes and pasta, and others.
- Protein foods - these are meat, fish, eggs, beans and others.
- A dairy item - this could be cheese or yoghurt.
- Vegetables or salad, and a portion of fruit.

For suggestions on how to make healthier packed lunches, please refer to the following:

<https://www.nhs.uk/change4life/recipes/healthier-lunchboxes>



The following foods are not permitted in school and should not be included in lunchboxes:

- Nuts and peanuts – (due to severe allergies) there are a number of children in school for whom contact with nuts and peanuts has serious implications and require prompt medical treatment.
- Sweets – these contain high levels of fat and sugar and contribute to dental problems.
- ‘Fizzy’ drinks or energy drinks.

Parents and carers will be informed of these expectations during induction meetings. If a pupil brings any restricted items in their lunchbox, these will be removed and returned to parents/carers at the end of the school day. If a pupil appears not to have enough food for lunch, they should let their class teacher know. The class teacher will then inform the Headteacher if further action is needed.

Many of our pupils are increasingly aware of the environmental impact of single-use plastics, and we encourage families to reduce their use wherever possible. Using reusable containers is not only more environmentally friendly but can also be more cost-effective. For example, purchasing a larger packet of raisins or dried fruit and portioning it into small reusable pots is often cheaper than buying individual snack packs. Similarly, sandwiches can be placed in a reusable lunchbox rather than wrapped in cling film or other disposable packaging.

For health and safety reasons, all lunchboxes are stored indoors during the school day.

If parents or carers have concerns about how much their child is eating at lunchtime, they are encouraged to speak with the class teacher, who will work with them to find a suitable and supportive solution.

12. Dining environment

Research shows that a child’s surroundings can significantly influence their sense of wellbeing. Staff work closely with pupils to maintain a clean, safe and welcoming dining environment that reflects the caring, friendly ethos of our school. Queuing is supervised and kept to a minimum; children remain on the playground until their class is called to the hall.

Staff are trained to be vigilant for signs of choking and to respond promptly and appropriately if a child is struggling to breathe. The school also has a LifeVac device available for use in the rare event that a child or adult becomes unconscious due to choking.

The dining hall should be a pleasant space where children can enjoy their meal. Noise levels are kept to a reasonable level, and each child is allocated a seat number and table at the start of the year to support positive social relationships. Older pupils act as role models, demonstrating good behaviour and helping younger children by modelling how to clear away their trays and rubbish. Children are encouraged to chat with those seated at their table and to enjoy mealtimes as a social experience.

At the beginning of each school year, Year 6 pupils act as ‘buddies’ for our new Foundation Stage children. They collect them from their classroom, accompany them to the hall, help them learn the dining routines, and then take them out to play. Foundation Stage staff support younger children to carry their trays safely to their tables.



Reception children remain in the hall until at least 12:10pm to discourage rushing and to help establish healthy eating habits. Encouraging children to take sufficient time over their meal helps reduce food waste and supports better concentration in afternoon lessons.

Children are encouraged to be as independent as possible during lunchtime, including clearing away their plates and cutlery. Staff teach and reinforce good table manners, including how to hold and use cutlery correctly, with gentle reminders and encouragement to help these skills become routine.

As children finish their meal, they are sent out to play, where lunchtime support staff are ready to receive them. Children should not be kept waiting in the hall. Lunchtime staff follow the rotas provided and receive ongoing training to support them in their role.

Lunchtime staff monitor which pupils have collected their school dinner. If a child has not eaten, this is reported to their class teacher, who will confirm whether the child is in school that day. If they are present but have not had lunch, they will be located and taken to the hall to ensure they have the opportunity to eat. Children are encouraged to eat but are not forced. If they choose not to eat, the school office will contact the parent to inform them.

Some children, particularly those with sensory needs, may find the hall or playground overwhelming. To support them, certain pupils are invited to attend Positive Play. This quieter space offers a calmer environment with fewer children, helping them feel safe and regulated. This provision also supports pupils who have a difficult relationship with food or eating, including for medical reasons.

13. Teaching

Food education - including healthy eating, nutrition and basic food technology - is taught throughout the Thameside Primary School curriculum. These themes are covered within PSHCE, Science, Design and Technology, and, where appropriate, PE. Lessons include explicit teaching on hygiene and the safe handling of food.

Healthy eating is also promoted through our enhanced curriculum. This may include enrichment activities, themed events and practical experiences. Caterlink further support this learning by delivering workshops and cookery sessions focused on healthy food choices.

For more detailed information about how food and nutrition are taught, please refer to the relevant subject schemes of work.

14. Breakfast club and aftercare

Food may be consumed in school at times other than the lunchtime period, including during Breakfast Club, Aftercare and certain enrichment activities. The same expectations around safety, hygiene and healthy eating apply across all settings.

Snacks provided by the school, or brought from home for Aftercare, should follow our healthy eating guidance. Staff monitor what children are eating and encourage balanced choices. Any items that do not meet our food expectations may be removed and returned to parents/carers at the end of the session.



The school will provide suitable snacks for children with medically-specific allergen diets. All staff involved in food preparation and service are alerted to pupils with allergies, and procedures are in place to ensure food is prepared, handled and served safely, with strict measures to prevent cross-contamination.

Food provision at Breakfast Club and Aftercare complies with the National School Food Standards. Relevant staff hold basic food hygiene and food-handling certification.

Breakfast is an important meal and should provide around a quarter of a child's daily energy needs, as well as essential vitamins and minerals. Children attending Breakfast Club can choose from a selection of cereals and toast, alongside other healthy options. Fruit juice, semi-skimmed milk and water are available throughout the session.

Children attending Aftercare receive a plain biscuit on arrival. Later in the session, they are offered a light cold snack. Typical options include a cheese or jam sandwich, baguette or wrap, accompanied by fruit, chopped vegetables and additional nutritious items such as pasta or rice crackers. Caterlink prepares the meals for Aftercare.

All food provided at Breakfast Club and Aftercare is selected with nutritional value in mind, with low salt and sugar content. Food labels are predominantly 'green' under the traffic-light system, with minimal 'amber' items. Further information about food labelling can be found at: <https://www.nhs.uk/live-well/eat-well/how-to-read-food-labels/>

Staff supervising Aftercare and other out-of-hours provision follow the same hygiene and food-handling procedures used during the school day. This includes ensuring children wash their hands before eating, maintaining clean surfaces, and storing and serving food safely.

Children are encouraged to be as independent as possible, including clearing away their plates, cups and cutlery, and disposing of waste appropriately. Staff model and reinforce good table manners and positive social interactions during snack and mealtimes.

If parents or carers have concerns about what their child is eating during Aftercare or other school-based sessions, they are encouraged to speak with the relevant staff member or their child's class teacher so that a supportive and practical solution can be found.

15. Specific dietary requirements

Some pupils require a medically prescribed diet to manage specific health conditions, and these needs may not align with elements of the school's general food policy. In such cases, individual arrangements will be made to ensure the child's safety and wellbeing. These plans will be discussed on a 1:1 basis with parents/carers and the school's SENCO, taking full account of medical advice, healthcare plans and any professional recommendations.

The school will provide appropriate snacks for pupils with medically specific allergen-related dietary requirements. All staff involved in food preparation or service are made aware of pupils with allergies or medical diets, and robust procedures are in place to prevent cross-contamination. This includes clear labelling, separate preparation areas where required, and strict adherence to hygiene protocols.



Our aim is to ensure that every child can eat safely and confidently in school, with their medical, sensory and emotional needs fully supported.

16. Allergens (Source: *Thameside Medical Conditions Policy*)

Around 2–5% of children in the UK live with a food allergy, meaning that most classrooms will include at least one pupil at risk. These children may experience anaphylaxis, a rapid and potentially life-threatening allergic reaction that requires an immediate and effective emergency response. Approximately 20% of serious allergic reactions occur while a child is at school, and importantly, such reactions can occur even in pupils with no previously diagnosed food allergy.

It is therefore essential that all staff are able to recognise the early signs of an allergic reaction and respond swiftly, calmly and safely. Key personnel across the school receive specific training to ensure that any child with a known allergen-related condition is kept safe and supported in the event of a medical emergency. This includes training in recognising symptoms, administering emergency medication and following the school's emergency procedures.

Robust systems, clear communication and consistent vigilance help ensure that every child with an allergy is protected throughout the school day.

In the event of a medical emergency, the school will follow the recognised Medical ABC approach to ensure a calm, structured and effective response.

**Airway:**

- Swollen tongue
- Difficulty swallowing/speaking
- Throat tightness
- Change in voice (hoarse or croaky sounds)

Breathing:

- Difficult or noisy breathing
- Chest tightness
- Persistent cough
- Wheeze (whistling noise due to a narrowed airway)

Circulation:

- Feeling dizzy or faint
- Collapse
- Babies and young children may suddenly become floppy and pale
- Loss of consciousness (unresponsive)

Action to be taken

- Position is important -lie the person flat with legs raised (or sit them up if having breathing problems)
- Give adrenaline – WITHOUT DELAY – if an AAI is available
- Bring the AAI to the person having anaphylaxis, and not the other way round. Avoid standing or moving someone having anaphylaxis
- Call an ambulance (999) and tell the operator it is anaphylaxis
- Stay with the person until medical help arrives
- If symptoms do not improve within five minutes of a first dose of adrenaline, give a second dose using another AAI
- A person who has a serious allergic reaction and/ or is given adrenaline should always be taken to hospital for further observation and treatment
- Sometimes anaphylaxis symptoms can recur after the first episode has been treated. This is called a biphasic reaction.

Source: <https://www.allergyuk.org/>

This school uses individual Healthcare Plans and/or Medical Alert Notices to ensure that all relevant staff - including teachers, support staff and supply staff are fully informed about pupils who may require emergency medical assistance. These documents outline each child's specific needs, symptoms to look out for, and the actions staff must take in an emergency.

In line with **Benedict's Law**, the school maintains clear, accessible systems so that information about pupils with medical conditions is shared promptly and accurately with all staff responsible for their care. This includes ensuring that emergency medication is identifiable, accessible and used only in accordance with medical guidance.

For pupils with severe allergies requiring an adrenaline auto-injector (AAI), the school follows the Department of Health's statutory guidance on the safe storage, management and use of AAIs in schools: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/645476/Adrenaline_auto_injectors_in_schools.pdf

At the start of each academic year, parents and carers are contacted to update Healthcare Plans, Medical Alerts, Allergy Alerts and Purple Medication Forms. This ensures that all medical information remains accurate and that staff have the most up-to-date guidance to support pupils safely and effectively.

17. ARP (Rainbow and Garden Rooms) food provision



Snacks on offer in the Rainbow and Garden Rooms may vary to those set out in this policy. It will always include fruit but this will be alongside other nutritious, low calorie options, such as rice cakes. This is to encourage and enhance communication skills, and to provide a sensory diet. Options available will depend on advice given by an Occupational Therapist and may require children to eat at various points through the day.

18. Birthdays

Pupils often enjoy marking their birthday in school, and in the past some children have brought in small treats such as lollipops or bags of sweets to share with their classmates. When parents were last consulted on this in December 2019, more than 40 responses were received. Views varied, but many parents raised concerns, including:

- “There are too many children so kids are having sweets too often.”
- “I’d prefer it not to be food. Due to child allergies he often misses out or I have to be ready to swap it.”
- “I think there’s room for alternatives like balloons or even just singing to the pupil before they go home – do parents need to bring sweets in?!”
- “I think it's a nice idea, they want to celebrate their birthday with their peers.”
- “It is so sporadic that it does NOT matter.”

Pupils were also consulted through the School Council. They expressed concerns that some children were frequently left out due to dietary restrictions, allergies or cultural reasons, and felt that this was unfair. They agreed that birthdays should still be acknowledged, but that celebrations did not need to involve food.

In light of this feedback, and to ensure fairness, inclusivity and the safety of all pupils, the school has decided **not to encourage or permit the sharing of sweets, cakes or other food items for birthday celebrations.**

As an alternative, families may choose, if they wish, to donate a book to the class for everyone to enjoy. This is entirely optional. If a child brings food into school to share for their birthday, it will be kept safely by the class teacher and returned to parents/carers at the end of the day.

19. Christmas Parties and Discos

Christmas parties are usually held during the final week of the autumn term. Parents may be invited to contribute party food. When preparing suggested food lists, staff should ensure a balanced selection is requested, including sandwiches, cheese, fruit and vegetarian options, while keeping items such as biscuits and cakes to a minimum. Water or diluted fruit squash will be offered. Fizzy drinks and energy drinks will not be accepted. Gifts of confectionery exchanged between teachers and pupils at the end of term, such as Christmas, Easter or the end of the academic year, are permitted but entirely optional. Where food is provided by the school, for example during themed activities, discos, celebrations or cooking sessions, staff ensure that allergies, dietary requirements and cultural or religious needs are fully considered and catered for. Parents and carers are asked to keep the school informed of any changes to their child’s dietary needs so that appropriate adjustments can be made.



20. Bake Sales

When hosting bake sales or similar fundraising events, the school must comply with Natasha's Law, which requires full and accurate allergen information to be available for any food that is pre-packed for direct sale (PPDS). Although many bake-sale items are not pre-packed and are homemade - the school still has a duty to ensure that all items are clearly labelled or accompanied by a full list of ingredients so that parents, pupils and staff can make safe choices. Staff overseeing the event must ensure that food is displayed safely, cross-contamination risks are minimised, and that children with allergies are supported to participate safely. **See Appendix 2 for an example Bake Sale Form.**

21. Ice Pop Sales

During the summer term, the school will be offering **ice pops every Friday**, available to purchase in advance through ParentPay. Parents can choose to make a one-off bulk payment for their child to receive an ice pop each Friday in school. While ice pops are very much an occasional treat, they can help children stay refreshed and hydrated in warm weather, as they are primarily water-based. This initiative also helps us raise additional funds to support **school resources, enrichment activities, and school trips**, ensuring we can continue providing valuable opportunities for all pupils.

22. Annual reviews

Annual reviews are held at school for children with SEND who have an Educational Health and Care Plan (EHCP). At annual reviews, pupils are allowed to choose what food and drinks they would like to be provided, as a means of ensuring they feel comfortable and happy to attend the meeting. As this is deemed to be a special occasion, they are not restricted to what is contained in this policy.

23. Staff food

Staff who eat with the children are entitled to a duty meal. This provides an additional opportunity to model positive social skills, table manners and calm mealtime routines.

Any staff member working directly with a child who has a severe allergy, such as a nut allergy or Coeliac disease, must not consume the child's specific allergen in the classroom or in any shared space where cross contamination could occur. In these cases, staff should eat their lunch in the staffroom or off site.

If a member of staff has eaten or come into contact with a known allergen before working directly with a child whose risk assessment requires heightened caution, they must alert a member of the Senior Leadership Team so that appropriate steps can be taken to ensure the child's safety.

Staff lunches are occasionally held, with colleagues invited to contribute a dish. Staff should ensure that a balanced range of food is available and that dietary requirements, including allergies, vegetarian options and cultural or religious needs, are fully considered. When using external catering companies, the school will ensure that a suitable balance of food is provided, including vegetarian and halal options.

V Lucas, April 2026

Appendix 1 – The Eatwell Guide:



Source: Public Health England in association with the Welsh government, Food Standards Scotland and the Food Standards Agency in Northern Ireland. © Crown copyright 2016.



Appendix 2 – Example Bake Sale Form



Bake Sale Allergen & Safety Checklist (Parent/Carer Form)

Name of Parent/Carer: _____

Child's Name/Class: _____

Item Name: _____

Date Prepared: _____

1. Ingredient Declaration (Required)

Please list *all ingredients used* (including toppings, fillings, decorations, and shop-bought items used in the recipe):

2. Allergen Checklist

Tick all that apply to your item:

- | | |
|---|---|
| <input type="checkbox"/> Contains cereals with gluten (e.g. wheat, rye, barley, oats) | <input type="checkbox"/> Contains celery |
| <input type="checkbox"/> Contains milk/dairy | <input type="checkbox"/> Contains lupin |
| <input type="checkbox"/> Contains eggs | <input type="checkbox"/> Contains sulphites |
| <input type="checkbox"/> Contains peanuts | <input type="checkbox"/> Contains shellfish |
| <input type="checkbox"/> Contains tree nuts (e.g. almonds, hazelnuts, walnuts) | <input type="checkbox"/> Contains mustard |
| <input type="checkbox"/> Contains sesame | |
| <input type="checkbox"/> Contains soy | |
| <input type="checkbox"/> Contains fish | |

None of the above allergens used



3. "May Contain" / Cross-Contamination (Important)

Tick any that apply:

- Prepared in a kitchen that also handles nuts
- Prepared in a kitchen that also handles gluten
- Risk of cross-contamination (please specify):

- No known cross-contamination risks

4. Packaging & Labelling

- Item is clearly labelled with its name
- Ingredients list is attached or available
- Allergen information is clearly indicated
- Item is provided in a clean, suitable container

5. Food Safety & Hygiene

- I confirm the food was prepared in a clean, hygienic environment
- I washed hands before preparation
- Surfaces and utensils were clean before use
- Food is fresh and safe for consumption
- No raw or high-risk ingredients (e.g. raw eggs in icing, unpasteurised products) are included

6. Storage & Transport

- Item has been stored safely (e.g. refrigerated if required)
- Item will be transported in a clean, covered container

7. Declaration

I confirm that the information provided is accurate to the best of my knowledge and that I understand it will be used to help keep children, staff, and visitors safe.

Signature: _____

Date: _____