

# Sylvia Young Theatre School



## Catering Policy including Allergy Policy

<b>Policy responsibility:</b>	<b>Maggie Melville</b>
<b>Updated or reviewed:</b>	<b>3rd September 2025 by MM and Annabel Kibble from our catering company</b>
<b>Reviewed by Peninsula:</b>	<b>14th October 2022</b>
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<b>Updated or reviewed:</b>	<b>Annually</b>

The cafeteria is operated by a catering subcontractor working in association with the school. There are regular inspections of the kitchen area carried out by Westminster City Council. Copies of these reports are available for inspection in the kitchen.

Training files for all catering staff are available for inspection in the kitchen..

The school does not charge rent for the use of our facilities and we provide large kitchen appliances and services i.e. gas cookers, water and electricity as well as cutlery and plates etc.

Our catering subcontractor takes responsibility for the running of the cafeteria. All aspects of health and safety are managed by the contractor in liaison with the school. Records are available for inspection in the kitchen.

**The 'Catering Policy Manual' found in the H&S cupboard contains information about :**

1. Food safety
2. Health and safety at work
3. Environmental protection nuisances.

There is also an inventory;

1. A Guide to Food Hygiene (Food Standards Agency)
2. Food Safety Regulations (F.S.A.)
3. Food Standards Information
4. A questionnaire
5. H&S records.

The three weekly menu; and the price list are available on the website in the parent secure area.

The cafeteria serves the Full Time School, Thursday evening classes, Saturday classes and Holiday courses.

Full Time School students are served breakfast, morning break, lunch and afternoon break. Lunch is compulsory for all students. There is a termly fee for this. Students have a balanced two course meal and a 'help yourself' salad bar. There are choices for vegetarians and provision made for other dietary needs. The menus include protein, carbohydrates and vegetables in the recommended daily portions for school age children.

The school reserves the right to control menus at any time. In practice, there is regular discussion and reporting to the Senior Leadership Team, with our joint aim being to continuously improve the quality of the food on offer; to ensure that we choose balanced options; to present food in a way that is attractive and appetising; to maintain as far as is

reasonably possible a “healthy eating” policy; and to ensure a balanced, reasonably priced choice of options.

Regular use of questionnaires should encourage development.

A questionnaire is sent to families at least once a year and any queries or negative responses are followed up.


Healthy eating means that the students are encouraged to choose from a wide choice of foods so that they develop a balanced attitude to food.

Counting calories is not advised but is provided here for background information only.

### **Guideline Daily Amounts**

<b>Each day</b>	<b>Men</b>	<b>Women</b>	<b>Children 5 - 10</b>
Calories	2500	2000	1800
Fat	95g	70g	70g
Saturates	30g	20g	20g
Fibre	24g	24g	15g
Salt	6g	6g	4g

There is a guide for parents and carers of recommended amounts.

 [Portion\\_Size\\_Poster-06012015\\_V1B.pdf](#)

### **FOOD SAFETY REQUIREMENTS**

- Operate a clean, hygienic food business
- Provide safe food using ingredients purchased from reputable suppliers, correctly stored, prepared, cooked and served
- Keep the food premises in good repair and decoration throughout
- Prevent pests, such as rats, mice, cockroaches and other insects, getting into the premises (See Pest Control Policy)
- Ensure staff are properly supervised and trained in food safety matters.

### **HEALTH AND SAFETY AT WORK REQUIREMENTS**

- Look after the health, safety and welfare of staff, customers and visitors.
- Provide adequate resources to maintain a safe place of work, safe systems of work and safe equipment
- Look at all areas of business where staff may need specific training, e.g. lifting, carrying and the safe use of cleaning chemicals
- Keep a record of any accident or dangerous occurrence and report these promptly as required by law.

### **ENVIRONMENTAL PROTECTION NUISANCES**

- Prevent smells and noise nuisance from affecting the surrounding neighbourhood

- Ensure provision for the storage and regular collection of waste from the business
- Provide satisfactory plumbing and drainage for foul water and waste from the premises.

### **LICENSING FOR FOOD BUSINESS**

- Ensure that the canteen has registered as a food business
- Ensure that butchers selling unwrapped raw meat and ready-to eat food have a licence
- If the canteen opens after 11 pm a night cafe licence must be acquired.

### **ALLERGEN POLICY**

The School works closely with Chartwells, our caterers.

All catering staff are trained, and receive regular training, on allergy management

#### **Full Time School**

When students apply to the school we ask for information about any dietary requirements

When a family discloses the student has a medical diet request the School Nurse follows up with a request to parents/carers to complete an online medical questionnaire that identifies condition, allergy type, reaction and any medication prescribed. From this the School Nurse collates a medical care plan and this is then updated every term. Students with anaphylaxis are identified, lists are created and printed off to the staff room and spare epipens are stored in reception for trips

Parents/carers are also requested to complete a Chartwells Medical Diet Request Form that is shared with our caterers and details entered onto our database.

The information is included on our Special Diets List which has the student's name, Year group, their photograph and details of their medical condition .

This list is shared with our caterers and key school staff including the School Nurse, members of the SLT, the Canteen Supervisor and the Receptionist

At the start of school the students sign in at reception and at the same time specify their lunch choice. Available at reception is information supplied by our Chef Manager about menu items that contain substances such as gluten to which students may be allergic: The Allergen Matrix

At break time the Canteen Supervisor makes a note of the choices made by any students on our Special Diets List. This includes the student's full name, year group, medical condition

and lunch choice . This is the first check to make sure students with an allergic/medical condition are making a suitable choice.

The Canteen Supervisor shares this list with the Chef Manager. Details are added to the Chartwell record.

The 'second check' occurs at the point of plating and labelling the meal.

The student's choice of main meal is plated up separately in a bowl rather than on a plate by the Chef Manager, covered with cling film and named. For students served a pre-plated meal, dessert should be pre-plated also and access to the salad bar limited due to cross-contamination risk. A salad selection can be pre-plated on request via the Canteen Supervisor and the Chef Manager. **This information will be added to the first check list.**

For a coeliac/gluten free student the food is prepared separately away from any bread sources, floured surfaces and separate oil used for gluten free fish fingers etc. The aim is to avoid cross contamination, as well as ensuring that the correct lunch is served to the correct student.

For a diabetic student the School Nurse will liaise with the Canteen Supervisor and the Chef Manager.

Students are instructed that they must only be served by the Chef Manager.

In the absence of the Chef Manager there will be an appointed member of the catering staff. All catering staff are aware.

Students are told that if there is any problem with their lunch they must speak to the Canteen Supervisor who will be able to help them.

### **Part Time School and Holiday School**

This information is included on the booking form.

As a school we have a policy not to allow any nut products in school. Thank you for supporting us in this and keeping our school safe.

Our catering company works very closely with us and nut products are not used in our kitchen. However there may be products on sale which may contain traces of nuts for example the croissants, which have been prepared off site in an environment where nut

products may have been present. There are notices in the canteen clearly stating our caterers' policy which you may refer to for further more detailed information.

Please check with our caterers if you need advice before purchasing any products.

Please contact us should you have any questions about this and indeed about any food allergy related queries.

For students attending the Holiday Schools any information provided by parents and carers is shared with the caterers.

At the request of the parent or carer a sample menu can be sent to them before arrival so they are aware of the food we serve during the holiday school. Our caterers accommodate those with allergies and we also have The Allergen Matrix printed and placed at reception should a parent or carer require further information.

### **Nut Products**

Students, Staff and Visitors are asked not to bring any products containing nuts into school. Our school caterers do not use any nuts or nut products.

However, we do not believe it is reasonable or practicable to enforce a ban on products labelled as 'may contain' nuts. These products are often made in factories where nuts are present but do not necessarily contain nuts themselves.

If a student has a known nut allergy, they will not be served any 'may contain' products to ensure their safety.

Other students with no known nut allergy will be able to consume 'may contain' products.

We use very strict monitoring systems for students with allergies and take great care in all that we do to ensure their safety.

We thank all members of the school community for their support in keeping all members of our school community safe.

Our catering company, Chartwells, are working with the school to ensure that we protect our whole school community.

Chartwells would like to assure parents and carers that the safety of your children is their number one priority. They understand the importance of ensuring that students with medical diets can continue to enjoy a safe, balanced meal alongside their peers in school. Their robust medical diet policy and staff training programme ensures that their teams operate to a strict safety standard to keep students safe when eating at school.

If you have any questions or concerns, please do not hesitate to contact us.

