

Broomfield House School

Procedure for Sharing Cakes and Other Food at School and the checking of packed lunches and snacks

This is the procedure to be followed at Broomfield House School for all food brought into school to be shared with other pupils and staff, typically for children's birthdays, staff birthdays and for house cake sales.

Procedure for Sharing Cakes and other Food

- 1) All food must be completely nut free
- 2) All of these food items must be brought to the school dining room in the morning after drop-off and left for the school chef to check. A list of ingredients must be provided with the food either from the shop that the items were bought from or a hand-written list if food has been made at home.
- 3) The school chef will check the list of ingredients and the food itself to ensure and confirm it is safe to share in school. If it is, the chef will distribute the food to the correct class/people **in the dining room at 10.30am (break time) and the food will be consumed there.**
- 4) If the list of ingredients is missing or there is any doubt as to the safety of any food for sharing, the school chef will **not** distribute the food. The chef will contact the parents and/or the member of staff/supplier as necessary to confirm the contents of the food and to assess it for safety. Only food that is positively confirmed as safe will be distributed for consumption.
- 5) Class teachers will brief parents on this process as part of the start of year briefing with the following slide:
 - Please take all cakes or food to share to the school dining room on the morning you bring it in
 - Please attach your name and a list of ingredients for the food to the food container you use to bring it in
 - The School Chef will check the food for safety and distribute it if it is safe and/or query it with you if it is not clear if it is safe or not
- 6) Miss Scorer will keep a stock of cupcakes (egg free) that will be used for children with specific dietary needs eg no eggs, in the eventuality that parents do not bring in cakes/treats for these children.

Procedure for Checking Packed Lunches and Snacks

- 1) All food must be completely nut free
- 2) Packed lunches will be checked by teachers in the classroom before leaving on a trip by asking pupils to open their packed lunches and staff conducting a visual check. Any food of concern should be referred to Miss Scorer, school chef, who will either replace the item or determine it is safe.
- 3) At After School Club, during registration, the staff on duty will do a visual check of packed snacks and refer any items of concern to Miss Scorer who will either replace an item or determine it is safe.