

General Information for Schools with a Delegated Catering Budget 2011

Food Safety

Schools that have taken delegation of their catering budgets are responsible for the Food Safety Policy & Procedures. All KCC employees who handle food will need to complete a Food Handlers Questionnaire to ensure they are fit for work. This is carried out by Staff Care Services at www.staffcareservices.co.uk This includes new recruits, people with this new responsibility and people already working with food who have not completed the assessment.

European Food Safety Legislation now requires you to maintain records and operate a Hazard Analysis (HACCP) system.



Registration of a Food Business

All premises that provide a catering service are deemed to be a Food Business and as such must register with their local Borough Council. This is a legal requirement; you may be in breach of Food Safety Legislation if you fail to do this.



Client Services
Training Calendar



2010/11

Training

Any staff involved in the supply or service of food must have received sufficient training to be able to do this safely. Food safety training is essential to ensure that mistakes are not made and the food served is safe. It is advisable that everyone is trained to CIEH Level 2 Award in Food Safety in Catering.

This is the link to our training page on Kent Trust Web, where you will find our calendar of courses.

http://www.kenttrustweb.org.uk/School/client_training.cfm



Please visit CPD On-line to reserve a place

<http://cpdonline.kenttrustweb.org.uk/cpd/>

Pest Infestation

Schools are responsible for pest control. Please ensure the kitchen staff are aware of any infestation and thoroughly clean any food areas prior to any preparation. Contact a pest control company to eradicate pests. Undertake regular inspections for evidence of any further infestation.

Food Poisoning

In the event of suspected food poisoning, notify the kitchen manager and Client Services. Follow instructions in Food Poisoning procedures document available on Kent Trust web.

Maintenance

Schools with a delegated catering budget are responsible for the maintenance of the fabric of the kitchen as per the delegated responsibilities for the entire building, including cleaning and servicing of ventilation fans and their housings and decorative repair. An annual high level clean is recommended.

Kitchen Equipment Repairs (Fridges, freezers, ovens etc)

Schools with delegated catering budgets are responsible for making their own arrangements for repair and maintenance of kitchen equipment.

Kitchen Equipment Replacement

Client Services will only purchase kitchen equipment which would be required to provide a service, similar to the county-let contract. KCC obtain substantial discounts on this type of equipment, so schools must contact Client Services on 01622 696050 before ordering any replacements.

Light Equipment Replacement (Plates, Cutlery, Pots and Pans etc)

For schools in the county let contract this would normally be replaced by the contractor. Schools who have undertaken their own arrangements may have made different arrangements.

Gas Testing

Please also see separate gas safety document available on Kent Trust Web. Property will arrange an annual gas carcass check, testing from supply to appliance and an air flow check.

Electrical Testing

Hard wired fixed equipment will be tested as part of the KCC contract annually.

Schools are responsible for the annual testing of equipment which is not hard wired, including fridges and freezers.



Free School Meals

Free school meals must only be served to pupils who have had their free meal entitlement confirmed by the Awards Section 01303 224330. Schools who receive a delegated budget for free meals are responsible for paying the meals provider directly.

Millions Meals Campaign

Are you supporting Million Meals? Visit the School Food Trust website for more information or to sign up.

2011 Annual Survey

Client Services will be supporting the School Food Trust to undertake the sixth annual survey this year and it is predicted this will be the same for March 2012. The key purpose of the annual survey is to collect data on the take up of school lunches. Client services will send the questionnaire to all schools mid March and the deadline for completion will again be mid-May.

Kentish Food Week

26th – 30th September 2011

British Food Fortnight is an established date on the school calendar and to celebrate all the wonderful produce we have in our County of Kent, Client Services are supporting all schools in taking this one step further with the 3rd annual Kentish Food Week. We hope as many schools as possible use this special week to increase meal uptake and make the most of our local seasonal fresh produce.



School Meals Nutritional Standards

It is recommended that schools adopt a whole school approach to school food provision. It is important for different school food providers to work together, and for the whole school community (including headteachers, the senior team, governors, caterers, teachers, pupils and parents) to be involved, in order for schools to meet the nutrient-based and final food-based standards.

Support with menu analysis and pre planned menu's are available from Client Services.

Kent Services for Schools

In addition to the annual service level agreement (B) Client Services now also offers a one off audit of the catering provision at your production kitchen (C) or servery (D). This is for those schools who feel they don't need support throughout the year but would like professional advice at a particular time.



There are now also a number of other more specific services available

- (E) Contract Letting
- (F) Financial Audit
- (G) Kitchen Design
- (H) Menu Analysis
- (I) Catering Manager / Cook Recruitment
- (J) Catering Risk Assessment
- (K) Marketing
- (L) Extended Schools Provision

Bespoke training including –

15 week day-release Craft Skills Programme at Bellwood Training kitchen
On site cookery workshop including presentation of the food
Lunchtime Supervisor Workshops
Breakfast Clubs – Meeting the Food Standards
Kitchen bookwork and record keeping



Documents available from the Client Services pages of Kent Trust Web

The Best Practice Guide for Increasing the Uptake of School Meals

Kitchen Closures

Kitchen Lettings

Food Poisoning Procedure

Care & Use of Equipment

Kitchen Risk Assessments

Nut Policy

Guidelines for cleaning fans and housings

Use of home grown fruit & vegetables

Packed Lunch Policy

Example Menu's

Emergency Planning Procedure

Food Temperature Records

Gas Leaks

Training Record Cards



Procedures may vary for schools of Academy Status