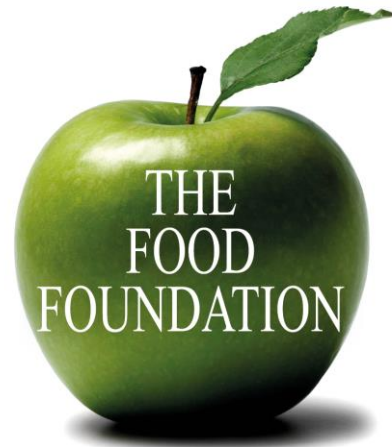


Return to School Catering for Children in a Crisis



Jeanette Orrey
Co-Founder Food for Life

Myles Bremner
Formerly Director School Food Plan





SCHOOL FOOD CHECKLIST FOR COVID-19

We appreciate how many changes schools are having to make to keep children and staff safe. This checklist is designed particularly for schools who self-manage their catering provision. It is to help school leaders and their catering teams make decisions that are right for their schools so that pupils can continue to benefit from good, nutritious school food.

With careful thought and planning, it should still be possible to make sure that school lunchtime is an enjoyable experience, time spent sharing good food with peers and teachers.

This checklist should be used in conjunction with other issued guidance and advice, especially around social distancing, food safety guidance specific to COVID-19 and enhanced cleaning regimes in schools. It is critical that it is used in conjunction with the school's risk assessment policies. See links at the end of this document.

The headteacher and catering staff should meet in order to:

- Ensure the kitchen team is included in school-wide planning and briefings on how the school will manage COVID-19 safety.
- Gain commitment to provide a hot school meal each day, even if this is not possible straight away. If alternative measures are to be put in place temporarily, agree how the kitchen team can best support this.
- Confirm how many pupils are likely to be returning to school and when.
- Establish the roles of lunchtime supervisors and other school staff in supporting school food.
- Agree how plans for school food will be communicated to pupils and parents.
- Make washing hands the school mantra for everyone.

Planning the food offer:

- Plan to provide a simple lunch menu, with one main meal, one vegetarian (or vegan) option and fruit or yoghurt for pudding.
- Check your food suppliers are able to deliver to your revised schedule. Agree ordering and delivery protocols (we suggest no entry to kitchen areas, delivery boxes unpacked and wiped before storage, items date stamped etc).
- Look at how you can make changes to the meal service. Set up serving stations and clearly mark out your dining area for queuing, service, seating and waste/clearing stations.
- For breakfast and break services, keep this offer simple, with minimal choices that can be served, rather than self-service.
- Consider staggering mealtimes for different year groups if you are not able to maintain social distancing in queues or with individual seating stations in your dining area.
- Consider whether eating in classrooms is a viable option, but ensure collection and delivery adheres to strict sanitation, food safety and temperature monitoring controls.

- If you do not have the time or resource to make the required changes in time for school re-opening, then consider providing packed lunches as a temporary measure. Remember that these must still meet the required school food standards.
- We would discourage allowing students to bring in food from home but if they do, consideration must be given to ensuring lunch boxes and water bottles are appropriately disinfected.
- Have contingency plans in place in case of staff sickness.
- Think about what food you can offer children entitled to free school meals who cannot attend school due to staggered re-entry, self-isolation or other reasons.

The week before re-opening:

- A deep clean must take place, especially if your kitchen has been closed or used for alternative provision. Consider using reputable cleaning contractors.
- Check all equipment (cookers, fridges, hobs) are working correctly. Check gas and water supply. Check waste systems are flushed and treated. Use relevant professional contractors where appropriate.
- Check IT and software systems (such as payment systems).
- Ensure your dishwasher is in good working order and reaching a suitable temperature to adequately sanitise plates and cutlery.
- Consider staffing levels that are possible in your kitchen whilst ensuring safe social distancing, keeping workstations 2m apart whenever possible. Where a 2m distance is not possible, consider what extra PPE (e.g. face masks) is needed, and recommend staff work side by side or with backs to each other.
- Ensure the kitchen is well ventilated, with windows kept open whilst occupied, and ventilation systems in good order. Use fly screens.
- Use floor tape to mark out specific areas in the kitchen for certain members of staff.
- Implement a one-way movement system where possible.
- Order any required PPE equipment or clothing that is needed, especially cleaning materials, disposable aprons, gloves and face masks.

- Put in place good signage throughout the kitchen to explain any new advice on what staff should and shouldn't do.
- Check that you have sufficient stocks of detergent, disinfectant, sanitiser and hand sanitiser (minimum 60% alcohol) to manage an enhanced cleaning regime.
- Install any additional handwashing and sanitation equipment and agree new protocols to be put in place.
- Update your HACCAP or COSHH protocols – and check in with your Environmental Health Officer if needed. We recommend a kitchen specific risk assessment for managing the risk of COVID-19 infection.
- Make sure the entire kitchen and midday supervision teams are briefed on the plan and actions that are required of them!

Looking after staff:

- Ask your teams to complete a 'Return to Work' survey.
- If you have larger teams, consider your staffing rotas in order to reduce contact. Shift patterns can be staggered to minimise the number of staff in the kitchen, with preparation and cleaning taking place consecutively, for example.
- Staff should change into clean uniforms outside the kitchen in a designated changing area, one staff member at a time. If possible, arrange to wash uniforms on site or else ensure they are put into a separate bag to be taken home to wash.
- Consideration should be given as to how to manage staff in high risk categories, or those with family members who are shielding. Managing this should be discussed and agreed in line with the school-wide policy.
- Be aware of your team's mental health during this time. Ensure you make time to have open discussions about how risk is being managed to help alleviate any anxiety.
- No personal items should be brought into the kitchen.

Daily kitchen tasks:

- Hand wash often and after tasks! Disposable gloves are not a substitute for hand washing.
- Use two stage cleaning and a clean-as-you-go policy at all times. First use detergent, then sanitise using manufacturer guidance.
- Appropriate PPE (including aprons and disposable gloves) should be worn at all times. Use fresh PPE when moving from kitchen to other school areas.
- Make sure all hand-contact surfaces (including handles, doors, taps, light switches, telephones, storage bins etc) are cleaned regularly throughout the day.
- Maintain existing HACCP/COSHH protocols (e.g. fridge and freezer temperatures).

Daily service:

- All pupils and staff to hand-wash/use sanitiser on entering and leaving the dining room.
- Ensure you have meal orders in advance and ensure allergens/special diets are catered for.
- Remove self-service items.
- Fit sneeze screens where appropriate.
- Have meals (and any salad items) served on a plate by staff (either kitchen, teaching or midday supervisors) which can then be taken to seated children, or collected using social distancing.
- Have a member of staff hand out cutlery and cups for water.
- Only consider using eco-disposable plates and cutlery if dishwashing is not practical.
- Ensure clearing and waste stations enable social distancing. Place plates and cutlery into disinfectant bowls. Make sure no food waste returns to the kitchen.
- If unable to set up a remote payment system, use look-up functions where possible and, as a last resort, where using biometric systems is unavoidable, ensure any finger or thumb payment systems are wiped down after every use.

Brought in or transported meals:

- Make sure that vehicles used for transporting meals are clean and disinfected and that drivers wear appropriate PPE and follow sanitation processes.
- Ensure any external packaging, surfaces and handles are wiped down with sanitiser on delivery.
- Cleaning of all transported equipment (such as hot boxes, cool boxes etc) must be carried out at the beginning of the day, before packing and after deliveries.
- Hotboxes and all light equipment to be taken straight to the serving point to reduce risk of contamination.

Links and further information:

- Department for Education Guidance - <https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19>
- Food Standards agency - <https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19>
- Gov.UK guidance on restaurants offering take-away: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>
- School Food Plan Alliance – <http://www.schoolfoodplan.com/contact/>

Notes:

The School Food Plan Alliance brings together leading organisations with an interest in school food. Independent of any government funding, the School Food Plan Alliance is the on-going champion for the School Food Plan's vision and its 17 actions. See www.schoolfoodplan.com/contact

This guidance has been prepared by Jeanette Orrey MBE (Co-founder Food for Life), Pat Fellows MBE, Caron Longden (Food for Life), Naomi Duncan (Chefs in Schools) and Myles Bremner (Bremner Consulting). Thanks to all contributors including many school cooks and caterers and their headteachers.

This checklist has been compiled in order to provide schools and relevant stakeholders with practical guidance. It does not replace or supersede government guidance or relevant laws or regulations. This checklist should be used alongside relevant legal and compliance policies and procedures, and the School Food Plan Alliance disclaims all liability for any loss or damage that may be suffered or incurred as a result of any reliance on this checklist.

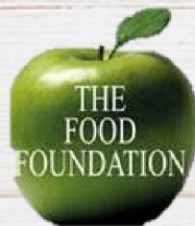
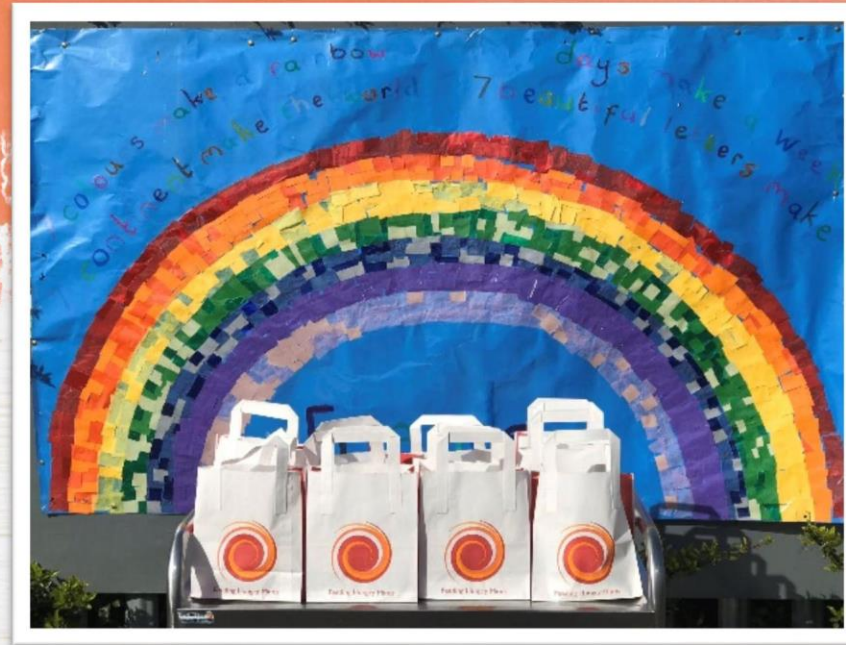


Mark Davis
Managing Director at ISS Education



FOOD FOUNDATION WEBINAR

22ND MAY 2020



OUR APPROACH DURING COVID-19

- Approximately 40% of ISS schools remained open throughout lock down to support vulnerable children and key worker families
- Adopted a partnership approach locally with schools to determine best style of provision:
 - Packed lunches
 - Hot lunches
 - Ingredient parcels & hampers
- Focused on providing healthy, filling meals
- Included recipe guidance with hampers
- Provided online learning resources and entertainment activities for families



CASE STUDY

WATERTON ACADEMY TRUST, WAKEFIELD

- **13** schools in Wakefield
- Began from start of Easter holidays
- **500+** hampers a week created by catering team and delivered by the Trust
- Provided recipe cards and “how to” videos
- Hamper content cycle developed to engage

Schools trust administrator Pam Knox knows how important it is for children of vulnerable families to receive food and support



Pam Knox

*Chief financial officer,
Waterton Trust*

We have had calls from people in tears of gratitude,” says Pam Knox, the chief financial officer of the Waterton Trust, which operates 13 schools in West and South Yorkshire.

“If they’ve not been able to get out, or are pregnant, and we’ve delivered food, people have got in touch and they are so, so grateful.”



James Grayston @jgraystonedu · Apr 21

Replying to @davedicky and @churchfieldprim

Proud to be part of @CherryTree_SCH and @WatertonTrust today. What an amazing set of people we have supporting families across Wakefield.



Benefits

- Nutritious and balanced meal hampers
- Avoid going to the shops
- School stays in touch with vulnerable families
- Recipe cards support ‘cook at home’ learning

PREPARING TO RETURN TO SCHOOL

- Discussion kit for our local teams to use when liaising with schools
- Reopening planning toolkit for management teams
- Optional signage and safety messaging for schools
- Health, safety and wellbeing messages and information for our kitchen teams



Benefits

- Encouraging children to eat a healthy, balanced meal at school to promote learning
- Avoid bringing in packed lunches
- Social, health and wellbeing development
- Trial run before start of new academic year

SAFETY IS PARAMOUNT

RETURNING TO WORK SAFELY

TRAVELLING TO WORK

You should avoid public transport when ever possible. Choose to walk or cycle if you can.

If you have to use public transport, you should wear a face covering.

ARRIVING AT WORK

When you arrive at work you should: wash your hands and get changed. Make sure that only one person uses the changing room at a time.

FOOD PREP

When preparing food, you should always remain a 2 metre distance from your colleagues. Wash your hands after touching any shared equipment such as the dishwasher or oven.

FOOD SERVICE

When serving ensure you always maintain a 2 metre distance from your colleagues and customers.

All food items should be plated by one person and served maintaining a safe distance.

CLEANING & LEAVING

When cleaning after service, ensure double concentrated D10 has a 5 minute contact time.

Before leaving, wash your hands and get changed, making sure only one person uses the changing room at a time.

TRAVELLING HOME

You should avoid public transport when ever possible. Remember to wash your hands immediately when you get home to protect your family.

TOOLBOX TALK

Returning to Work

How to stick together, by staying apart

Introduction

This Toolbox Talk (TBT) outlines the measures that should be considered and controls which need to be put in place to ensure a safe return to work. Your kitchen may have been open since lockdown was introduced, but we are now going to be producing larger numbers of meals and it's important to read and take actions with immediate effect.

Maintaining a very high level of personal hygiene is essential along with reporting any signs that you are feeling unwell.

In this TBT you will find information on:

- Travelling to work
- Start times and shift patterns
- Hand washing
- The working environment
- Cleaning
- Food service
- Personal Protective Equipment (PPE)
- Shared working

THE POWER OF THE HUMAN TOUCH

ISS

HOW TO WEAR A MASK SAFELY

Do's →

- Wash your hands before touching the mask
- Inspect the mask for tears or holes
- Find the top side where the metal piece or stiff edge is
- Ensure the colored-side faces outwards
- Place the metal piece or stiff edge over your nose
- Cover your mouth, nose, and chin
- Adjust the mask to your face without leaving gaps on the sides
- Avoid touching the mask
- Remove the mask from behind the ears or head
- Keep the mask away from you and surfaces while removing it
- Discard the mask immediately after use, preferably into a closed bin
- Wash your hands after discarding the mask

Don'ts →

- Do not use a ripped or damp mask
- Do not wear the mask only over mouth or nose
- Do not wear a loose mask
- Do not touch the front of the mask
- Do not remove the mask to talk to someone or do other things that would require touching the mask
- Do not leave your used mask within the reach of others
- Do not reuse the mask

Masks should only be worn where social distancing is not possible. If you do need to wear one, it's important that you use it correctly to ensure it protects you - follow the steps above to ensure safe use. In addition, do not eat whilst wearing a face mask or leave your mask hanging from your neck or arm when not in use.


Remember Masks alone cannot protect you from Covid-19. Maintain social distancing wherever possible and wash your hands frequently and thoroughly. If you have any queries, contact your line manager.

Benefits

- Good communications instils confidence
- Training and guidance in new arrangements builds trust
- Children will be more relaxed and happier during lunchtimes

THE FUTURE OF SCHOOL MEALS

Imagine if we were a restaurant chain ...

- 
- **20,000+ restaurants**
 - 00's of "franchisee" businesses
 - Social and commercial enterprises
 - Employing over 70,000 people nationwide
 - Feeding the nation during their education
 - Doing great things for the vulnerable, supporting the future of our society
 - Yet ...
 - All less than half full
 - Many employees on furlough
 - Franchisees distressed, lacking funding, making losses and burning cash
 - No time-line for full return
 - Lots of threats on top of Covid 19 e.g. recession
- It will take spirit, purpose and strong partnerships to get the next phase right
 - Hard work will be needed in service during the school ramp up
 - School meals need short term support until schools fully re-open to be viable

THE FUTURE OF SCHOOL MEALS

Be relevant in the new caring society . . .



USEFUL LINKS



@ISS_Education



@ISSFoodServices



ISS Food Services

- [Home Learning Resources](#)
- [Green Fingers Gardening Event](#)
- Recent Media Coverage
 - Telegraph – [Trust Interview](#) | [ISS Interview](#)
 - [Guardian](#)

★ SCHOOLS ★ FAMILIES ★ NEIGHBOURS ★ COMMUNITY FOOD PROVIDERS ★ CATERING COMPANIES ★

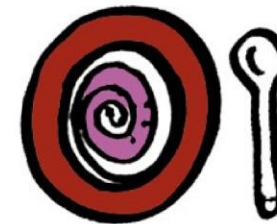
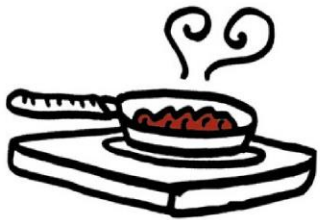


Whole Community Response - Helping Children to Get the Food they Need



Challenges and responses to COVID-19

Over 75 Community Food Services some have stepped up to provide additional food parcels and hot meals to families who self identify as in need , not based on FSM eligibility. Our Food Access Map for Oxfordshire has had 22,271 views since mid March.



Many children not eligible for FSM are now facing food insecurity

New Oxfordshire Food Superstars campaign '*Spotlight On-Our Stars in Action*' to promote best practice adopted by Schools, Caterers to help share ideas, for example using Doodle Poll and traffic light system to identify children and families in need.

Challenges and responses to COVID-19

Free School Meal lead varies across schools - Headteacher, Family Support Worker or Business, Finance Manager.

LA in house catering covers 57 of the 243 Primary and 1 Secondary School.

Celebrate and share best practice of school caterers that are flexible and dedicated to providing healthy school food to inspire others.

Variation in caterers across schools, decision makers and flexibility



- ✓ 1000's hot meals in schools
- ✓ 1000's packed lunches & food parcels for those not in school
- ✓ dietary requirements
- ✓ tailored parcels (gluten free, halal, vegetarian, kosher...)

Challenges and responses to COVID-19

★ OXFORDSHIRE FOOD SUPERSTARS ★

Develop links between Schools, Caterers, Suppliers, Practitioners, Community Food Services and Communities.

Some schools are linked with their local Community Food Services, we have shared the Food Access Map in the resource pack for Schools via School News.

Build upon the increased awareness of our food environment

Communicate with families to help them cook, eat well, grow and waste less food. Share campaigns, for example Veg Power, Oxfordshire Gets Growing.



Emerging ideas

Create a Conversation Toolkit to support practitioners to have conversations with parents on food insecurity, using the Oxfordshire Food Superstars brand.

Expand existing good practice supporting vulnerable children across the County to get the food they need. For example Play:Full, holiday hunger project in Banbury.



Expand our local Food Sustainability and Health Group

Explore where temporary Community Food Services have started in response to the crisis and how these can become permanent.

Research and understand food insecurity in our communities. For example the Food Power Project in the Cutteslowe area works with the School, Children's Services, Vicar and Parents.



Emerging ideas

Use Good Food Oxford's Catering and Procurement Working Group

to discuss these issues and encourage change.



Develop a better understanding of school catering across Oxfordshire.

For example use of independent caterers, the financial, legal and practical implications of contracts. Pilot different approaches.



Continue to highlight best practice to schools via Oxfordshire Food Superstars. Share experiences of schools moving to smaller, sustainable local caterers and suppliers.





Summary

We will continue to :

- understand the needs of children and local areas e.g urban vs rural.
- work together to develop 'Whole School' approach's.
- gather insight to help adapt the FSM criteria to reflect the genuine need.
- communicate with parents to keep the conversation going on food insecurity.
- build on new partnerships, innovation and learning.

Use all of the above to advocate for change at a strategic level and integrate into existing Whole System and Healthy Place Shaping approaches.

Any questions?

Contact : claire.gray@oxfordshire.gov.uk



Paul Jackson, Headteacher
Manorfield Primary School, Tower Hamlets



Manorfield
Primary School



Cold lunch boxes for 1st week
back to school in June

Safety for Teams

Only one team member should be in the WC/Changing room at any one time



Keep personal items in a locker or separate from your colleagues' personal items.



Wash your uniform daily.



If you demonstrate symptoms for Covid -19:
1. Leave the kitchen
2. Tell your line manager
3. Log sickness via ESS
4. Follow Government stay at home guidance

Remember – you must NOT wear your uniform to work.

If you have a cough or cold:

CATCH IT



BIN IT



KILL IT



Always wash your hands immediately for **20 seconds.**



CLEAN and DISINFECT the WC/ changing room door handles more frequently. Use D10 and blue paper.



Visitors and Deliveries

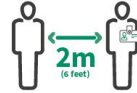
Only authorised persons are allowed in the HC3S kitchen.



Visitors must be kept to a minimum.



Visitors and staff must **maintain a distance of 2m.**



Imagine two shopping trolley lengths.

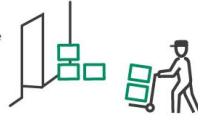
Delivery drivers, **always keep 2m** between you and our HC3S team member.



Drop deliveries inside the kitchen observing the 2m rule.



Or leave delivery outside in agreed place if space is limited.



Safe Kitchen Practices

REFER TO THE KITCHEN CLEANING ROTA



CLEAN and DISINFECT all surfaces more frequently using D10. Focus on high contact points and light equipment.

Wash hot gloves and oven cloths more frequently, ideally daily.



Wash your hands more frequently with soap and water for **20 seconds** when preparing and serving food.



1 Palm to palm



2 The backs of hands



3 Interlocking fingers



4 The back of the fingers



5 The thumbs



6 The tips of the fingers

Always maintain a distance of **2m** between you and others wherever possible.



Adapt the sequence of daily jobs.



Serve food maintaining a **2m** distance between team members and customers.



Suite of posters in line with revised risk assessment policy supporting key messages to protect staff

Continuing to feed key worker and FSM children, knowing we are supporting them and schools and governing bodies appreciate it

I just thought you would like to know how positive and thrilled our parents have been with the FSM parcels that Anji is making up. I deliver a couple to parents who are house-bound and they are truly thrilled and grateful for all of the delicious, often home made, products they are getting. The variety is excellent, and it is really helping them to feed their children.

Jo Gorman- Headteacher, Greatham Primary School

Dear Kirsty, Sarah, Rachel, Jade and Lauren,

During a meeting with Governors last night, Allyson mentioned how you have all adapted so well to the new routines put in place during the lock down. It was so lovely to hear that the children attending school continue to enjoy the good food cooked on premises. It sounded more like a restaurant than a school canteen!

As a governing body we wanted to say a massive thank you for all that you are doing for the children and the staff at our school, especially during this difficult time. It really is very much appreciated.

Take care and stay safe,

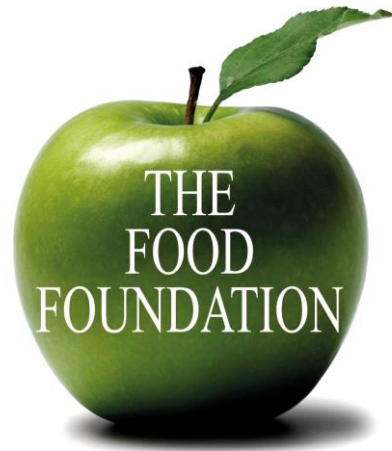
Kind Regards,

Clare Parsons , on behalf of the whole governing body

*Chair of Resource Committee
Health and Safety Governor*



Thank you



Office@FoodFoundation.org.uk