

Ebor Gardens and Victoria Primary Academies



BREAKFAST CLUB

Policy updated:	Sept 2020
Adopted:	Sept 2020
Review date:	June 2022

Introduction

Victoria and Ebor Gardens Primary academies are committed to providing a balanced and nutritional breakfast for all the children who attend our schools. A breakfast club is offered to all pupils (including nursery pupils) every Monday to Friday, from 7.30am until 8.45am each morning. The breakfast club aims to improve the school food landscape, provide extended provision and learning opportunities and to increase punctuality and attendance across the school.

This policy has been formulated in conjunction with the guidance provided by the charity Magic Breakfast and in line with Food Standards Agency procedures. <https://www.food.gov.uk/business-industry/guidancenotes/hygguid>

Breakfast Clubs at Victoria and Ebor Gardens Primary academies:

- Ensure food is safe to eat and stored safely and in line with food manufacturers guidelines.
- Maintain a high level of cleanliness and ensure the premises provide a safe food environment.
- Ensure the foods prepared are nutritional and balanced.

Aims of this policy include:

- ✓ To outline a clear, effective system for managing the breakfast club provision including stock control and staffing.
- ✓ To identify the procedure for monitoring food standards and food hygiene procedures.
- ✓ To ensure the premises are clean and safe to prepare and serve food.

Responsibilities

- It is the responsibility of the Breakfast Club team, the Office Manager and the Head of School to ensure that all food hygiene and standards are adhered to and that all relevant paperwork is completed.
- The Admin Assistant and Lead Breakfast Club Assistant monitor the provision/ stock daily and report to the Office Manager.
- The Office Manager ensures all training certificates are up to date and in line with legislation (Food Hygiene Certificate renewal is recommended every 3 years).
- Staff to notify the Head of School should they have been ill or become ill with vomiting/ diarrhoea.

Set up of the provision

Members of staff will set up the breakfast club provision each day. The set up includes:

- Ensuring all toys/ games are set up and working, clean and well organised;
- Ensuring all the cereal bowls/ plates/ cutlery are prepared for service;
- Ensuring that there is adequate stock for the following day including: checking of bread, bagels, jams, cereal and milk supplies and notifying the Office Manager if stock is low or not present.
- To ensure the toaster is in place and working;
- Remove frozen bagels into the sealed container a place in fridge for defrosting for the next day and label as appropriate.

Food Orders

The ordering of bagels, juice and cereals will be made by the Office Manager via the Magic Breakfast ordering process. The bagels will be delivered each alternate week to the cereals and juice. The delivery will be accepted by staff and unpacked and stock rotated accordingly. Signs of product damage or packaging damage to be checked before signing and item/ delivery refused and Office Manager notified for refund/ investigation.

Parents/ Carers to be notified (i.e. by school website/ prospectus/ policy) of products used in breakfast club. Allergen/ medical information of pupils updated accordingly, and risk managed respectively.

The remaining food items will be ordered weekly by the Office Manager. These food items include:

- ✓ Strawberry, Apricot, Raspberry Jam, Lemon Curd
- ✓ Bread

- ✓ Semi Skimmed Milk
- ✓ Cheese spread
- ✓ Soft spread/ butter
- ✓ Baked Beans/ Baked Beans with Sausages
- ✓ Spaghetti / Spaghetti hoops in tomato sauce
- ✓ Pancakes
- ✓ Golden Syrup/ Sugar
- ✓ Honey

All food items listed will be offered to pupils in line with recommendations given by Magic Breakfast (see Appendix B Magic Breakfast Guide to the School Food Standards and Allergens noted accordingly) Fresh, free water is supplied to pupils throughout the breakfast club.

Stock

The Admin Assistant and Lead Breakfast Club Assistant will monitor the provision/ stock daily and report any issues to the Office Manager. All stock items opened will be labelled accordingly by all members of the breakfast club team using the 'day labels', stating the name of the item, the date opened, by who, use by date. The stock is continually monitored for 'use by dates' and thrown away accordingly. When labelling the use by date, staff are to follow the items label advice and 'consume by' recommendations. Should this not be stated, staff should assume 3 days use once opened. In the absence of labelling advice for dry food such as porridge/ cereals/ flour/ sugar, staff should ensure packaging is sealed and assume a 3 month use by date.

When bagels arrive they will be frozen. For storage, if the bagels are taken out of the boxes and stored in the blue bags these must be labelled and marked with the batch numbers from the bagel boxes (should a product recall be required or issue logged). Bagel storage will note the following the guidance below:

The bagels are frozen at -18 degrees immediately after they are produced by Bagel Nash as they are manufactured in large batches. These are then transported in chilled vans by Igloo logistics at between 2 to 5 degrees. When the bagels are delivered...they may have started to defrost and therefore be slightly thawed out. Please note that it is safe to re-freeze the bagels if they arrive in this condition and they pose no risk to health- Appendix C Magic Breakfast Food Safety Control: Storage of Magic Bagels.

Stock will be rotated at each delivery; oldest produce to the front and newest to the back. All raw meats need to be placed on the bottom shelf of fridges. Signs to be put up in storeroom and on fridge doors to clearly segregate between school kitchen and breakfast club items.

Serving and preparation of food

Food will only be prepared by staff with appropriate food hygiene training. Food must be chopped on appropriate coloured chopping boards/ knives in line with the Safer Food, Better Business Guidelines and adhering to cross contamination guidelines. (See Appendix D Safer Food, Better Business) Staff are to wear aprons throughout the preparation and serving of food and ensure that hands are washed to prevent bacteria and cross contamination.

All hot food prepared will be checked with temperature probe to ensure at appropriate temperature as per guidance in the Safer Food, Better Business: Cooking safely and Hot Holding.

The food is safe if it has reached a high enough temperature for a long enough time. If you want to check the temperature of a food, use a clean probe. Insert the probe so that the tip is in the centre of the food (or the thickest part). Examples of safe time/temperature combinations include:

- 80°C for at least 6 seconds
- 75°C for at least 30 seconds

For example when cooking sausages the temperature should be above 75 degrees.

It is a legal requirement that hot food must be kept above 63°C. To check that food in hot holding is above 63°C, use a clean probe. Insert the probe so the tip is in the centre of the food (or the thickest part).

Cleaning

Effective cleaning is essential to get rid of harmful bacteria and stop them spreading. Cleaning needs to be carried out in two stages. As per guidance in the Safer Food, Better Business staff will:

- 1) Use a cleaning product to remove visible dirt from surfaces and equipment, and rinse;
- 2) Disinfect surfaces and equipment using the correct dilution and contact time for the disinfectant.
- 3) Rinse with fresh clean water if required, finish with disposable blue roll to ensure a clean surface.

The cleaning of bowls, plates, cutlery, cups must be completed using the school dishwasher to ensure bacteria is removed and equipment then stored accordingly.

As per guidance in the Safer Food, Better Business: Cloths; staff will use disposable cloths wherever possible, and throw them away after each task. Always use a new or freshly cleaned and disinfected cloth to wipe work surfaces, equipment or utensils. All surfaces in the breakfast club will be cleaned using only yellow reusable cloths. Where possible re-useable cloths shouldn't be used but if they are they must take away for thorough washing on a hot wash and disinfection after using them with raw meat/poultry, eggs or raw vegetables – and surfaces that have touched these foods. When using re-usable cloths, staff to make sure they are thoroughly washed, disinfected and dried properly between tasks (not just when they look dirty).

Staff to ensure that they follow a 'clear and clean as you go' method for each service and a clean 'after use' method for the kitchen surfaces/ dishwasher. The kitchen and dining room must be left as it was found to ensure that the school kitchen is ready for preparing the school dinners by the kitchen staff. Deep cleaning of the school kitchen will be completed as per the school kitchen schedule but issues and concerns will be reported to the Office Manager if the cleaning after each service is not to standard. Office Manager to communicate regularly with the school kitchen team to ensure that this is to standard.

Pest control inspections (recommended quarterly) to be undertaken and staff to check stock and inform Office Manager/ School kitchen staff should signs of pest/ packaging damage be noted.

Fridges/ Freezer Temperature checks

Fridges and Freezer temperatures will be monitored by the school kitchen staff and issues identified to the Office Manager as appropriate. Staff will ensure that the temperatures of the freezers that store breakfast products will be monitored and logged weekly to ensure that they read -18 degrees or below (Freezer Temperature Log Appendix E). Freezer thermometers will be placed in the freezer for accurate temperature readings. Freezers will be defrosted half termly (or as required) and cleaned weekly.

Food Hygiene Inspections/ Food Standard Agency Updates.

The school will welcome and adhere to recommendations from the Food Hygiene Inspections and the law therein. The Office Manager will ensure that the Safe Food, Better Business for Caterers (Appendix D) is completed and records kept for inspection and used an effective management tool for record keeping for the Breakfast Club. Office Manager is to check monthly the Food Standards Agency website for product recalls or allergy alerts or alternatively subscribe to the FSA email alerts for updates (<https://www.food.gov.uk/news-updates/news/food-alerts>) and note those products that are relevant and follow advice as necessary.

Website referenced in this policy:

- <https://www.food.gov.uk/business-industry/guidancenotes/hygguid>
- <https://www.food.gov.uk/news-updates/news/food-alerts>
- <https://www.asda.com>

Magic Breakfast Food and Drink Ingredients and Allergens List

- Magic Breakfast is committed to providing healthy, balanced and safe food and drink for our Magic Breakfast clubs.
- Due to the increase in awareness and diagnosis of people with allergies, it is essential that we have all the relevant information on the composition of our food and drink.
- Below is a list of the ingredients, allergens and advisory information relating to all Magic Breakfast food. We will regularly update this document with any changes so please familiarise yourself with the information provided.
- Please also note that we receive a variety of different juices from Tropicana and Copella therefore it is imperative that you check the label if you are worried about the presence of a particular allergen in our juices.
- **Magic Breakfast Food products**
- **Bagels – Bagel Nash**
- Ingredients for Magic Plain Bagel: **Wheat** Flour, Water, **Wholemeal** flour, Sugar, Salt, Yeast and Malt
- Allergens: Wheat flour (gluten), Wholemeal flour (gluten)
- Advisory note: Made in a factory which uses milk products, contains wheat gluten and yeast and contain sesame seeds
- **Porridge Oats - Quaker Oats**
- Ingredients: 100% Quaker Rolled Oats
- Allergens: None
- Advisory note: May contain traces of wheat and barley due to farming practices (gluten)
- **Cereals - Tesco**
- Tesco Rice Snaps
- Ingredients: Rice, Sugar, Salt, **Barley** Malt Extract, Iron, Niacin, Pantothenic Acid, Riboflavin, Vitamin B6, Thiamin, Folic Acid, Vitamin D, Vitamin B12
- Allergens: Barley (gluten)
- Advisory note: None
- Tesco Corn Flakes
- Ingredients: Maize, Sugar, Salt, Dextrose, **Barley** Malt Extract, Iron, Niacin, Pantothenic Acid, Vitamin B6, Riboflavin, Thiamin, Folic Acid, Vitamin D, Vitamin B12
- Allergens: Barley (gluten)
- Advisory note: None
- Tesco Wheat Biscuits
- Ingredients: **Wheat** (95%), Malted **Barley** Extract, Sugar, Salt, Niacin, Iron, Riboflavin, Thiamin, Folic Acid
- Allergens: Wheat (gluten), Barley (gluten)
- Advisory note: None
- Tesco Malt Wheats
- Ingredients: **Wholewheat** (92%), Sugar, Malted **Barley** Extract, Partially Inverted Sugar Syrup, Salt, Niacin, Iron, Pantothenic Acid, Thiamin, Riboflavin, Vitamin B6, Folic Acid, Vitamin B12
- Allergens: Wholewheat (gluten), Barley (gluten)
- Advisory note: None
- **Juice – Tropicana and Copella**
- Ingredients: 100% pure and natural juices
- Allergens: None
- Advisory note: please check the ingredients list for specific ingredients t

Magic Breakfast guide to the School Food Standards

The Revised School Food Standards came into effect on 1st January 2015. These new food- based standards provide a nutritional safety net for children while being more user-friendly, giving school caterers greater flexibility and scope to be creative in the kitchen. They are part of the UK government's ongoing commitment to the health and well-being of all school children.

The revised school food standards apply across the whole school day (breakfast, morning break, lunch, tuck shops, and after school clubs) therefore Magic Breakfast clubs will need to be aware of these new standards to ensure breakfast menus complement and support the whole school food day in their schools.

Key points for Magic Breakfast clubs to consider regarding compliance to The School Food Standards:

1. **Plan together** – Ideally all school food menus should be planned together to get the most variety and nutritional balance across all school menus. However at the very least menus should be shared between breakfast and lunch teams so that both services are aware of what is available across the school day.
2. Free, fresh drinking **water** available at breakfast club every day.
3. **Fruits and/or vegetables** should be available at breakfast club every day. Ways of encouraging fruit uptake in children could be in the form of fruits /vegetables cut into small pieces and served in individual bowls. Ideally try and aim for at least three different fruits and three different vegetables each week. Again, this can be between breakfast and lunch menus.
4. If dried fruit and vegetable snacks are offered in breakfast club they should have **no added salt or sugar**.
5. If you offer **starchy food** cooked in fat or oil at breakfast club (hash browns, pancakes, waffles etc...) these can only be offered on two days each week across the whole school day therefore will need to be checked against starchy food cooked in fat or oil on the school lunch menu.
6. If you offered **cooked meat or poultry product** (processed meat) at breakfast club (sausages, bacon etc...) these can only be offered once a week in primary and twice a week in secondary school and this applies across the whole school day therefore will need to be checked against the school lunch menu.
7. **Foods high in fat** - Breakfast clubs should be aware that only two portions of food a week can be deep-fried, batter-coated or breadcrumb-coated. This applies across the whole school day therefore if these foods are offered at lunch twice in a week they cannot also be offered at breakfast club; examples include hash browns, waffles, chips, fish fingers, chicken nuggets, sausage rolls.
8. Lower fat **milk** should be available at breakfast club every day. This will support the requirement that milk must be provided at least once a day during school hours, however milk must also be provided to children at another occasion during the school day as providing milk at breakfast club does not ensure that all school children have access to drinking milk every day.
9. **Yogurt** is permitted in breakfast clubs, however it should contain less than 22.5g of sugar per 100g. Suitable options include serving low fat natural (plain) yoghurt or plain lower fat fromage frais, just add real fruit to sweeten.
10. All **cereals** provided by Magic Breakfast align with the current food traffic light system and fall under the medium to light range for sugar (less than 22.5g per 100g). If breakfast clubs supply additional cereals they should not be chocolate or sugar coated and should contain less than 22.5g of sugar per 100g.
11. No **confectionary**, savoury crackers, breakfast biscuits or cereal bars are permitted in breakfast clubs.
12. If **condiments** are made available they should be in sachets (10g) or portions (one teaspoonful). Where possible, aim to provide reduced fat and low sugar/salt versions.
13. Breakfast club should only provide the following **drinks**:
 - Plain water (still or carbonated)
 - Lower fat milk or lactose reduced milk
 - Fruit or vegetable juice (max 150ml) – we recommend you diluted the juice with water. NB: No more than 150ml of juice should be provided across the whole school day. Therefore if juice is provided at lunch then it should not be provided at breakfast club.
 - Plain soya, rice or oat drinks enriched with calcium and yogurt drinks

- Unsweetened combinations of fruit or vegetable juice with plain water
- Combinations of fruit juice and lower fat milk or plain yogurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk
- Tea, coffee or hot chocolate

NB: Combination drinks are limited to 330mls. They must not have more than 5% added sugars or honey or 150mls fruit juice. Fruit juice combination drinks must be at least 45% fruit juice.

22nd January 2016



Re: Food safety control: Storage of Magic Bagels

Dear Breakfast Club Co-ordinator

We have had several queries regarding the safe storage of the Magic Breakfast bagels your school receives.

The bagels are frozen at -18 degrees immediately after they are produced by Bagel Nash as they are manufactured in large batches. These are then transported in chilled vans by Igloo our logistics company at between 2 to 5 degrees. When the bagels are delivered to your school they may have started to defrost and therefore be slightly thawed out.

Please note that it is safe to re-freeze the bagels if they arrive in this condition and they pose no risk to health. On the bagel boxes it does state "DO NOT REFREEZE" this is in relation to the quality of the bagels and is not a food safety issue.

The Food Standards agency have also confirmed they recommend that the bagels are safe to refreeze **ONE** more time. Re-freezing the bagels may possibly affect quality but does not pose any risk to health.

If you have any further queries relating to the storage of the bagels please get in touch.

Kind regards

Harriet Green

Nutrition in Schools Manager

<https://www.food.gov.uk/business-industry/caterers/sfb/sfbcaterers#toc-1>

