



**OXFORD**  
SIXTH FORM COLLEGE

**CHECKLIST FOR DIET  
AND SAFE FOOD  
PREPARATION FOR  
STUDENTS IN BOARDING**

**For students age 15  
to 18+**

*National Minimum Boarding Standards point 8.1*

Reviewed date June 2020

Review date June 2021

This policy should be read in conjunction with the OxSFC COVID-19 policy that overrides the guidelines/procedures in this policy, where appropriate. The guiding principle will always be to maintain the health and safety of all stakeholders.

Checklist for diet & safe food preparation for students in boarding June 2020 - 21

Forward

This policy is written in alignment with National Minimum Boarding Standards and Keeping Children Safe in Education 2020 (KCSiE).

Nutritional guideline information is available in the boarding accommodation for all students. This is essential for those age 18+, who self-cater, to encourage a healthy balanced diet and is useful for students in the 15-18 boarding who have their meals provided but may choose to snack between meals.

### **15-18 Boarding:**

The catering team prepares all meals using fresh vegetables and meat/fish according to nutritional needs and guidelines. Meals are prepared off-site and transported to the boarding houses each day. Careful consideration and robust checks are in place to ensure the safety, quality and freshness of the food, and to ensure it is preserved appropriately, meeting hygiene legislation.

A stock of other foods are delivered weekly e.g. bread, cheese, ham, eggs, yogurt, fresh fruit, tea, coffee, biscuits. Breakfasts are continental and students help themselves which is overseen by the Houseparent's. The student kitchens are equipped with a microwave and basic equipment, towels, chopping boards etc. for any snack the students may want to make and instruction on how to use these are given by the Houseparent's when the student arrives and as required throughout the students stay.

### **Meeting particular student needs**

Students discuss likes/dislikes with the Houseparent's and/or the Head of House (HoH) and both liaise with the catering manager regarding any specific requests; likes or dislikes, and any dietary requirements which may be religious, allergy related or other so that any adjustments needed can be made. Salt is rarely added to the cooking process unless absolutely essential. Any information you provide is shared with the catering manager and Houseparent's. It is then stored securely for future reference.

Students with allergies or intolerances have meals pre-plated so that they can be protected from cross contamination and given independently of the other food.

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Temperature checks are taken before serving any meals to ensure that the food has maintained sufficient heat during transport in the hot boxes. Any foods that don't meet the requirements will be disposed of and an alternative sort. High risk foods are avoided from the menu to protect the students.

### **Student Feedback**

Student feedback is sought every term (although students will call into the HoH's office or speak to a Houseparent, to discuss any food issues). The catering manager, Houseparent's and HoH regularly liaise with each other to check the fridges and larders so that the food stock 'drop off' meets the needs of the students, for example in the winter students may need more milk to make hot chocolate drinks or porridge in the morning.

The menus are published every six weeks and are visible on notice boards so that students know what choices they have for their evening meal. There is always a vegetation option.

There is a "Boarder's Voice" meeting each term at the boarding houses with the HOB, Houseparent's, Assistant Principal Pastoral and Boarding (APPB), Independent Listener (IL) and the boarding students. Food is always one of the agenda items and an open (though constructive) discussion is encouraged with all parties regarding food. The IL always has a slot at the end of the meeting to speak with the students without College staff being present, this provides the students with an opportunity to feedback any concerns they may not wish to share with the College staff directly.

The HoH meets with the students in between the termly meetings and any concerns that are raised are fed back to the APPB and catering manager.

Feedback to the students after each meeting is posted on the notice boards in the boarding houses, which provides students with the acknowledgment of their issues or concerns and informs them of the actions that have been taken in response.

### **18+ Independent Residence**

The College does not have its own 18+ residence for students, however it signposts students to a purpose built accommodation complex called Between Towns Court (BTC). It is compiled of a series of flats; 6 or 8 to a flat with a shared kitchen. The students buy and cook their own food, developing skills towards

fully independent living. The kitchens are well equipped with cookers, microwaves, rice cookers, dishwashers, individual food cupboards, fridges/freezers. The residence is managed 24/7 and support is provided to the students as required. The College liaises with BTC regularly so that students are supported where required.

#### **CHEKCLIST FOR SAFE FOOD PREPARATION**

Boarding kitchens must have:

1. A hot trolley to store cooked food safely and provide an appropriate serving area.
2. Clean and uncluttered food preparation areas.
3. Safe and up to date equipment (white goods and brown); bowls, cutlery, pans etc.
4. Sink with detergents.
5. Hand washing detergents/worktop cleaners.
6. Hand towels and dish cloths and tea towels laundered regularly.
7. Eating area with clean and wipeable surface.
8. Cooker/microwave/fridge etc. cleaned and safe
9. Food cupboards/fridges that are cleaned regularly.
10. Out of date food must be disposed of in a timely fashion.
11. First Aid Kit and immediate access to duty staff in an emergency.