



1.24 Whole School Food Policy (EYFS & KS1-3)

Reviewer responsible: Deputy Head Pastoral/Bursar

Reviewed by: KS/AB

Authorised by: Exec

Date of review: 10/26

Date of next review: 10/27

WHOLE SCHOOL FOOD POLICY

Regulatory note. This policy applies across the whole school, including Reception. For Reception pupils, the statutory EYFS requirements on nutrition, safer eating, food allergies, supervision and paediatric first aid apply. Section 34 of the Children's Wellbeing and Schools Act 2026 requires equivalent allergy-safety requirements to be introduced for independent educational institutions through the Independent School Standards. Pending those regulatory amendments, the Department for Education's July 2026 Allergy Safety in Schools statutory guidance is not itself a statutory requirement for independent schools. NHP nevertheless adopts its allergy-safety provisions as whole-school good practice.

1. Aims and Scope

Notting Hill Preparatory School (NHP) aims to provide a safe, inclusive and positive food environment which supports pupils' health, wellbeing, development and learning. The school promotes balanced and nutritious food, enables pupils to develop a healthy relationship with food, and makes reasonable adjustments for medical, allergy, disability, SEND, religious and cultural needs.

This policy applies to food and drink provided by or on behalf of the school, food brought onto school premises, school trips and visits, clubs and activities, special events and curriculum activities involving food. It should be read alongside the school's Allergy Management Policy, First Aid/Medical Conditions arrangements, Safeguarding and Child Protection Policy, Data Protection Policy and relevant risk assessments.

2. Legal and Regulatory Framework

The school has regard, as applicable, to:

- the Early Years Foundation Stage (EYFS) statutory framework for group and school-based providers, effective 1 September 2026;
- the Education (Independent School Standards) Regulations 2014 and the current ISI inspection framework;
- the Equality Act 2010, including the duty to make reasonable adjustments where applicable;
- food safety and hygiene legislation, including the Food Safety Act 1990 and food information/allergen requirements;
- UK GDPR and the Data Protection Act 2018 when handling information about medical conditions, allergies and dietary needs;
- Department for Education guidance on allergy safety in schools (July 2026), which NHP adopts as good practice for the whole school pending implementation of the equivalent independent-school requirements required by section 34 of the Children's Wellbeing and Schools Act 2026; and
- current Department for Education school food standards and resources as a benchmark of good practice. These standards are not currently a statutory requirement for ordinary independent schools.

The school will review this policy sooner than the scheduled review date if legislation, statutory guidance, the Independent School Standards or relevant medical guidance changes.

3. Responsibilities

- The Head and senior leadership team are responsible for ensuring appropriate arrangements are in place to protect pupils' health and wellbeing in relation to food and eating.

- The Deputy Head Pastoral and Bursar oversee this policy and work with the School Nurse, catering provider and Heads of Section to review practice.
- The catering provider is responsible for food safety, hygiene, allergen control, menu information and appropriate staff training within the catering operation.
- All staff supervising pupils at meals or snacks must follow this policy, know how to obtain information about pupils' dietary/medical needs and act promptly if they have a concern.
- Parents must provide accurate and up-to-date information about allergies, intolerances, medical conditions and significant dietary requirements and notify the school promptly of any change.
- Pupils are supported, in an age-appropriate way, to understand their own dietary needs, avoid food sharing where required and seek adult help if they feel unwell.

4. Provision of Food and the Eating Environment

- School meals are available to all pupils and are included within school fees.
- Meals are planned to provide a varied and balanced choice across the week, including fruit and vegetables and an appropriate vegetarian option.
- Reception and Year 1 pupils are served an age-appropriate meal. Older pupils may select from the available options with staff support where needed.
- Menus are made available to pupils and parents. Allergen and dietary information are provided through the catering team in accordance with food information requirements.
- The dining environment should be calm, welcoming and appropriately supervised. Staff model respectful table manners and encourage pupils to try a range of foods without pressure or shame.
- Pupils who need help to eat because of age, disability, SEND or medical need will receive appropriate support in a way that promotes dignity and independence.
- Fresh drinking water is available and accessible throughout the school day. EYFS children must always have access to fresh drinking water.

5. EYFS Nutrition and Safer Eating

For Reception pupils, NHP will comply with the statutory EYFS requirements. In particular:

- meals, snacks and drinks provided by the school will be healthy, balanced and nutritious, and the school will have regard to the current EYFS nutrition guidance;
- while EYFS children are eating, there will be a member of staff in the room who holds a current full paediatric first aid certificate consistent with the EYFS criteria;
- EYFS children will always remain within sight and hearing of a member of staff while eating;
- food will be prepared and served in a way that is appropriate to the child's developmental needs and reduces the risk of choking;
- staff will actively supervise eating, remain alert to choking and unexpected allergic reactions, discourage food sharing where this could create risk, and minimise unnecessary distractions;
- where an EYFS child experiences a choking incident requiring intervention, the incident will be recorded, parents informed and the record reviewed to identify any trends or further risk-reduction measures;

- before a child joins Reception, the school will obtain information about special dietary requirements, preferences, allergies, intolerances and relevant health needs; and
- responsibility for checking that each EYFS child receives food and drink consistent with their requirements will be clear at each meal and snack time.

6. Allergies, Intolerances and Special Dietary Requirements

NHP is an allergy-aware school. The school does not describe itself as “allergen free” or “nut free”, as no school can guarantee an allergen-free environment. The school may ask pupils, parents, staff and visitors not to bring specified allergens onto school premises where this is identified as a proportionate risk-reduction measure. Any such restriction will be communicated clearly and will not replace individual risk assessment, Allergy Action Plans, careful food handling or emergency preparedness.

- Information about known allergies, intolerances and significant dietary needs is obtained from parents and kept up to date.
- Pupils whose allergy or medical need requires individual arrangements will have those arrangements recorded in an Individual Healthcare Plan (IHP) and/or recognised Allergy Action Plan, developed with parents and, where appropriate, healthcare professionals.
- For EYFS pupils, the school will have ongoing discussions with parents and, where appropriate, health professionals to develop and maintain allergy action plans. The school will have regard to recognised BSACI Allergy Action Plans.
- Relevant information will be shared with staff who need it to keep the pupil safe. Medical information will be handled proportionately and securely and will not be displayed more widely than necessary.
- At mealtimes, the school will use robust identification arrangements for pupils with known dietary needs. This may include the school’s dietary/green card system together with an authorised staff/catering record.
- Catering and supervising staff will check that pupils with dietary requirements receive the correct food. Allergen controls, including separate utensils and measures to reduce cross-contamination, must be followed.
- Food brought from home for a pupil with a medical or dietary need will be agreed with the school. A medical letter or other appropriate evidence may be requested where necessary to determine safe arrangements or reasonable adjustments.
- Food with precautionary allergen labelling (for example “may contain”) will be considered in light of the individual pupil’s IHP/Allergy Action Plan and the school’s risk assessment, rather than treated as automatically safe or unsafe for every pupil.

7. Allergy Awareness, Emergency Response and Adrenaline

- All staff will receive appropriate allergy awareness information/training, including how to recognise allergic reactions and anaphylaxis and how to summon emergency assistance. Staff working directly with pupils at particular risk will receive additional role-specific instruction where required.
- Prescribed adrenaline devices and other emergency medication must be quickly accessible in accordance with the pupil’s IHP/Allergy Action Plan and the school’s medicines procedures.
- NHP will maintain appropriately dosed spare adrenaline auto-injectors (AAIs) at each school site in accordance with current law and government guidance. Spare AAIs will be stocked and stored in pairs, with appropriate

doses available for the age groups on each site, and located so that adrenaline can be brought to a pupil without avoidable delay and, so far as reasonably practicable, within five minutes. Storage, expiry checks, safe disposal after use/expiry and prompt replacement are set out in the Allergy and Anaphylaxis Policy.

- Anaphylaxis is a medical emergency. Staff will follow the pupil's Allergy Action Plan and the school's emergency procedure, administer adrenaline without avoidable delay where indicated, call 999 and notify parents as soon as practicable.
- Allergy arrangements, including access to emergency medication, must be considered in advance for trips, sports, clubs, camps and off-site activities.
- Serious allergic incidents and near misses will be recorded, reported to parents and reviewed so that lessons are identified and policies, IHPs, training or operational controls are updated where necessary.

8. Packed Lunches and Snacks

- Most pupils eat school-provided food. Packed lunches may be agreed where this is necessary for medical, disability-related, religious or other individual needs, or where the school considers this appropriate.
- Packed lunches and snacks brought from home must comply with the school's allergy-aware requirements and any current communicated allergen restrictions, and should support a balanced diet.
- Snacks must not be shared between pupils.
- If food is brought into school contrary to a current communicated allergen restriction, staff will manage this sensitively, provide a safe alternative where possible and inform parents where appropriate.
- The school will work constructively with parents where the content of lunches or snacks gives rise to a recurring welfare, allergy or nutrition concern.

9. Monitoring Food Intake and Pupil Welfare

Staff supervising meals should be attentive to pupils who appear not to be eating or drinking enough, who repeatedly avoid particular foods, or who show distress around food. Staff should respond sensitively and should not force, shame, bargain with or publicly single out a pupil in relation to eating.

Where there is a recurring concern, the form teacher should liaise with the Head of Section, Deputy Head Pastoral and/or School Nurse as appropriate, and parents should normally be informed. Where the concern may indicate a safeguarding or significant medical issue, staff must follow the school's safeguarding and medical procedures without delay.

10. Eating Difficulties and Eating Disorders

School staff do not diagnose eating disorders. Any concern about a pupil's eating behaviour, weight/shape preoccupation, repeated restriction, bingeing/purging behaviour, distress around meals, marked changes in energy or mood, or other concerning physical or behavioural signs must be taken seriously and passed promptly to the School Nurse and Deputy Head Pastoral/DSL.

- The school will respond in a calm, non-judgmental and confidential manner, taking account of the pupil's age and wishes, while recognising that safeguarding and welfare concerns may require information to be shared.
- Parents will normally be involved unless doing so would place the pupil at additional risk. Medical advice and referral to appropriate services, which may include the GP or Child and Adolescent Mental Health Services (CAMHS), will be considered as appropriate.

- Any support or reintegration plan will be agreed on an individual basis with the pupil, parents and relevant professionals. Meal supervision and adjustments will be handled sensitively and will not be punitive.
- Records of significant concerns, meetings and actions will be stored securely within the appropriate safeguarding and/or medical record rather than in general-access files.

11. Curriculum, Food Activities and Special Events

- Healthy eating, nutrition and the relationship between food and wellbeing are taught through PSHE, Science and other appropriate curriculum opportunities.
- Before food is used in lessons, cooking, science experiments, celebrations or cultural events, staff must check relevant allergy/medical information and make appropriate adjustments. Where contact or trace exposure may present a risk, an alternative activity or ingredient will be used.
- Food supplied by visitors, parents or external providers must have sufficient ingredient/allergen information to allow staff to make safe decisions. Unverified food must not be given to a pupil where allergy risk cannot be safely assessed.
- Tasting activities are optional and pupils will not be pressured to eat food they do not wish to try.
- Food and drink should not ordinarily be used as a reward. Any exceptional use must be approved by the relevant Head of Section and must take account of allergies, dietary needs and pupil wellbeing.
- The school will sensitively support pupils observing religious fasting, in consultation with parents where appropriate, with the pupil's health and welfare remaining paramount.

12. Trips, Clubs and Wraparound Provision

- Where school food is provided for trips or clubs, it will include an appropriate balanced option and will take account of known allergies and dietary requirements.
- Staff planning trips or off-site activities must consider catering arrangements, allergen exposure, emergency medication, access to trained staff and emergency medical care as part of the risk assessment.
- Breakfast club, after-school provision, holiday camps and external providers operating on behalf of the school must follow the school's relevant allergy and food-safety requirements.

13. Parents and Communication

- Current menus and information about school food will be shared with parents through the school's usual communication channels.
- Parents should contact the form teacher about day-to-day concerns regarding a child's eating and the Deputy Head Pastoral/Bursar about concerns relating to food provision or policy.
- Parents must inform the school promptly of any new allergy, intolerance, diagnosis, medication or material change to a pupil's dietary needs.
- The school will provide clear information about its allergy-aware approach and expectations for food brought onto the premises.

14. Staff and Catering Arrangements

- Catering staff will hold appropriate food safety, hygiene and allergen-awareness training for their roles.
- Staff handling food for EYFS pupils will receive appropriate food-hygiene information/training for the tasks they undertake.
- The catering team will maintain procedures for allergen information, special diets, cross-contamination control, cleaning and food storage.
- Staff are encouraged to model balanced eating and respectful language about food and bodies when eating with pupils.

15. Monitoring, Review and Record Keeping

- The Deputy Head Pastoral/Bursar will review implementation of this policy with relevant staff and the catering provider.
- Allergy incidents, near misses, choking incidents requiring intervention and recurring concerns about food provision will be reviewed for lessons learned and risk-reduction actions.
- This policy will be reviewed at least annually and sooner where there is a significant incident, a material change in provision or a change in law, statutory guidance or regulatory standards.

Appendix 1 - Lunch Procedures

Reception and Year 1

- Reception and Year 1 pupils are brought to the dining area under staff supervision and remain appropriately supervised throughout the meal.
- Water is available at tables and staff assist pupils as required, including with cutting food.
- Staff encourage pupils to try a range of foods but do not force pupils to eat.
- Dietary/allergy identification arrangements are in place before service begins and are checked by supervising and catering staff.
- A member of staff holding a current full paediatric first aid certificate will be in the room whenever Reception children are eating.
- Reception children must always remain within sight and hearing of a member of staff while eating.
- If a Reception child chokes and requires intervention, the incident must be recorded and parents informed.
- At the end of the sitting, pupils are handed over safely to the staff member responsible for the next activity.

Years 2-8

- Pupils enter and leave the dining area under appropriate supervision.
- Pupils select food from the survey. Staff support balanced choices and ensure pupils with dietary cards follow the agreed identification procedure.
- Pupils clear their trays and follow staff instructions for transitions back to lessons or play.
- Second helpings may be offered once all pupils have been served, subject to availability and any individual dietary restrictions.

General procedures

- Staff maintain active supervision and a calm eating environment.
- Pupils who need the lavatory ask a member of staff, and supervision arrangements remain appropriate.
- Concerns about a pupil's food intake, distress, possible allergic reaction or other welfare issue are passed promptly to the appropriate member of staff.
- No food is to be shared where this could create allergy risk, and staff will reinforce the school's allergy-aware expectations.

Appendix 2 - Food and Allergen Information for Parents

NHP is an allergy-aware school. We do not describe the school as “nut free” or “allergen free”. Where a pupil-specific or whole-school risk assessment identifies that a particular allergen should be restricted, the school will communicate that restriction clearly to families, staff and visitors. Such measures reduce risk but cannot guarantee an allergen-free environment.

Choosing snacks

- Fruit and vegetables are simple choices which fit the school’s approach.
- Other suitable options may include plain crackers, rice/oat/corn cakes, cheese, bread products, cooked meats or other items that comply with the school’s current allergy-aware requirements and any communicated allergen restrictions.
- Please read ingredient labels carefully. In the UK, the 14 regulated allergens must be emphasised when used as ingredients in prepacked foods.
- Precautionary statements such as “may contain” indicate a possible cross-contamination risk. Parents of a child with an allergy should follow the child’s medical advice and Allergy Action Plan when deciding whether such products are suitable.
- If purchasing non-prepacked food from a café, bakery or other food business, ask for the available allergen information before sending the item into school.
- Do not rely solely on a product or brand being described as “nut free”; ingredients and production practices can change.

The 14 regulated allergens

celery	molluscs
cereals containing gluten (including wheat, rye, barley and oats)	mustard
crustaceans	tree nuts
eggs	peanuts
fish	sesame
lupin	soya
milk	sulphur dioxide and sulphites

Parents should contact the School Nurse if they are unsure whether an item is suitable for their child or if the child has a newly diagnosed allergy/intolerance.

Appendix 3 - Illustrative Weekly Menu

This sample is illustrative only. Current termly/weekly menus issued by the catering team are authoritative and may change to reflect seasonality, availability, pupil needs and current nutritional guidance.

	Monday	Tuesday	Wednesday	Thursday	Friday
Main course	Pasta with tomato & basil sauce	Chicken bake	Roast pork	Spaghetti Bolognese	Battered cod
Vegetarian	Vegetarian sausage toad-in-the-hole	Chickpea pasty	Lentil loaf	Potato, cheese & onion pasty	Couscous with chickpea
Vegetables / sides	Sweetcorn, broccoli, baked beans	Carrots, green beans, cauliflower, rice	Peas, sweetcorn, roast parsnips, courgette	Carrots, broccoli, garlic bread	Peas, baked beans, potato wedges
Dessert	Chocolate mousse / fruit	Yoghurt with honey / fruit	Banana crumb cake / fruit	Yoghurt & berries / fruit	Panna cotta tart / fruit
Dietary alternatives	Available according to current menu and individual dietary requirements				



Appendix 4 - Procedures for Pupils with Specific Dietary Needs

These procedures support, but do not replace, each pupil's IHP/Allergy Action Plan and the school's Allergy Management Policy.

Reception and Year 1

- Pupils with identified dietary needs are clearly identified using the school's agreed dietary-card system and an authorised staff/catering record.
- Food for pupils with dietary cards is served by the catering team unless an individual plan states otherwise.
- Supervising staff and catering staff check the pupil's identity and dietary requirement before food is served.
- Separate utensils and other cross-contamination controls are used as required.
- If there is any doubt about the suitability of a food item, it must not be served until the catering team has confirmed it is safe for that pupil.
- Emergency medication remains quickly accessible in accordance with the pupil's IHP/Allergy Action Plan.

Years 2-8 / PGB Diner and other service points

- Pupils with dietary cards present them at the point of service and staff verify against the authorised dietary information.
- Where practical, pupils with significant dietary needs may be served first to reduce cross-contamination risk.
- Tongs and serving utensils allocated to individual dishes are not shared between dishes.
- Staff and pupils must not guess about ingredients or allergen status. If uncertain, they must ask the catering team and use the pupil's individual plan.
- Staff monitor implementation and report any error, reaction, near miss or concern immediately.

Key References

- Children's Wellbeing and Schools Act 2026, section 34 (allergy safety provisions, including requirements to be introduced for independent educational institutions).
- Department for Education, Early Years Foundation Stage statutory framework for group and school-based providers (effective 1 September 2026).
- Independent Schools Inspectorate, Framework for the inspection of association independent schools, including registered early years settings (September 2026).
- Department for Education, Allergy safety in schools (July 2026) - used by NHP as good practice for the whole school pending equivalent independent-school requirements.
- Department for Education, School food standards guidance and resources (updated September 2026) - used as a benchmark of good practice.
- Food Standards Agency guidance on food allergens and allergen information requirements.
- Equality Act 2010; UK GDPR and Data Protection Act 2018; Food Safety Act 1990.

This policy should be reviewed alongside the school's separate Allergy Management Policy to ensure operational arrangements remain aligned.