

Whole School Food Policy: Making it accessible

A frequent complaint of any school policy is that it is a formal document, perhaps created by one individual. It may not reflect actual practice and is not accessible to the wider school community.

This document suggests simple steps you can use in your school to help your food policy have more meaning. It can actively involve all age groups, be accessible to a variety of audiences and can include the work you are doing around the Food for Life Partnership Mark.

These steps can be used if you do not currently have a food policy or if you are reviewing your current documentation. It is important to involve your School Nutrition Action Group (SNAG) when developing your policy to ensure it is simple and accessible to all members of the school and community.

Primary School Step 1- what are the issues



Introduce the idea of a food policy to the SNAG, what it is and what the aim and the purpose are. For younger children you could use terms like, 'food plan', 'the eat deal', 'the big eat', 'the munch plan', 'the chomp charter'!

Ask your SNAG (possibly in small groups) to think about topics/ issues that they think are important about food in school. Encourage them to think about this in relation to the FFLP Mark i.e. food and drink provision in school, cooking, growing and farm links. You could use a big diagram of a plate to put their ideas onto, or use flipchart paper for pupils to draw picture of what they think of food in school.

At this point you could carry out a consultation exercise to get views about what topics/ issues are important from the wider school community. Ask the SNAG how this could be achieved. Ideas could include:

- A pupil led lunchtime survey for pupils.
- A short questionnaire for parents.
- A survey at parents evening or another social event, you might even like to invite them in to have lunch.
- Present information during a school assembly.
- Ask pupils to take pictures of important food issues within their school.

Step 2- getting creative

At the next SNAG meeting you could split the adults and children into separate groups. The adults could use the topics/ issues from the SNAG and consultation as headings and help draft paragraphs that could be incorporated into a policy.

The children could think of ways of getting the key messages across to their peers and the rest of the school such as:

- Involving the art teachers to design leaflets/ posters/ displays with pupils for pupils and parents.
- Using the school website or newspaper to get the messages across.
- Putting information into the school prospectus.
- Developing an article for the local paper to inform the wider community.

Step 3- final draft

A volunteer from the group (possibly the chair) will need to collate all the draft sections from the adults to produce one document. Another volunteer could take the lead on creating accessible versions and work with the children to help achieve this.

The draft food policy and accessible versions will need to be agreed at the SNAG and then signed off by the Senior Management Team and governors.

Step 4- launch

Launch the new policy in its various accessible formats to the relevant audiences.

Step 5- action plan

Involve the SNAG in deciding what actions need to happen to achieve any points in the policy. These agreed actions can then be included in your FFLP action plan

Step 6 – review

The food policy should be reviewed once a year or earlier if any major changes have happened.

Secondary School

Step 1

Introduce the idea of a food policy to the SNAG, what it is and what its aim and purpose is. Ask your SNAG (possibly in small groups) to think about topics/ issues that they think are important about food in school. Encourage them to think about this in relation to the FFLP Mark i.e. food and provision in school, cooking, growing and farm links.

At this point you could carry out a consultation exercise to get views of the wider school community about what topics/ issues are important. Ask the SNAG how this could be achieved. Ideas could include:

- A pupil led lunchtime survey for pupils.
- A short questionnaire for parents.
- A survey at parents evening or another social event. You might even like to invite them in to have lunch.
- Present information during a school assembly.
- Ask pupils to take pictures of important food issues within their school.

Using these topics/ issues as headings ask everyone in the SNAG to take one heading and before next meeting write a draft paragraph that can be incorporated in the policy.

Step 2

At the next meeting ask everyone to feed back their paragraphs and make alterations to these in light of comments from the rest of the group. A volunteer from the group (possibly the chair) will need to collate all of the sections to produce one draft document.

Step 3

At the next SNAG meeting review and agree the final draft of the policy. In the SNAG consider how this document can be made more accessible to the rest of the school. Ideas may include putting across the key messages by:

- Involving the Art teacher/ department to design leaflets/ posters with students for students and parents.
- Involving the IT department to incorporate messages onto the school website.
- Designing leaflets/ posters suitable for students & parents.
- Developing an article for the local paper to inform the wider community.

The draft food policy and accessible versions will need to be agreed at the SNAG and then signed off by the Senior Management Team and governors.

Step 4- launch

Launch the new policy in its various accessible formats to the relevant audiences.

Step 5- action plan

Involve the SNAG in deciding what actions need to happen to achieve any points in the policy. These agreed actions can then be included in your FFLP action plan

Step 6 – review

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For more information:

There is a Whole School Food Policy Framework you can use as a guide on the FFLP website. http://www.foodforlife.org.uk/get_involved/policy

