Leven CE Primary School PTFA
Food and Allergy Policy
2026-2027

Purpose

The PTFA is committed to ensuring that all events involving food are safe, inclusive and carefully managed. This policy sets out clear expectations for handling, preparing, serving and selling food at PTFA events, with the aim of protecting pupils, staff, volunteers and visitors - especially those with allergies or dietary needs.

Principles

- The safety and wellbeing of children is the highest priority.
- Events should be accessible to all pupils, including those with allergies or dietary restrictions.
- Clear information about ingredients and allergens must always be provided.
- All food handling must follow school policies, health and safety guidance, and relevant food hygiene standards.

Responsibilities

PTFA Committee

The PTFA Committee must:

- Be responsible for ensuring that all PTFA events comply fully with this Food and Allergy Policy.
- Ensure that appropriate signage, allergen labelling and risk assessments are in place for every event involving food.
- Liaise with the Headteacher regarding any high-risk food activities to ensure they meet school safeguarding and health and safety requirements.
- Follow all instructions relating to food handling, hygiene and allergy safety when preparing, serving or selling food at PTFA events.
- Not bring, use or serve any prohibited items, including nuts or nut-containing products, at any PTFA event.
- Report any concerns about food safety, allergens or cross-contamination immediately to the event lead or the senior member of staff present.

Parents and Carers

Parents and carers must:

- Be responsible for providing accurate and up-to-date allergy information to the school so that the PTFA can plan events safely.
- Ensure that their children understand which foods they can and cannot have at PTFA events, particularly if they have allergies or dietary restrictions.

Allergy Awareness and Prohibited Items

Nut-Free Expectation

Leven CE Primary School operates a nut-free environment.

- No nuts or nut-containing products may be brought, used, sold or served at any PTFA event.
- This includes items such as peanut butter, Nutella, mixed nuts, cereal bars containing nuts, and baked goods with nut ingredients.

Other Allergens

Common allergens (e.g., dairy, eggs, gluten, soya, sesame) must be clearly identified.
Where possible, the PTFA will provide allergen-aware alternatives.

Food Preparation and Handling

- Volunteers preparing or serving food must follow basic hygiene practices (clean hands, clean surfaces, separate utensils).
- Home-baked items must be labelled with a full list of ingredients.
- Shop-bought items must remain in original packaging until displayed, so allergen information is visible.
- Cross-contamination must be avoided by using separate utensils, serving areas and storage for different food types.
- Hot food must be prepared and served only by volunteers who have been briefed on safe handling procedures.

Storage of PTFA Food and Drink

To ensure safe, hygienic and compliant food practices, all PTFA food and drink must be stored in accordance with health and safety expectations and must never be kept in areas designated for school catering use.

- PTFA food and drink must not be stored in the school kitchen fridges, freezers or catering storage areas, as these spaces are reserved exclusively for school-managed food and must meet strict food hygiene regulations.
- The PTFA must use its own designated fridge and freezer for storing any items that require refrigeration or freezing. These appliances are specifically for PTFA use and ensure that food is kept separate from school catering supplies.
- All PTFA food and drink must be stored separately from school kitchen items to prevent cross-contamination and to comply with food safety standards.
- PTFA items requiring refrigeration must be placed in the PTFA fridge or freezer as soon as they arrive on site, and must not be left in classrooms, corridors or unapproved areas.

- Volunteers must ensure that all food is stored safely in sealed containers, clearly labelled, and kept at appropriate temperatures until the event begins.
- Hot and cold food must be transported safely to the event location using insulated bags, cool boxes or other suitable equipment to maintain safe temperatures.
- Any food that cannot be stored safely in line with these expectations must not be used at PTFA events.

Labelling and Information

At all PTFA events involving food:

- All items must be clearly labelled with ingredients and allergens.
- A Food Information Folder (or digital equivalent) must be available for parents to view.
- Volunteers must not guess ingredients - if in doubt, the item must not be served.
- Allergen-free items must be stored and served separately to avoid contamination.

Supervision and Serving

- Children must not serve themselves from open food tables unless supervised.
- Volunteers must ensure children with allergies only access safe foods.
- Any child with a known severe allergy must be supervised by a parent/carer or designated staff member during food-based activities.

EYFS Food Guidelines

The PTFA recognises that children in the Early Years Foundation Stage (EYFS) have specific safeguarding, developmental and dietary needs. All PTFA events involving EYFS children must follow the school's EYFS food, supervision and safety expectations.

- EYFS children must be supervised closely while eating because they are at a higher risk of choking and may not yet recognise foods they cannot have.
- Only adults with pediatric first aid training should take the lead in supervising EYFS children during eating activities, in line with statutory EYFS safeguarding requirements.
- EYFS children must be seated when eating to reduce the risk of choking and to ensure safe, calm mealtime routines.
- PTFA volunteers must follow staff direction when supporting EYFS food activities, as staff hold responsibility for safeguarding and safe practice.
- EYFS children must not self-serve from open food tables unless a designated member of staff is supervising and has confirmed that the food is safe for each child.

- EYFS children must not be given high-risk foods such as whole grapes, popcorn, marshmallows, hard sweets, or any item identified as a choking hazard.

- Volunteers must never assume food is safe for an EYFS child and must always check with staff if unsure.

Emergency Procedures

If a child shows signs of an allergic reaction:

- Alert the nearest member of school staff immediately.
- Follow the school's emergency procedures.
- Complete an incident report after the event.

Donations of Food

- All donated food must comply with this policy.

- Donors must provide a full list of ingredients.

- Items without clear ingredient information cannot be served.

Reviewed: June 2026
Next Review: June 2027
Approved: June 2026

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Food Event Risk Assessment Template

Event Details

Event Name: _____

Date and Time: _____

Location: _____

Event Lead: _____

Senior Staff Member: _____

Identified Hazards and Risks

- There is a risk of exposure to nuts or nut-containing products if volunteers or donors bring items that do not comply with the school's nut-free expectations.
- There is a risk of allergic reactions if ingredients are not clearly labelled or if children consume food that contains allergens they must avoid.
- There is a risk of cross-contamination if utensils, surfaces or serving areas are not kept separate for different food types.

- There is a risk of foodborne illness if food is not stored, prepared or served in line with basic hygiene and temperature-control requirements.
- There is a risk of children accessing unsafe food if food tables are unsupervised or if children serve themselves without oversight.
- There is a risk of incorrect information being given to parents or children if volunteers are unsure about ingredients or preparation methods.
- There is a risk of burns or injuries if hot food or equipment is used without appropriate supervision and safety measures.
- There is a risk of choking if small, hard or high-risk foods are served without consideration of age-appropriateness.

Control Measures

- The PTFA Committee will ensure that all volunteers are briefed on allergy awareness, prohibited items and safe food handling before the event begins.
- All food items will be clearly labelled with a full list of ingredients and allergens so that parents, staff and children can make informed choices.
- All nut-containing products will be strictly prohibited in line with the school's nut-free expectations, and any item suspected of containing nuts will be removed immediately.
- All home-baked donations will be accepted only if ingredients are provided in writing; items without ingredient information will not be served.
- Separate utensils and serving areas will be used to prevent cross-contamination between allergen-free and standard items.
- A designated volunteer will supervise food tables at all times to ensure children access only safe foods.

- Hot food will be prepared and served only by trained volunteers who understand safe handling procedures and temperature requirements.
- A Food Information Folder will be available for parents and staff to review ingredient lists and allergen details.
- Any child with a known severe allergy will be supervised by a parent, carer or designated staff member during food-based activities.
- All volunteers will follow the school's safeguarding and emergency procedures if a child shows signs of an allergic reaction.

Emergency Procedures

- Any allergic reaction will be reported immediately to the senior staff member present or directly to the Designated Safeguarding Lead.
- School staff will take the lead in administering medication such as antihistamines or EpiPens.
- Emergency services will be contacted if symptoms escalate or if instructed by staff.
- An incident report will be completed after the event and shared with the Headteacher and PTFA Committee.

Additional Notes or Event-Specific Risks
Use this space to record any unique risks, such as cultural food stalls, external vendors, or themed events.

Approval

Event Lead Signature: _____

Senior Staff Member: _____

Date: _____

PTFA Food Handling Checklist

This checklist must be completed before, during and after any PTFA event involving food. All volunteers should read it carefully and follow each step to ensure the safety and wellbeing of all children, staff and visitors.

Before the Event

- All volunteers wash their hands thoroughly before preparing or handling any food.
- All food preparation surfaces are cleaned using appropriate cleaning products to remove allergens and bacteria.
- All utensils and equipment are checked to ensure they are clean, safe and suitable for use.
- All home-baked donations are labelled with a full list of ingredients before being accepted for the event.
- All shop-bought items remain in original packaging so that allergen information is visible and accurate.
- All prohibited items, including nuts, are removed from the event area immediately if identified.
- Allergen-free items are stored separately from standard items to prevent cross-contamination.
- A Food Information Folder is prepared and made available for parents and staff to review.

During the Event

- Volunteers always supervise food tables to ensure children access only safe foods.
- Volunteers use separate utensils for different food types and avoid mixing serving tools.
- Volunteers keep allergen-free items separate from foods containing common allergens such as dairy, eggs, gluten or sesame.
- Volunteers wash hands or change gloves after touching any food that may contain allergens.
- Hot food is handled safely by trained volunteers who understand temperature control and safe serving procedures.
- Children are not allowed to self-serve from open food tables unless a designated volunteer is supervising.
- Any item suspected of contamination is removed from the serving area immediately.
- Volunteers ask for clarification if they are unsure about ingredients, preparation methods or safe handling procedures.

After the Event

- All leftover food is disposed of safely unless it is clearly labelled, sealed and safe to take away.
- All surfaces and equipment are cleaned thoroughly to remove allergens and food residue.
- Any incidents or near-misses are reported to the event lead and the senior staff member present.
- The event lead reviews the effectiveness of the food handling procedures and notes any improvements needed for future events.