



# Overleigh St. Mary's CE Primary School

## Policy for the Use of School Grown Fruit, Vegetables and Herbs.

Signed by:

Head teacher

Date: Summer 2024

Chair of Governors

Date: Summer 2024

## **Introduction**

With the introduction of school vegetable plots, OSM Catering may use the food items they produce in the school menu.

## **Key Points**

- OSM will use the same rules as suppliers, for example, that the food is fit for human consumption.
- Food to be used by OSM Catering MUST not have been exposed to manure/pesticides on the vegetable plots.
- All produce MUST be free of soil and/or physical contamination before entering the kitchen.
- School to nominate a person who is responsible for ensuring the above points are observed; at the same time being a point of contact for the Catering Supervisor should there be any problems.
- OSM will keep records of produce received to ensure traceability.
- OSM staff must clean produce thoroughly prior to use and clean and sanitise the sink after use to remove any soil contamination, in addition to maintaining good personal hygiene.
- At this stage the produce should then be treated and prepared in the same way as other food items; utilising a separate area, work surface, chopping board where necessary and available.

Please note, if the first 3 bullet points cannot be met, OSM Catering cannot use the food items in their production kitchen.

- During discussion with the school bullet points 1-4 need to be covered with a copy of this policy being left with the school.
- The process to be followed by the school, and the kitchen procedures must be clearly explained to the Catering Supervisor with a copy of this policy being supplied for information.
- It will be the Catering Supervisor's responsibility to ensure that Key Point 3 is followed and any produce that does not meet the criterion must be rejected.
- The Catering Supervisor will be responsible for keeping up to date the Record of School Grown Fruit, Vegetables and Herbs form. This must be retained for twelve months.

Reviewed by:- Emma Drew

Date of next review: Summer 2024