

Appendix 1 - School Food Strategy Action Plan (2006-2008)

Objective	Activity	Legal Requirements/ Sources of Info	Commencing	Responsibility	Success Criteria
1.Policy 1.1 The School Meals Strategy will be implemented as a partnership between the LA, head teachers, pupils, parents, carers, governors, catering staff/managers, local and main food suppliers, contractors, the PCT and the media	All stakeholders will be consulted about the School Meals Strategy, and will be made aware of their role in implementing the Strategy Objectives through: <ul style="list-style-type: none"> - letters / newsletters / information packs All stakeholders to include the School Meals Strategy in their policies, strategic objectives and action plans	DfES letter to LA's 12 September 2005	Spring 2007	WCC School Meals Co-ordinator Healthy Schools Team	All stakeholders will have a copy / be aware of the School Meals Strategy, and have local policies which include the Strategy Objectives
1.2 Interim Food-based Standards for school lunches to be in place from September 2006	Information will be disseminated to schools giving advice about how these Standards can be met through: <ul style="list-style-type: none"> - Guidance booklets (School Food Trust / DfES) - Training 	School Food Trust A guide to introducing the Government's new food-based standards for school lunches	Summer 2006	All schools School Meals Co-ordinator Headteachers Catering Managers/Kitchen Staff	The Food Based Standards will be in place in all food outlets in Wiltshire Schools

1.3 Food-based Standards for food other than lunch to be in place by September 2007.	Information will be disseminated to schools giving advice about how these Standards can be met through: <ul style="list-style-type: none"> - Guidance booklets (School Food Trust / DfES) - Training 		Autumn 2007	All schools School Meals Co-ordinator Headteachers Catering Managers/Kitchen Staff	The Food-based standards for food other than lunch will be in place in all food outlets in Wiltshire Schools
1.4 Nutrient-based Standards for school lunches to be in place from September 2008 (Primary) or September 2009 (Secondary and Special Schools)	Information will be disseminated to schools giving advice about how these Standards can be met through: <ul style="list-style-type: none"> - Guidance booklets (School Food Trust / DfES) - Training 	Final decisions on the report of the SMRP on school lunches DfES May 2006	Sept 2008 (Primary) Sept 2009 (Secondary and Special)	All schools School Meals Co-ordinator Headteachers Catering Managers/Kitchen Staff	The Nutrient Based Standards will be in place in all food outlets in Wiltshire Schools
1.5 All schools to develop a School Food Policy	Schools to develop their own School Food Policies - model policy and supporting information from Healthy Schools Team	National Healthy School Status A guide for schools (pg 7) Department of Health, 2005	2006-2008	Head teachers Healthy School Co-ordinators	All schools will have a School Food policy by 2008
1.6 All Wiltshire schools (and the Wiltshire Young People's Support Service) to be engaged with Healthy Schools Programme by 2009	All schools to work towards achieving Healthy School status, with support from the Healthy Schools Team	National Healthy School Status A guide for schools (pg 3) Department of Health, 2005	2006-2008	Head teachers Healthy School Co-ordinators Healthy Schools Team	All schools to be working towards Healthy Schools Status

1.7 In support of the Wiltshire Local public Service Agreement encourage increased consumption of fruit and vegetables as part of the 5 a day campaign	All Primary schools to continue to take part in the School Fruit and Vegetable Scheme. Support to be given to schools to set up Healthy Tuck Shops.	NHS Plan 2000	2006-8	All Primary schools All schools	All KS1 children in Wiltshire to eat a piece of fresh fruit daily Healthy Tuck and break time snacks served in all schools
2. Education and Training 2.1 Schools will ensure that all young people are able to understand what constitutes healthy eating at each Key Stage, and are able to prepare a healthy meal safely by the time they leave Secondary School.	Audit county provision - Curriculum content (practical cooking opportunities, kitchen equipment, SOW, resources, curriculum time) - Numbers of Qualified Staff - Quality of Teaching and Learning Review of good practice and resources, produce information pack with guidance from Community Dieticians	One of the criteria to be met if Healthy Schools Status is to awarded National Healthy School Status A guide for schools (pg 9) Department of Health, 2005	2008	Healthy Schools Team All Secondary Schools Public Health Team, PCT PCT Health Promotion	All children of school leaving age, will have been taught how to cook healthy meals.
2.2 The LA will set up Food Learning Partnerships in Wiltshire, as a model intended to improve the teaching of Food Technology classes and cookery skills in all schools, and actively involve both catering staff and mid-day supervisory assistants	To use a DATA trained Food Technology teacher to train colleagues from other interested Wiltshire Secondary schools, so that they can go on to train Primary Staff from their feeder schools, in Food Preparation and Cooking. Encourage creation of Cooking Clubs.	See DATA website www.data.org.uk School Catering Scrutiny Task Group Report 2006 (page 28)	Spring 2007 onwards	Design and Technology consultant School Meals Co-ordinator Food Technology Teaching Staff Primary Staff	A Food Technology teacher from each interested Secondary school will have received training The quality of FT teaching in Primary Schools will have improved.

<p>2.3</p> <p>The LA will encourage schools to make applications to the Food Standards Agency's Cooking Bus targeting those in most need of assistance in the teaching of Food Technology</p>	<p>Research will be carried out to establish which schools are in most need.</p> <p>Schools will then make an application via the Food Standards Agency website.</p>	<p>School Catering Scrutiny Task Group Report 2006 (page 28)</p>	<p>2006-8</p>	<p>School Meals Co-ordinator</p> <p>All applicable schools</p>	<p>Schools in need of support will have had a visit by the Food Bus</p>
<p>2.4</p> <p>To develop innovative solutions to meet the requirement for improved training and skills for catering staff to meet the New Nutritional Standards</p>	<p>To work with Training Providers to establish network of venues that will provide training in the necessary Food Handling and Cookery Skills across Wiltshire. Partners will include:</p> <ul style="list-style-type: none"> - Wiltshire College - Salisbury College - Private Sector 		<p>2006 - 2008</p>	<p>School Meals Co-ordinator</p> <p>CPD Manager</p> <p>College Tutors</p> <p>Catering Staff</p>	<p>Catering staff will be aware of the training opportunities available to them.</p>
<p>2.5</p> <p>To encourage and support schools to grow their own fruit and vegetables</p>	<p>School Meals Co-ordinator to attend training, and to then disseminate information to schools in the form of a newsletter.</p> <p>Links will be forged between successful schools and others in their local area.</p>		<p>Summer 2007</p>	<p>School Meals Co-ordinator</p> <p>Wiltshire Gardens Trust</p>	<p>Schools will grow produce according to their individual circumstances</p>

<p>2.6 To develop a wider programme of education on healthy eating and nutrition, linking the work that is taking place to promote the Healthy Schools Programme with the Children and Young People's Trust Board's desire to improve the emotional well-being of all children</p>	<p>To link in with the recommendations in the Food in Schools Toolkit</p> <p>Link in with PSHE curriculum strand which is about Healthy Eating</p> <p>To work in partnership with School Nurses especially with regard to children who have special dietary requirements</p>		2007-8	<p>All schools, especially those who provide extended schools services (including Breakfast Clubs)</p> <p>Young People's Support Service</p> <p>Children's Centres</p> <p>Healthy Schools Team</p>	?
<p>3. Partnerships 3.1 The School Meals Strategy Co-ordinator will work with the Healthy Schools Team and the Healthier Wiltshire Project to ensure that priority is given to individual schools and communities manifesting the most socio-economic need, thereby contributing to a reduction in health inequalities within Wiltshire</p>	<p>Research will be carried out between each partner, and be fed back to the School Meals Strategy Co-ordinator, to ascertain which schools are in the most need.</p>		Summer 2006	<p>Healthy schools Team</p> <p>Healthier Wiltshire Project</p> <p>School meals Co-ordinator</p> <p>Public Health Team of PCT to inform on areas of deprivation</p>	<p>These schools will have received the support they need.</p>

<p>3.2 To work in partnership with other neighbouring Local Authorities to come up with innovative solutions to meet training needs.</p>	<p>To work with GCC and Swindon Borough Council to maximise the range of training opportunities for catering staff.</p> <p>The School Food Adviser for GCC and the School Meals Co-ordinator will conduct research into costs of leasing a Regional School Food Bus</p>	<p>DfES letter to LA's</p> <p>12 September 2005</p>	<p>2006-2008</p> <p>Autumn 2006</p>	<p>School Meals Co-ordinator</p> <p>School Food Advisers (GCC+ SBC)</p> <p>Catering Staff</p> <p>SWRDA</p>	<p>Catering staff will be aware of the training opportunities available to them.</p> <p>If viable a School Food Bus will be leased for use across the region.</p>
<p>3.3 To ensure that children and young people have the opportunity to be fully involved in the strategy</p>	<p>Schools will ensure that pupils are given the opportunity to be consulted about school meal provision and be actively involved in the implementation of the Strategy</p>		<p>Autumn 2006 and onwards</p>	<p>Listening to Children Programme</p> <p>School Councils</p> <p>Wiltshire Assembly of Youth</p>	<p>There will be evidence of children and young people's involvement in policies etc.</p>
<p>4. Links with Local Providers</p> <p>4.1 To establish a link with local providers and procurement agencies to assist wherever possible with the procurement of food from within Wiltshire and the region for school meals</p>	<p>The School Meals Co-ordinator will liaise with Local Farmers and schools, to facilitate mutually beneficial business partnerships.</p> <p>Eg. Local farmers and producers to design a web-based ordering service, to enable schools to order their produce direct.</p> <p>A register of local farms to be compiled.</p>	<p>School Catering Scrutiny Task Group Report 2006 (page 29)</p>	<p>2006-2008</p>	<p>School Meals Co-ordinator</p> <p>Local farmers and producers</p> <p>Schools</p>	<p>More schools will be sourcing their produce from local suppliers.</p>

4.2 To reconnect school aged children and young people in Wiltshire schools to the food chain by arranging visits to local farms	<p>As part of establishing business links between schools and local producers, educational links will also be made, with farmers visiting schools to give talks and where possible, school children visiting farms.</p> <p>Curriculum Guidance for Farmers will be made available.</p>		2007-2008	<p>School Meals Co-ordinator</p> <p>Local farmers and producers</p> <p>Schools</p>	All school children in Wiltshire will visit a farm at least once in their school lives.
4.3 To establish links between local restaurants and their surrounding communities	Compile list of Wiltshire Restaurateurs who are willing to work in partnership with local schools		2007-8	<p>All schools</p> <p>Local catering colleges</p>	All school children to have had experience of working with local chefs.
5. Resources 5.1 We will be working with the School Buildings and Places Team to identify appropriate practical solutions for schools which do not at present have kitchen facilities. This might include the use of mobile kitchens as a means to provide a hot, cooked meal	<p>Research will be conducted into the costs involved in buying and /or leasing mobile kitchens. The viability of this option will be explored by the School Meals Co-ordinator visiting schools who utilize mobile kitchens.</p> <p>The option of operating a mobile kitchen for the benefit of several schools will be explored, if this is logistically possible.</p>	School Catering Scrutiny Task Group Report 2006 (page 28)	2006-2007	<p>School Meals Co-ordinator</p> <p>Headteachers</p> <p>Catering Staff</p>	Schools without kitchens will be able to provide the option of a hot meal for pupils by 2008

<p>5.2</p> <p>The LA will gather evidence, and draw on the good practice of a number of Wiltshire schools that have already adopted effective healthy eating policies, with regard to the view that the cost of improving the diets of school aged children leads to savings in other areas of public spending (Eg behaviour support and health spending in later life)</p>	<p>Links will be made between the School meals Co-ordinator and other teaching professionals, who have conducted research into this issue.</p> <p>Studies will be carried out in a sample of schools, who have made recent improvements to their school meals?</p>	<p>School Catering Scrutiny Task Group Report 2006 (page 27)</p>	<p>2006 - 2007</p>	<p>School Meals Co-ordinator</p> <p>Head teachers at chosen schools</p>	<p>Children who have started having healthier lunches will improve in their ability to concentrate and learn.</p>
<p>6. Contract</p> <p>6.1</p> <p>Extensive consultation with all relevant partners will be carried out before agreeing the terms and conditions of any new school catering contract</p>	<p>This will involve a review of the current contract to identify lessons to be learnt.</p>		<p>September 2006 onwards</p>	<p>WCC Contract Procurement Team</p> <p>Headteachers</p> <p>Contractors</p>	<p>All interested partners will have the chance to be fully consulted.</p>

6.2 The monitoring and contract management arrangements will be developed once the stakeholder discussions commence	This will be done through the identification and introduction of appropriate Key Performance Indicators and analysing their outcomes.		2006 - 2007	WCC Contract Procurement Team Contract Monitoring Officer Headteachers Contractors / Suppliers	Contract standards met Continuous improvement targets delivered.
6.3 Robust and effective systems will be in place before any new contract begins, which include payment systems, ordering, change control, performance management, knowledge management and accurate assessment of outcomes expected (Eg. delivery to remote/rural schools)	Integrated continuous improvement into normal working practices and by establishing an action plan to communicate standards, expectations relating to the delivery of contract standards and the School Food Strategy.		2007	WCC Contract Procurement Team Contract Monitoring Officer Headteachers Contractors / Suppliers	

6.4 If a new contract is agreed, the catering service will be actively marketed to all schools and other appropriate settings, building on earlier stakeholder consultations to achieve maximum take-up and smooth transition from existing arrangements to the new	To provide balanced meals and encourage uptake by introducing a range of measures and creative initiatives.		2007 - 2008	WCC Contract Procurement Team Contract Monitoring Officer Headteachers Contractors / suppliers Children's Centre Managers Stakeholders	Meal numbers will increase. All pupils entitled to a free school meal will have the opportunity of taking a meal, meeting or exceeding nutritional standards.
6.5 Where applicable, the terms and conditions of any new catering contract will include that the contractor provide services to the County's Children's Centres, in addition to its schools, in terms of providing healthy food	Develop a flexible approach within the new contracting arrangements to ensure the widest uptake by Schools and Children's centres throughout the County.		2007 - 2008	WCC Contract Procurement Team Contract Monitoring Officer Headteachers Sodexo, and other contractors Children's Centre Managers	Every pupil will have the opportunity to access nutritionally balanced meals.

7. Monitoring and Evaluation 7.1 Rigorous and regular monitoring arrangements will be put in place to track and influence the progress of the School Food Strategy and it's effectiveness in transforming school meals in Wiltshire	Establish an Action Plan and measurable Key Performance Indicators. Discuss progress in regular meetings of the School Nutrition Action Group.		2007-2008	School Meals Co-ordinator Headteachers Catering Staff SNAG	Measure continuous improvement and ensure strategy objectives are met.
7.2 Where applicable, to monitor the effectiveness of services provided by Children's Centres to ensure that parents and children are engaged in adopting a healthy lifestyle	Informal discussions with parents. Parents to be involved in healthy eating events and activities.		2007-8	Children's Centre Manager	To ensure that when children leave the Children's Centre, they have had a good introduction to healthy eating.