

# Safeguarding Your Catering Service

## Standard Package

### Food safety management system and food safety record keeping

The school will be provided a printed food safety management system based on the HACCP principles covering legal requirements and good catering practice. A suite of food safety records will be available to cover different operations from primary schools, secondary schools and colleges. The forms will be available in printed form and also available electronically. These forms will match the requirements of the food safety management system and meet the due diligence requirements for education catering.

The system will be reviewed and updated in line with legal and best catering practice changes. These updates will be communicated by email with instructions on actions to take.

### Self-assessment tool

The self-assessment tool will be provided electronically and is designed for Catering Managers and Line Managers to internally audit their operation to confirm the system is implemented and working effectively. This document will form the basis of implementing the system and confirming it is operational.

### Virtual induction

The school will be invited to a live virtual induction used to introduce the management system, record keeping and self-assessment tool. This group induction will allow Q&A to ensure appropriate understanding. The virtual inductions will be routinely scheduled allowing an opportunity to attend more than one session.

### Telephone and email support

A dedicated telephone and email service will be available for assistance with queries or advice in relation to food safety or other aspects of the service. This service will be to provide advice and signposting in relation to food safety and catering related queries.

### Update memos and procedure updates

Changes to food safety law, legal requirements, food safety alerts, and other relevant matters affecting catering management will be communicated in memos or procedure updates. These updates will be sent out electronically by email. Additional memos will be sent out at key times of the year e.g., closure of kitchens for summer breaks or Christmas catering considerations.

### Three training credits

The school will be provided three training credits allowing access to courses and can be used toward booking onto live virtual training sessions for staff. Courses are valued at the following rates:

Course Names	Number of Training Credits
Level 2 Food Safety Level 2 Allergens Level 2 Health and Safety	1 Training credit per delegate per course
Level 3 Allergens Level 3 Refresher	2 Training credits per delegate per course
Level 3 Supervising Food Safety	4 Training Credits per delegate per course

A full training calendar will be shared each year detailing available courses. Additional training credits can be purchased at £60.00 each.

## Safeguarding Your Catering Service Premium Package

### **Food safety management system and food safety record keeping**

The school will be provided a printed food safety management system based on the HACCP principles covering legal requirements and good catering practice. A suite of food safety records will be available to cover different operations from primary schools, secondary schools and colleges to boarding operations. The forms will be available in printed form and also available electronically. These forms will match the requirements of the food safety management system and meet the due diligence requirements for education catering.

The system will be reviewed and updated in line with legal and best catering practice changes. These updates will be communicated by email with instructions on actions to take.

### **Self-assessment tool**

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### **Five training credits**

The school will be provided five training credits allowing access to courses and can be used toward booking onto live virtual training sessions for staff. Courses are valued at the following rates:

Course Names	Number of Training Credits
Level 2 Food Safety Level 2 Allergens Level 2 Health and Safety	1 training credit per delegate per course
Level 3 Allergens Level 3 Refresher	2 Training credits per delegate per course
Level 3 Supervising Food Safety	4 Training Credits per delegate per course

A full training calendar will be shared each year detailing available courses. Additional training credits can be purchased for £60.00 each.

**Termly virtual meetings and reviews**

The school will have access to one dedicated virtual meeting each term with a School Catering Professional to support your catering operation. These meetings can be flexible to meet your needs and can include a review of your self-assessment, advice on menu planning, current issues or to receive an update. It is the responsibility of the school to book these meetings with LBA Safety.

**Access to termly CPD webinars**

You will receive a personal invite to a CPD webinar each term. These webinars will provide updates on catering in education which may include food safety updates, changes to guidance and legal requirements, updates from industry professionals such as food suppliers or updates on equipment. They will also allow a chance for Q&A and provide a benefit to being part of a group of people all involved in catering in education. These will also be recorded for those who can't make it.

**Two annual menu cycles with recipe card**

You will be provided with 2 menu cycles each year, summer and winter. These provide a 3-week cycle with supporting recipe cards. These school food compliant menus will provide a range of delicious recipes designed by and for caterers in education. Recipes can provide you with some fresh ideas to use in your operation.

## Terms and Conditions

### 1. Members

The trust or school is required to have one LACA membership to buy this service. The LACA membership year runs from the first of January and purchase of this system requires membership across the duration of this service. Membership can be accessed by completing an application form at [www.laca.co.uk](http://www.laca.co.uk).

### 2. Payment Terms

The charges will be paid annually to LBA Safety and LBA Safety will raise an invoice for the first payment on receipt of a signed copy of the application form. Unless other arrangements are agreed, payment in respect of all invoices shall be within thirty days of the invoice date.

### 3. Late Payment

Statutory interest and compensation will be claimed for all invoices in excess of thirty days in accordance with late payment legislation.

### 4. Charges

After the initial year, on each anniversary of the commencement date, the charges may be increased in line with the Retail Price Index (RPI) over the preceding year. The first such increase shall take effect on the first anniversary of the commencement date and shall be based on the latest available figure for the percentage increase in the RPI at the beginning of the last month of the previous year. If the RPI is negative, there will not be an increase and the charges will remain the same.

### 5. Automatic Renewal

This is an automatically renewing service with a new invoice raised one month prior to the anniversary of the commencement or renewal date. LACA membership must be maintained in accordance with the LACA renewal period which commences in January each year.

### 6. Cancellation

The client is required to provide three months notice before the anniversary of the commencement or renewal date to cancel this service.

### 7. Confidentiality

LBA Safety, as professional consultants, will not misuse or disclose to others confidential information made available to them by the client.

### 8. Copyright

All content included in or made available by LACA or LBA Safety, such as text, graphics, logos, images, data compilations, digital downloads and software is the property of LBA Safety or its content suppliers.

Any copying or reproduction of material by the client will be subject to prior agreement by the owner of the content through LBA Safety.

Documents are issued for use by the named school only and must not be shared in other schools or businesses.

### 9. Governing Law and Jurisdiction

The construction, validity and performance of this agreement shall be governed by the laws of England and the parties here to submit to the exclusive jurisdiction of the English Courts.