

Package Overview

LACA has partnered with LBA Safety to provide LACA members with an innovative, interactive, virtual food safety management system to support school catering operations for schools and academies which manage their own catering service either as single schools, groups of schools, academies and multi academy trusts.

Food safety and school food standards are legal requirements. Our packages are designed and tailored to catering operations in education settings. They will guide you through how to effectively manage food safety from supply through to service.

Who are these packages for?

These annual packages are for any school which has in-house catering provision not supported by a contract caterer. This is also open for groups of schools and academy trusts, with each school signing up separately. You have a legal responsibility to run your catering service safely ensuring safe food provision. You are also required to have a documented management system underpinning your safe food provision.

How do I access these packages?

This package is available to LACA members. If you are already a member, please find the application form in the members area. If you're not yet a LACA member, you need to become a member first and pay a small annual membership fee. For details on the benefits of membership and how to become a member please go to www.laca.co.uk.

The Package	Standard	Premium
Food safety management system with a suite of record keeping	✓	✓
Self-assessment tool to assist with implementation and auditing	✓	✓
Virtual live Induction into the package	✓	✓
Telephone and email support	✓	✓
Update memos and procedure updates	✓	✓
Training credits	x 3	x 5
Termly virtual meetings and reviews	×	✓
Access to termly CPD webinars	×	✓
2 x annual menu cycles with recipe card	×	✓
Recipe and menu guidance and advice on school food standards	×	✓
Cost:	£1,495	£2,495

Package Details

Please see below further information on each of the components for our two packages:

Standard

- **Food safety management system and food safety record keeping**
This will include provision of a printed management system based on the HACCP principles covering legal requirements and good catering practice. The system is designed to be easy to use with colour coordinated sections. 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 available electronically. These forms will match the requirements of the food safety management system and meet the due diligence requirements for education catering.
- **Self-assessment tool**
This tool will provide Catering Managers and Line Managers the ability to internally audit their operation to confirm the system is implemented and working effectively. The tool will be paper based and also available as an electronic form.
- **Virtual induction**
The school will be invited to a live virtual induction 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.
- **Update memos and procedure updates**
Changes to food safety law, legal requirements, and other matters affecting catering e.g., waste 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 e.g., closure of kitchens for summer breaks or Christmas catering considerations.
- **Three training credits**
These training credits provide access to courses and can be used toward booking onto live virtual training sessions for staff.

Premium

This package includes all the items in the standard package plus the items below:

- **Termly virtual meetings and reviews**
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 a chat with a friendly face who understands the challenges of catering in education.
- **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.
- **Five training credits**
An additional 2 training credits over the standard package provides more training opportunities.
- **Two annual menu cycles with recipe card**
You will be provided 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.

Who is providing the service?



LACA is a membership association which was established in 1990. LACA is the lead professional body for school food representing catering managers in local authority provided school catering contracts, private contractor provided school catering services and directly managed schools, academies and multi academy trusts. The membership across England and Wales is diverse and includes associate members who are jointly responsible for the supply of over £400M p.a. of food, drink and equipment to the school catering service. LACA members are responsible for more than 110,000 staff working in some 27,000 primary, secondary and special schools.

This diverse and widespread membership allows LACA to engage with Government on issues that impact on the sector and the Government, represented by the DfE, regularly engages with LACA in the development of school food policies. This relationship works two ways giving LACA a voice to influence government policy, a recent example being the increase in funding allowance for Universal Infant Free School Meals.

LACA offers its members a diverse portfolio of benefits and services. The annual School Food Show is the largest event specifically for this sector in the country. The annual conference running in parallel attracts all the key players to the sector. National School Meals Week and School Chef of the Year are owned, managed, and organised by LACA, offering flag ship event to the membership.

LACA supports its members by involving them in a regionally based nationwide network creating networking opportunities to facilitate the exchange of views and information, holding briefings and webinars, events and offering a vibrant web site www.laca.co.uk which includes a go to section for industry relevant information and advice.

LACA offers a portfolio of services to support schools and academies managing their own catering services, allergen advice, a menu checking and approval service, a buying group offering purchasing benefits and economies, on line learning and workforce standards.

Safeguarding your catering service – a Food Safety Management System for your School offers schools a system and processes which ensure a safely delivered, structured, disciplined system to ensure safe food for every child at school. A key element of every school's safeguarding responsibilities.



LBA Safety is an established Environment Health consultancy, specialising in the hospitality sector. The business is set up on the foundations of Environment Health providing a wide-ranging knowledge base and skill set. Both partners are Chartered Environmental Health Practitioners having worked in local government, central government and private practice. The business is complemented with support from Technical Advisors and Associates who all have a wealth of experience in catering in education as well as other industry sectors.

LBA Safety has a core staff team dedicated to catering in education. This team have worked in school catering at a range of levels including schools and local government supporting school operations. We have the skill set to support in all aspects of catering in education ensuring our clients can work safely and effectively.

LBA Safety work with a large number of schools in Essex supporting their in-house catering operations, engaging with suppliers to provide best value, and assisting in the wider service to bring school meals inhouse, refurbishment and redevelopment, staff recruitment and development.

Frequently Asked Questions:**1. Do I need to be a LACA member**

Yes. You need to maintain your LACA membership for the duration of this service. There needs to be one LACA member per school/academy / per multi academy trust.

To become a member go to www.laca.co.uk, click 'join LACA' and you'll find a link to complete the online form. Membership is £97 plus VAT with the membership year commencing 1st of January.

2. Can we sign up all of the schools in our group / academy trust?

Yes you can. Each school needs to sign up separately, this can be arranged as a central activity. Each school will be provided their own food safety management system and other documents.

3. How long are these packages for?

These are annual packages with a rolling renewal, payable up front. All we require is 3 months notice if you don't want to continue into your next year.

4. How can I sign up to these packages?

You can access an application form in the members area of the LACA website at: www.laca.co.uk/safeguarding-your-catering-service

5. Can I upgrade my package part way through?

Yes you can. If you feel you need additional support and access to more benefits, please contact us and we can arrange a prorata upgrade.

6. Why do I need support?

Your catering service is an important part of the school operation. It not only feeds students and staff, but can include hospitality or event catering and be an income source. The head teacher and governing body/trust are responsible should there be a legal challenge. We support your team providing you with confidence that your in-house catering team is operating effectively and safely.

7. What knowledge and experience do LBA Safety staff have?

We're a multi-disciplinary team including Chartered Environmental Health Officers and industry professionals. All our technical advisors are trained to a minimum of Level 4 Food Safety Management and are trained in audit skills, HACCP and risk assessment.

8. I already have a food safety management system, do I need to have a new one?

As with all school policies and procedures regular review and update is essential to ensure standards are up to date, relevant and legally compliant. For example, recently there have been changes to regulations on allergens in catering. System updates should also take into account current trends, for example, the changes in guidance requiring enhanced cross contamination controls and increasing allergen landscape.

9. Why do I need a food safety management support?

There is a legal requirement to have in place up to date food safety management systems, staff trained to meet their work level including management training and to run your operation safely and hygienically. Our service helps you to achieve this with a dedicated skilled team.

If you have additional questions and would like to talk to someone about these packages please call 01376 402042 or email SYCS@LBASafety.co.uk and one of friendly team will be able to support. You can also contact LACA at admin@laca.co.uk.