

# Audits and Inspections Toolkit

## Checklist for schools and catering providers to demonstrate compliance with school food standards

This toolkit has been developed to help schools and caterers to compile the recommended minimum evidence to demonstrate that food provision in their school meets the mandatory school food standards. The completed toolkit can be used for several purposes:

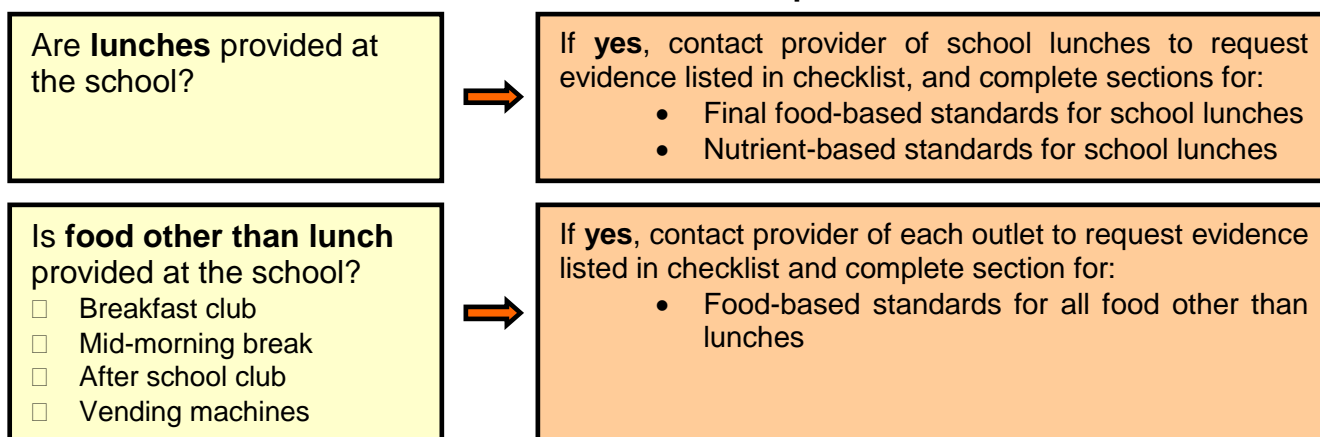
- To inform the Ofsted Self Evaluation Form (SEF)
- As evidence for achieving and maintaining National Healthy School Status
- For other monitoring and inspection visits
- To market school food to parents, pupils and the wider school community

If lunches are provided by the local authority or another provider (e.g. a private caterer) they should be able to help provide evidence of compliance. It is important to note that where the catering budget has been delegated, responsibility for compliance with the school food standards lies with the governors at each school.

### Part 1 – the checklist

The single page checklist on page 2 of this toolkit is for the school to use to assess the current level of compliance with the school food standards. Boxes ticked to the right of the blue line, indicate that the school has the recommended minimum evidence available. The pages following the checklist provide information to assist in the completion of the checklist including definitions, and where appropriate, recommended next steps which the school can take to ensure that they have the recommended minimum evidence available to demonstrate compliance.

### Which sections of the checklist need to be completed?



Before completing this toolkit, it may be useful to consider the following points:

- Who is responsible for food provision in different outlets within the school?
- Who might you need to contact to obtain evidence to complete the toolkit?
- Who co-ordinates the food provided in different outlets throughout the school?

### Part 2 – further information and guidance

This section of the toolkit contains more information about demonstrating compliance and from where further support can be accessed, if required. Examples of minimum recommended evidence are available on pages 9-13.

<b>Audits and Inspections Checklist</b>	Tick the boxes which apply
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Not familiar with the school food standards/ not aware if any evidence has been produced	<input type="checkbox"/>
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***Final food-based standards for school lunches***

No written menu cycle available	<input type="checkbox"/>
Menu cycle for lunchtime provision available but not yet evaluated against food-based standards	<input type="checkbox"/>
Menu cycle evaluated, all standards not yet met	<input type="checkbox"/>
Menu cycle evaluated, all standards not yet met, evidence of working toward compliance	<input type="checkbox"/>
Menu cycle evaluated, all standards met	<input type="checkbox"/>
Menu cycle evaluated, all standards met, voluntary SFT Drinks Code in place	<input type="checkbox"/>

***Nutrient-based standards for school lunches***


No written menu cycle available	<input type="checkbox"/>
Menu cycle for lunchtime provision available but not yet analysed against nutrient-based standards	<input type="checkbox"/>
Menu cycle for lunchtime provision analysed, standards not yet met	<input type="checkbox"/>
Menu cycle for lunchtime provision analysed, standards not yet met, evidence of working toward compliance	<input type="checkbox"/>
Menu cycle analysed, all standards met	<input type="checkbox"/>
Menu cycle evaluated, all standards met, standard recipes and product specification data available	<input type="checkbox"/>



***Food-based standards for all food other than lunches***





No evidence available	<input type="checkbox"/>
List of foods provided in each outlet available but not yet evaluated	<input type="checkbox"/>
List of foods evaluated, standards not yet met	<input type="checkbox"/>
List of foods evaluated, all standards not yet met, evidence of working toward compliance	<input type="checkbox"/>
List of foods evaluated, all standards met	<input type="checkbox"/>
List of foods evaluated, all standards met, voluntary SFT Drinks Code in place, catering coordinated across the school day	<input type="checkbox"/>

Minimum evidence




### Checklist definitions and next steps

Evidence	Definition/Clarification	Next steps to provide evidence
 Not familiar with the school food standards/ not aware if any evidence has been produced	No evidence available to show that any of the standards have been met	Become familiar with school food standards – see further information section and: <a href="http://www.schoolfoodtrust.org.uk">www.schoolfoodtrust.org.uk</a>

Evidence	Definition/Clarification	Next steps to provide evidence
<b>Final food-based standards for school lunches</b>		
No written menu cycle available	May believe that lunchtime food-based standards are met, but no evidence is available	<ul style="list-style-type: none"> <li>• If catering provider is responsible for lunch service – request copies of evidence. See page 9 for example of recommended minimum evidence</li> <li>• If school is responsible for lunch service – evaluate menu against final food-based standards for school lunch. See pages 9 and 10 for further details.</li> </ul>
 Menu cycle for lunchtime provision available but not evaluated against final food-based standards	May believe that lunchtime food-based standards are met (e.g. verbal assurance from catering provider), but no hard evidence available of menu cycle evaluation using either: <ul style="list-style-type: none"> <li>• online School Food Checklist tool</li> <li>• paper checklist (see page 10 of toolkit)</li> <li>• written evaluation by dietitian, nutritionist, experienced caterer (e.g. as written statement on menu)</li> </ul>	<ul style="list-style-type: none"> <li>• If catering provider is responsible for lunch service – request copies of evidence. See page 9 for example of recommended minimum evidence</li> <li>• If school is responsible for lunch service – evaluate menu against final food-based standards for school lunches. See pages 9 and 10 for further details and copy of paper checklist.</li> </ul>
Menu cycle evaluated against final food-based standards, standards not yet met	Hard evidence available of evaluation against final food-based standards (see above), but standards not yet met	Carry out menu modifications to develop menu compliant with the final food-based standards, and provide evidence of working toward compliance
 Menu cycle evaluated against final food-based standards, all standards not yet met, evidence of working toward compliance	At least two sets of hard evidence available showing improvements in lunchtime food provision collected at monthly, half-termly, or (at a minimum) termly intervals	Continue menu modifications until all final food-based standards for lunches met, and produce evidence to demonstrate steps taken
Menu cycle evaluated against final food-based standards, all standards met	Hard evidence of evaluation available (see above), final food-based standards shown to be met	Recommended minimum evidence produced. Maintain up-to-date information, and work towards best practice activities
Menu cycle evaluated, all standards met, voluntary SFT Drinks Code followed in full	Hard evidence of evaluation available (see above), final food-based standards shown to be met, SFT Drinks Code adopted and fully implemented (see page 14 for details)	Recommended minimum evidence produced, and best practice activities carried out. Maintain up-to-date information.

Evidence	Definition/Clarification	Next steps to provide evidence
<b>Nutrient-based standards for school lunches</b>		
 <p>No written menu cycle available</p>	<p>May believe that nutrient-based standards are met, but no evidence is available</p>	<ul style="list-style-type: none"> <li>• If catering provider is responsible for lunch service – request copy of evidence. See page 11 for example of recommended minimum evidence</li> <li>• If school is responsible for lunch service – access support to analyse menus against nutrient-based standards. See page 11 for further details.</li> </ul>
<p>Menu cycle for lunchtime provision available but not yet analysed against nutrient-based standards</p>	<p>May believe that nutrient-based standards are met (e.g. verbal assurance from catering provider), but no hard evidence available of menu cycle evaluation using nutrient analysis software (e.g. graph and table) from catering provider, dietitian or nutritionist</p>	<ul style="list-style-type: none"> <li>• If catering provider is responsible for lunch service – request copy of evidence. See page 11 for example of recommended minimum evidence</li> <li>• If school is responsible for lunch service – access support to analyse menus against nutrient-based standards. See page 11 for further details.</li> </ul>
 <p>Menu cycle for lunchtime provision analysed against nutrient-based standards, standards not yet met</p>	<p>Hard evidence available of menu cycle evaluation using nutrient analysis software (e.g. graph and table), but not all standards met</p>	<p>Make modifications to menu to work towards compliance with the nutrient-based standards, and produce evidence of steps taken.</p>
 <p>Menu cycle for lunchtime provision analysed against nutrient-based standards, standards not yet met, evidence of working towards compliance available</p>	<p>At least two sets of hard evidence available showing improvements in nutrient analysis (e.g. graph and table) collected at monthly, half-termly, or (at a minimum) termly intervals</p>	<p>Continue menu modifications until all nutrient-based standards for lunches met, and produce evidence to demonstrate steps taken.</p>
<p>Menu cycle analysed, all nutrient-based standards met</p>	<p>Hard evidence of evaluation available, all standards shown to be met</p>	<p>Recommended minimum evidence produced. Maintain up-to-date information, and work towards best practice activities</p>
 <p>Menu cycle evaluated against nutrient-based standards, all standards fully met, standard recipes and product specification information available</p>	<p>Hard evidence of evaluation available, standards shown to be met, standardised recipes and product specification information available and process in place to verify and update planned provision mix</p>	<p>Recommended minimum evidence produced, and best practice activities carried out. Maintain up-to-date information.</p>



Evidence	Definition/Clarification	Next steps to provide evidence
<b>Food-based standards for all school food other than lunches</b>		
<p>No evidence available</p> 	<p>May believe that standards for food other than lunch are met, but no evidence is available</p>	<p>Produce a list of foods provided at times other than lunch, and evaluate food provision across the school day using either:</p> <ul style="list-style-type: none"> <li>• Online School Food Checklist</li> <li>• Paper checklist tool – see page 13</li> <li>• Support from a dietitian/nutritionist to evaluate the list of foods provided</li> </ul>
<p>List of foods provided at times other than lunches available, but not yet evaluated</p>	<p>May believe that standards for food other than lunch are met, but no hard evidence available of evaluation across the school day using either:</p> <ul style="list-style-type: none"> <li>• Online School Food Checklist tool</li> <li>• paper checklist</li> <li>• written evaluation by dietitian, nutritionist or experienced caterer</li> </ul>	<p>Evaluate food provision across the school day using either:</p> <ul style="list-style-type: none"> <li>• Online School Food Checklist</li> <li>• Paper checklist tool – see page 13</li> <li>• Support from a dietitian/nutritionist to evaluate the list of foods provided</li> </ul>
<p>List of foods evaluated against food-based standards, standards not yet met</p> 	<p>Hard evidence available (see above) of evaluation of food other than lunch, but not all standards met</p>	<p>Make modifications to the foods provided to work toward compliance with the standards, and produce evidence of modifications made</p>
<p>List of foods evaluated against food-based standards, all standards not yet met, evidence of working towards compliance</p>	<p>At least two sets of hard evidence available showing improvements in food provision for times other than lunch collected at monthly, half-termly, or (at a minimum) termly intervals</p>	<p>Continue menu modifications until all food-based standards for food other than lunch met, and produce evidence to demonstrate steps taken</p>
<p>List of foods evaluated against food-based standards, all standards met</p>	<p>Hard evidence available (see above) of evaluation of food other than lunch and standards shown to be met</p>	<p>Recommended minimum evidence produced. Maintain up-to-date information, and work towards best practice activities</p>
<p>List of foods evaluated against food-based standards, all standards met, voluntary SFT drinks code in place, catering co-ordinated throughout the school day</p> 	<p>Hard evidence of evaluation available, voluntary SFT Drinks Code adopted and implemented (see page 14), evidence that catering services are being systematically coordinated across the school day to ensure compliance is maintained</p>	<p>Recommended minimum evidence produced, and best practice activities carried out. Maintain up-to-date information.</p>

## Further information and sources of guidance

### Background

The School Food Standards are mandatory. All local authority maintained schools are legally obliged to comply. Lunches provided in primary schools have been required to meet the final food-based and nutrient-based standards since September 2008, and secondary schools, special schools and pupil referral units have been required to meet these standards since September 2009.

The food-based standards for all school food other than lunches (covering food and drink provided at breakfast clubs, tuck shops, after school clubs, and in vending machines) have applied in all schools, since September 2007.

Information about introducing and implementing these standards can be found on the School Food Trust website:

- Final food-based and nutrient-based standards for school lunches:  
[www.schoolfoodtrust.org.uk/nutrientbasedstandards](http://www.schoolfoodtrust.org.uk/nutrientbasedstandards)
- Food-based standards for all school food other than lunches:  
[www.schoolfoodtrust.org.uk/resources/2007a](http://www.schoolfoodtrust.org.uk/resources/2007a)

Demonstrating and maintaining compliant provision should always be carried out using a whole school approach, with regular consultations between pupils, caterers, parents and staff. Recommendations for developing whole school food policies, implementing change and engaging the school and caterers in this process, are available on the School Food Trust website:

[www.schoolfoodtrust.org.uk](http://www.schoolfoodtrust.org.uk)

### The Audits and Inspections toolkit

The Audits and Inspections toolkit includes a checklist on page 2, which provides a quick and simple way for a school to show, or for an inspector to understand, whether or not there is the recommended minimum evidence available to demonstrate compliance or working toward compliance with the school food standards.

This toolkit does not address the many wider aspects of school food provision relating to whole school food policies and engagement, good procurement practices etc. These wider aspects are covered by the Healthy Schools and School Food Trust Audit Tool.<sup>1</sup>

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<sup>1</sup> <http://audittool.schoolfoodtrust.org.uk>

### Developing evidence on compliance

Many people are involved in school food provision, so roles and responsibilities for developing evidence will vary depending upon the nature of the catering service. Where catering is provided by the local authority or a private catering company, it is likely that they will carry out the necessary menu planning and nutrient analysis to demonstrate that the school food standards have been met. You may need to refer to the contract or service level agreement to clarify the situation in a particular school. Where catering budgets have been delegated, the responsibility for meeting the school food standards lies with the School Governors.

Evidence of compliance with the standards can be used for a number of purposes:

- **Wider school community:** schools can use evidence of compliance as a marketing tool for parents, and include details of their compliant menu in leaflets, on the school website, school profile and at school events and parents evenings.
- **Evidence for inspectors**
  - **National Healthy Schools Programme:** schools need to demonstrate that they are meeting or exceeding the current DCSF standards for lunches and food other than lunches to achieve criteria 2.6 and 2.7 of the Healthy Eating component of the National Healthy Schools Award. [www.healthyschools.gov.uk/](http://www.healthyschools.gov.uk/)
  - **Ofsted:** Schools are expected to present evidence about their general approach to food and healthier eating, and to indicate the extent to which they meet the standards for school food (Self Evaluation Form (SEF), Part C, question 13). Schools will need to confirm whether they are meeting the requirements in full, in part, or not at all. Inspectors could ask for further information about this: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)
  - **Trading Standards/Environmental Health:** Trading Standards and Environmental Health Officers are employed by the local authority and have a statutory duty to ensure that all food manufactured, supplied or prepared is safe to eat, and accurately described, presented and labelled. When they visit schools they may want to see evidence that the school food standards are being met.
- **Catering contracts:** to demonstrate that all requirements relating to catering contracts have been met.

***The checklist alone is not evidence of compliance.*** It should, however, help an inspector to know in which areas it would be reasonable to ask for examples of 'hard evidence'.<sup>2</sup> The school or caterer should, in turn, be able to provide the stated evidence if a particular box has been ticked on the checklist.

<sup>2</sup> Examples of 'hard evidence' are defined in the checklist, and could include menus, reports from the online School Food Checklist tool, a letter or statement from a qualified nutritionist, dietitian or caterer confirming that an analysis of the menu shows it is compliant with the standards, graphs and tables from nutrient analysis software, recipes, product information etc.

### **Assurances of compliance**

Many head teachers may be happy to take the word of their catering provider that the catering provision in their school is compliant with the standards. Verbal or written assurances to this effect, however, do not constitute evidence. If catering providers choose not to send copies of evidence to schools when new menu cycles are introduced, they should ensure that this hard evidence is available to head teachers, Governors, and in turn to inspectors, should it be requested. It is good practice to have this evidence available within the school.

### **Working toward compliance**

Some schools will not yet have achieved compliance with all of the standards but are rightly proud of what they have achieved to date. An inspector could, therefore, reasonably expect to see that the school is genuinely continuing to work toward compliance with all aspects of the standards.

The School Food Regulations are mandatory. Where a school or catering service is not compliant with the standards after the mandatory deadline, the expectation of inspectors is that they would provide evidence that they are “working toward compliance” in a systematic way. This would involve demonstrating a phased approach to meeting both the final food-based and nutrient-based standards, based on a whole school approach. Evidence of working toward the standards should be provided through a record of actions taken to address the shortfalls in compliance and the result of these actions. Inspectors may or may not have a view on the actions chosen or the quality of the outcomes (this will depend upon their training), but schools that are working toward compliance should be able to provide:

- At least two successive iterations of the menu cycle
- Associated nutrient analyses, over a reasonably short period of time (e.g. monthly, half-termly or, at a minimum, termly)
- Menus and nutrient analysis that are seen to be approaching compliance

### **Evidence from catering providers relating to more than one school**

To make the Regulations workable for caterers providing services in more than one school, caterers can evaluate compliance with the standards based on menus that are provided for a group of schools using the same menu and with similar provision mix and demographic profile. Exactly what is meant by ‘similar’ is not defined in the regulations, but caterers are expected to use their judgment.

A school may not, therefore, have evidence relating to their school alone, but should seek to have available the necessary information from their caterers for audit and inspection purposes so that they can demonstrate compliance of their school food provision with the standards.



## Recommended minimum evidence to demonstrate compliance with the final food-based standards for school lunches:

Recommended minimum evidence is a complete menu cycle describing the food provided at lunchtime. This should include the information listed below and evidence of evaluation against the final food-based standards using a paper checklist (see page 10), or the online School Food checklist or evaluation by a dietitian, nutritionist or experienced caterer

- Complete menu cycle (from 1-4 weeks in length)
- Menus for all weeks of the menu cycle
- Specific information on the period over which the menu cycle runs (e.g. January – August 2010)
- Itemisation of all food and drink available at lunchtime
- Information on possible variations of the menu e.g. vegetarian, halal options
- Details of planned provision mix (planned number of portions of each menu item)

### Example 2 week primary school menu cycle: Spring Term 2010

WEEK 1	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Main course</b>	Spaghetti bolognaise (75)	Beef casserole (70)	Roast Lamb and mint sauce (85)	Chicken curry (70)	Ham and pineapple pizza (70)
<b>Vegetarian main course</b>	Vegetarian bolognaise (25)	Vegetable casserole (30)	Vegetarian sausages (15)	Chickpea curry (30)	Mushroom and pineapple pizza (30)
<b>Starchy food</b>	Spaghetti (100)	Creamed potatoes (100)	Roast potatoes (100)	Steamed rice (100)	Potato wedges (100)
<b>Vegetables or salad</b>	Peas (30) Mixed salad (70)	Sweetcorn (50) Peas (50)	Cabbage (40) Broccoli (60)	Boiled carrots (40) Peas (60)	Baked beans (75) Mixed salad (25)
<b>Extra items</b>	Extra bread available daily				
<b>Desserts</b>	Fresh fruit and yoghurt (100)	Fruity flapjack (80) Fresh fruit (20)	Fresh fruit jelly (80) Fresh fruit (20)	Shortbread and fruit salad (100)	Apple and sultana crumble and custard (100)
<b>Drinks</b>	Water, orange juice (20) and semi-skimmed (20) milk available daily				

WEEK 2	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Main course</b>	Sausages and gravy (70)	Salmon and tomato pasta bake (40)	Roast chicken and stuffing (80)	Chicken and vegetable stir fry (70)	Jacket potato with chilli and cheese (70)
<b>Vegetarian main course</b>	Vegetarian sausages and gravy (30)	Cheese and tomato pasta bake (60)	Cheese and vegetable bake (20)	Quorn and vegetable stir fry (30)	Jacket potato with baked beans and cheese (30)
<b>Starchy food</b>	Creamed potato (100)	---	Roast potatoes (80)	Noodles (100)	---
<b>Vegetables or salad</b>	Carrots (40) Sweetcorn (60)	Mixed salad (100)	Carrots (50) Peas (50)	Broccoli (100)	Sweetcorn (50) Peas (50)
<b>Extra items</b>	Extra bread available daily				
<b>Desserts</b>	Mixed fruit crumble and custard (100)	Flapjack and fruit salad (100)	Fruit salad and yoghurt (100)	Apple sponge and custard (75) Fresh fruit (25)	Date slice and yoghurt (100)
<b>Drinks</b>	Water, orange juice (20) and semi-skimmed milk (20) available daily				
	Provision mix information expressed as a percentage				

## Checklist to evaluate food and drink provision against final food-based standards for school lunches

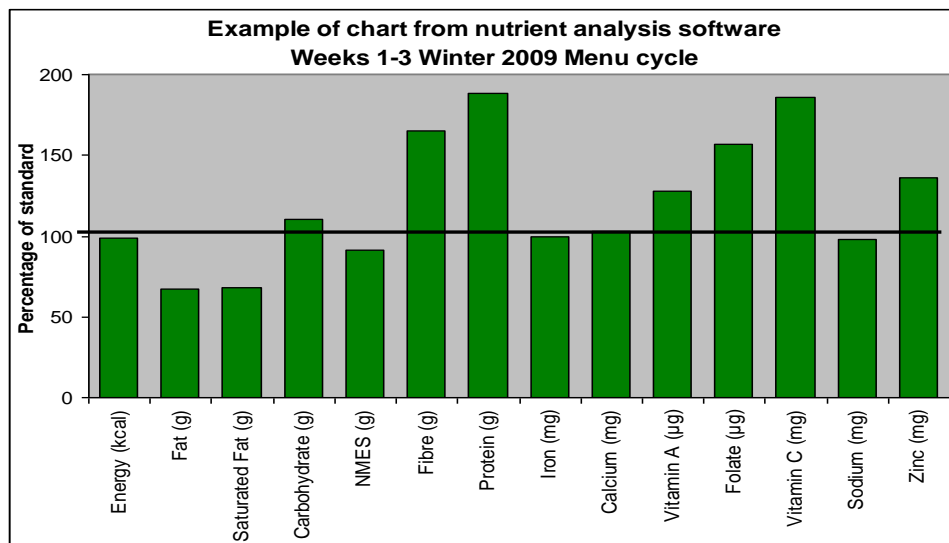
The checklist below can be used to check the food provision in each outlet operating in school against the final food-based standards for school lunches.

ARE THE FOLLOWING FINAL FOOD-BASED STANDARDS FOR SCHOOL LUNCHES MET?		STANDARD MET? YES/NO
Not less than two portions of fruit and vegetables/salad per day per pupil must be provided; at one least one should be vegetables/salad and at least one should be fruit		
Oily fish must be provided at least once every three weeks. N.B. Oily fish includes fresh, canned or frozen salmon, sardines, pilchards, mackerel, herring and fresh or frozen tuna. Tinned tuna, white fish or white fish fortified with omega-3 fatty acids do not meet the requirement.		
Bread with no added fat or oil (e.g. butter, margarine) must be provided on a daily basis. N.B. bread does not have to be free, and the amount provided is not specified in the Regulations.		
No salt shall be available to add to food after the cooking process is complete. Salt shall not be provided at tables or service counters. Condiments such as ketchup and mayonnaise may only be available in sachets or individual portions of not more than 10g or 1 teaspoonful		
No snacks shall be provided other than nuts, seeds, fruit or vegetables without added fat, salt, sugar or honey (except that dried fruit may contain up to 0.5% vegetable oil as a glazing agent). Savoury crackers and breadsticks can only be served with fruit, vegetables or dairy food as part of a school lunch.		
Confectionery must not be provided at any time of the school day. Confectionery includes chocolate, chocolate biscuits and sweets.		
Free fresh drinking water should be provided at all times		
Only permitted drinks should be provided at lunchtime		
A meat product (manufactured or homemade) from each of the four groups below may not be provided more than once per fortnight across the school day:	Group 1: Burger, hamburger, chopped meat, corned meat	*
	Group 2: Sausage, sausage meat, link, chipolata, and luncheon meat	*
	Group 3: Individual meat pie, meat pudding, Melton Mowbray pie, game pie, Scottish (or Scotch) pie, pasty or pastie, bridie, sausage roll	*
	Group 4: Any other shaped or coated meat product (e.g. nuggets, goujons, meatballs)	*
Starchy food cooked in fat or oil (e.g. roast potatoes, chips, fried rice, garlic bread) should not be provided on more than three days a week across the school day		*
No more than two deep-fried food items should be provided in a single week across the school day. N.B. This includes items deep-fried in the school kitchen and flash-fried during manufacture		*

\* Standards for meat products, starchy foods cooked in fat or oil and deep-fried foods apply across the school day (including lunchtime) so compliance should be assessed across all outlets operating in the school

## Recommended minimum evidence to demonstrate compliance with the nutrient-based standards for school lunches:

Recommended minimum evidence is a graph and table from nutrient analysis software. The graph and table should represent the nutrient content of an average school lunch within a menu cycle (from 1-4 weeks in length), and be labelled with the period in which it applies (e.g. Spring 2010 menu). The table should specify the standards used in the analysis (e.g. primary school standards, mixed sex secondary school standards) to demonstrate that the correct standards have been used.



Each standard is represented by a bar on the graph, with the colour of the bar depicting whether or not each standard has been met:

**Green bar** – the standard has been met for that nutrient

**Red bar** – the standard has not been met for that nutrient

**Yellow/amber bar** – the standard is close to compliance, but has not yet been met.

Each bar shows the amount of a nutrient as a percentage of the standard. Some nutrients need to be above 100%, and some need to be below 100%:

- The standards for carbohydrate, fibre, protein, iron, calcium, vitamin A, folate, vitamin C and zinc are minimum requirements - the bar should be above 100%
- The standards for fat, saturated fat, non-milk extrinsic sugar and sodium are maximum requirements – the bar should be below 100%
- Energy is the only standard with a tolerance – the nutrient content needs to be within 5% of the standard (i.e. energy content has minimum and maximum limits).

**Example of table from nutrient analysis software package**

Standard	Primary lunch standard	Min/Max	Value	Standard met
Energy (kcal)	530 ± 5%		542	✓
Fat (g)	20.6	Maximum	20.1	✓
Saturated fat (g)	6.5	Maximum	6.4	✓
Carbohydrate (g)	70.6	Minimum	82.6	✓
Fibre (g)	4.2	Minimum	4.6	✓
NMES (g)	15.5	Maximum	14.9	✓
Protein (g)	7.5	Minimum	18.9	✓
Iron (mg)	3.0	Minimum	3.0	✓
Zinc (mg)	2.5	Minimum	2.6	✓
Calcium (mg)	193	Minimum	200	✓
Vitamin A (µg)	175	Minimum	265	✓
Vitamin C (mg)	10.5	Minimum	42.6	✓
Folate (µg)	53	Minimum	72	✓
Sodium (mg)	499	Maximum	468	✓

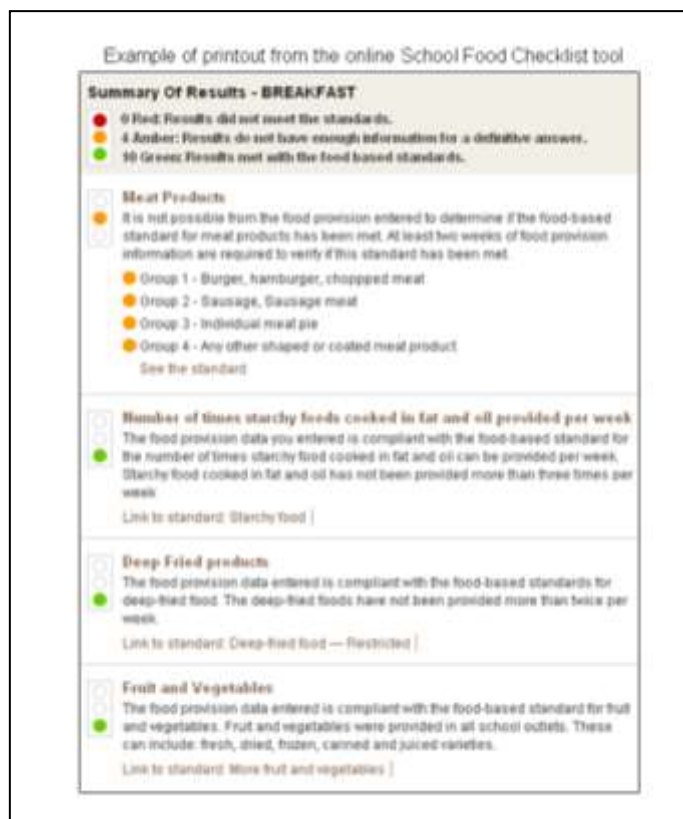
## **Recommended minimum evidence to demonstrate compliance with the food-based standards for school food other than lunches:**

Recommended minimum evidence is:

1. A list of foods provided in each outlet operating within the school (including breakfast clubs, after school clubs, tuck shops and vending machines)
2. Evidence of evaluation of the food provided against the food-based standards for all food other than lunches using:
  - a paper checklist tool (see page 13) **or**
  - the Trust's online School Food Checklist tool, available to use at: [www.schoolfoodtrust.org.uk/checklist](http://www.schoolfoodtrust.org.uk/checklist) **or**
  - written evaluation by a dietitian, nutritionist or experienced caterer

The food-based standards for all school food other than lunches apply to all food and drink provided to pupils on or off school premises during an extended school day (up to 6pm). The standards therefore cover food and drink provided at breakfast clubs, tuck shops, mid-morning break services and after school clubs (including those services run by people other than the school)

As these standards include limits for the number of times foods such as deep-fried foods can be provided throughout the school day (including at lunch time), schools need to ensure that there is communication between providers of different outlets to ensure these standards are met across all outlets, and a named person with responsibility for co-ordinating food provided at different outlets to maintain compliance with these standards.



## Checklist to evaluate food provision against food-based standards for school food other than lunches

The checklist below can be used to check the food provision in each outlet operating in school against the food-based standards for all food other than lunches.

PLEASE INDICATE WHICH OF THESE APPLY TO YOUR SCHOOL		YES OR NO			
Breakfast club (B)					
Tuck shop/mid-morning break provision (M)					
After school club (A)					
Vending machines (V)					
ARE THE FOLLOWING FOOD-BASED STANDARDS FOR ALL SCHOOL FOOD OTHER THAN LUNCHES MET?		STANDARD MET? YES/NO			
		B	M	A	V
Fruit and/or vegetables are available in some form in each outlet indicated above (includes fresh, dried, frozen, canned, or juiced)					
No salt shall be available to add to food after the cooking process is complete. Salt shall not be provided at tables or service counters. Condiments such as ketchup and mayonnaise may only be available in sachets or individual portions of not more than 10g or 1 teaspoonful					
No snacks shall be provided other than nuts, seeds, fruit or vegetables without added fat, salt, sugar or honey (except that dried fruit may contain up to 0.5% vegetable oil as a glazing agent).					
Confectionery must not be provided at any time of the school day. Confectionery includes chocolate, chocolate biscuits and sweets.					
There are no cakes and biscuits provided (permitted only at lunchtime)					
Free fresh drinking water should be provided at all times					
Only permitted drinks should be provided throughout the school day					
*A meat product (manufactured or homemade) from each of the four groups may not be provided more than once per fortnight across the school day:	Group 1: Burger, hamburger, chopped meat, corned meat				
	Group 2: Sausage, sausage meat, link, chipolata, and luncheon meat				
	Group 3: Individual meat pie, meat pudding, Melton Mowbray pie, game pie, Scottish (or Scotch) pie, pasty or pastie, bridie, sausage roll				
	Group 4: Any other shaped or coated meat product (e.g. nuggets, goujons, meatballs)				
*Starchy food cooked in fat or oil (e.g. roast potatoes, chips, fried rice, garlic bread) should not be provided on more than three days a week across the school day					
*No more than two deep-fried food items should be provided in a single week across the school day. N.B. This includes items deep-fried in the school kitchen and flash-fried during manufacture					

\* Standards for meat products, starchy foods cooked in fat or oil and deep-fried foods apply across the school day (including lunchtime) so compliance should be assessed across all outlets operating in the school

### Where to find further information and guidance:

- There is more information about the final food-based and nutrient-based standards for school lunches in 'A guide to introducing the Government's food-based and nutrient-based standards for school lunches':  
[www.schoolfoodtrust.org.uk/nutrientbasedstandards](http://www.schoolfoodtrust.org.uk/nutrientbasedstandards)
- There is more information about the food-based standards for all school food other than lunches in 'A guide to introducing the Government's new food-based standards for all school food other than lunches':  
[www.schoolfoodtrust.org.uk/resources/2007a](http://www.schoolfoodtrust.org.uk/resources/2007a)
- If a school is responsible for demonstrating that the standards have been met (e.g. they provide their own catering service), they may need to identify an appropriate nutritional analysis support package to help them to analyse their menus against the nutrient-based standards. There is more information about accessing this support in 'An independent review: Nutritional analysis support packages for school lunches, a guide to current models':  
[www.schoolfoodtrust.org.uk/nasp](http://www.schoolfoodtrust.org.uk/nasp)
- 'Calculating the nutrient content of school lunch recipes: A caterer's guide' was produced to enable caterers and support staff in the school catering environment to facilitate the process of calculating the nutrient content of an average school lunch:  
[www.schoolfoodtrust.org.uk/caterersguide](http://www.schoolfoodtrust.org.uk/caterersguide)
- Schools and catering providers can use the online School Food Checklist tool to assess whether their provision at lunchtime and across the school day is compliant with the food-based standards: [www.schoolfoodtrust.org.uk/checklist](http://www.schoolfoodtrust.org.uk/checklist)
- There are a range of resources available to help schools and catering providers modify their menus to be compliant with the nutrient-based standards:
  - There are case studies in section 4 of the guide to the nutrient-based standards, describing how 3 primary schools and 3 secondary schools developed menus compliant with the final food-based and nutrient-based standards for school lunches using a whole school approach:  
[www.schoolfoodtrust.org.uk/nutrientbasedstandards](http://www.schoolfoodtrust.org.uk/nutrientbasedstandards)
  - There is a selection of "key tips" for meeting each of the standards in section 4 of the guide to the nutrient-based standards.
  - There are examples of compliant primary and secondary school menu cycles and associated recipes available at:  
[www.schoolfoodtrust.org.uk/compliantmenus](http://www.schoolfoodtrust.org.uk/compliantmenus)
- There is a summary sheet available on the Trust's website which provides a regularly updated list of resources produced to help with implementation of the standards: [www.schoolfoodtrust.org.uk/nutrientstandards](http://www.schoolfoodtrust.org.uk/nutrientstandards)
- The School Food Trust's voluntary code of practice for drinks provided in schools encourages the provision of healthier drinks that are unsweetened and additive free wherever possible, and includes 7 principles. More information, and information about signing up to the code is available at:  
[www.schoolfoodtrust.org.uk/vcop](http://www.schoolfoodtrust.org.uk/vcop)