

# Audits and Inspections Toolkit

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# Overview

- Audits and Inspections of School Food
  - *Background to project*
  - *Development and piloting of toolkit for schools and catering providers*
  - *Final Audits and Inspections toolkit and other tools*
  - *Future work*

# Aims of Audits and Inspections work

- To identify a **recommended minimum set of evidence** which could be realistically produced by schools and catering providers to:
  - (a) demonstrate compliance with the:
    - final food-based and nutrient-based standards for school lunches
    - food-based standards for all food other than lunches
  - (b) satisfy the needs of a range of inspectors/auditors by demonstrating that the standards have been met
- To determine if further guidance is required from the Trust

# Development of Audits and Inspections toolkit

- Preliminary research carried out with primary school head teachers and catering providers was used to inform recommended minimum evidence and develop a draft toolkit
- Toolkit produced for schools and catering providers to:
  - **evaluate** available evidence of compliance with the food-based and nutrient-based standards against recommended minimum evidence
  - **compile** a set of recommended minimum evidence to demonstrate compliance with the food-based and nutrient-based standards
- The toolkit was piloted in 28 primary schools in West Midlands region with Department of Health West Midlands and Central England Trading Standards Authorities

# Recommended minimum evidence

## Final food-based standards for school lunches:

- Complete menu cycle describing food and drink provided at lunch, and evidence of evaluation against the standards:
  - *Complete menu cycle (from 1-4 weeks in length)*
  - *Itemisation of all menu items provided (e.g. drinks, sandwiches)*
  - *Information on period in which the menu applies (e.g. Winter term 2009)*
  - *Information on possible variations of the menu (e.g. vegetarian, halal)*
  - *Details of planned provision mix (i.e. the number of portions provided for each food and drink item on the menu cycle)*

# Recommended minimum evidence

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

- Graph and table from a nutrient analysis software package showing all standards have been met
  - *Should represent an average school lunch within a menu cycle*
  - *Should be labelled with the period in which it applies (e.g. Winter term 2009)*
  - *Should include details of the standards used*

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

- A list of foods provided at each outlet operating within school
- Evidence of evaluation using the Trust's online checklist, a paper checklist or written evaluation by a nutritionist, dietitian or experienced caterer

# Findings from audit visits

- Compliance with:
  - *Final food-based standards for school lunches*
  - *Nutrient-based standards for school lunches*
  - *Food-based standards for food other than lunches*
- Co-ordination of provision across the school day

# Recommendations

## For schools:

- Ensure system is in place to co-ordinate food provision across the school day to ensure all standards are met
- Use the toolkit to evaluate whether recommended minimum evidence of compliance is available. If not, request information from catering providers
- Use the evidence to demonstrate compliance, keep Governors informed about level of compliance and market school food to parents and pupils.

## For catering providers:

- Produce recommended minimum evidence of compliance for all services
- Ensure that evidence is sent to schools or is easily accessible for schools when required

## For auditors:

- Use consistent method to ensure equal benchmarking (tried and tested audit checklist and tools)

# Audits and Inspections toolkit

**SCHOOL FOOD TRUST**  
Eat Better Do Better

School name.....  
Date.....

## Audits and Inspections Toolkit

### Checklist to demonstrate compliance with school food standards

This toolkit has been developed to help schools and caterers to compile the minimum recommended 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 Schools 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 the ultimate legal responsibility for compliance with the school food standards lies with the governors at each school.

#### Part 1 – the checklist

The single page checklist 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 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 they have the recommended minimum evidence available to demonstrate compliance.

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

Are <b>lunches</b> provided at the school?	→	If <b>yes</b> , contact provider of school lunches to request evidence listed in checklist, and complete sections for: <ul style="list-style-type: none"><li>• Final food-based standards for school lunches</li><li>• Nutrient-based standards for school lunches</li></ul>
Is <b>food other than lunch</b> provided at the school? <input type="checkbox"/> Breakfast club <input type="checkbox"/> Tuck shop <input type="checkbox"/> After school club	→	If <b>yes</b> , contact provider of each outlet to request evidence listed in checklist, and complete section for: <ul style="list-style-type: none"><li>• Food-based standards for all food other than lunches</li></ul>

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

Part 2 of the toolkit does not require any information to be completed. It contains more information about demonstrating compliance and from where further support can be accessed if required.

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## ○ Includes:

- *Single page checklist to evaluate evidence available*
- *Definitions and next steps to take if recommended minimum evidence not available*
- *Further information and sources of guidance*

# Audits and inspections toolkit - checklist

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

# Additional resources for evaluating compliance

- Additional resources developed during the pilot for groups who need to evaluate compliance:
  - *Audit checklist tool to record available evidence*
  - *Standard feedback form to schools and caterers*
  - *Training package including 4 presentations and a practice task*



# Future work

- Recommended minimum evidence included within toolkit is the same for all schools, but toolkit piloted in primary schools only
- Piloting of toolkit and audit tools in secondary schools in the West Midlands region during the Autumn term with DH West Midlands and CEnTSA
- Any feedback or suggestions for use in secondary schools welcome – [info@sft.gsi.gov.uk](mailto:info@sft.gsi.gov.uk)

Audits and Inspections toolkit and additional tools  
available to download from:

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