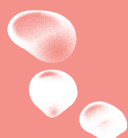


# SCHOOL FOOD AMBASSADORS

## Toolkit



**Leeds**  
CITY COUNCIL



School Wellbeing



# School Food Ambassador TOOLKIT CONTENTS



TOOL	TITLE	DESCRIPTION	PAGE
<b>A</b>	<b>Front cover</b>	This can be used for each ambassador's toolkit and for the project lead to store all other information safely.	1
<b>B</b>	<b>Action Plan</b>	Use this to help plan and organise all your SFA work, from setting up the model, to the changes you make as a result of monitoring school food.	3
<b>C</b>	<b>Recruitment Poster 1</b>	These posters can be used to recruit your ambassadors and advertise the opportunity round school. You could design your own posters or use these as ideas.	4
<b>D</b>	<b>Recruitment Poster 2</b>		5
<b>E</b>	<b>Job advert Primary</b>	Use these tools when recruiting ambassadors through a job application process.	6
<b>F</b>	<b>Job advert Secondary</b>		7
<b>G</b>	<b>Job Application form</b>		8
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<b>J</b>	<b>New Job Certificate</b>	This certificate can be used to congratulate pupils who are successfully appointed to their new post.	11
<b>K</b>	<b>Example Job Contract</b>	It is a good idea to encourage your ambassadors to write their own job contract as a collective. The example will give ideas for what to include.	12
<b>L</b>	<b>Blank Job Contract</b>		13
<b>M</b>	<b>Session Plan 1 - Introducing to the school council</b>	This session can be delivered to your school council, adapted as a whole school assembly or a lesson plan. The PowerPoint can be downloaded at <a href="http://www.schoolwellbeing.co.uk">www.schoolwellbeing.co.uk</a> .	14
<b>N</b>	<b>Session Plan 2 - First SFA meeting</b>	This session plan is ideally delivered when your ambassadors have been recruited but can be delivered at any time.	19
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<b>P</b>	<b>What makes a good School Food Ambassador?</b>	This activity can be done with your ambassadors as part of session 1 or at any point as a training exercise	29
<b>Q</b>	<b>Daily Menu Monitoring Form</b>	These tools will help guide your ambassadors when monitoring school food at lunchtimes. It is recommended to also create your own monitoring sheets when your ambassadors grow in confidence.	31
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<b>S</b>	<b>Head Teacher Checklist for School Food Ambassadors</b>		33
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<b>U</b>	<b>The School Food Standards Poster</b>	This poster outlines the 2015 School Food Standards.	37
<b>V</b>	<b>Checklist for School Lunches</b>	Use these checklists for your ambassadors to monitor compliance at lunchtime and for food other than lunch with the 2015 School Food Standards.	38
<b>W</b>	<b>Checklist for School Food other than lunch</b>		39
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<b>Y</b>	<b>Yes No Sometimes</b>	This is a fun, interactive game that can be used to teach ambassadors about the School Food Standards or it can be used to produce a dining room wall display. It is also used as part of Tool O. Available in full at <a href="http://www.schoolwellbeing.co.uk">www.schoolwellbeing.co.uk</a> .	41

School Food Ambassador

# SCHOOL FOOD ACTION PLAN

TOOL B



OBJECTIVE	ACTION	WHO'S RESPONSIBLE? WHO ELSE WILL BE INVOLVED?	MONITORING AND EVALUATION	DATE TO BE COMPLETED BY

Are you passionate  
about improving  
your school?

Are you a good  
communicator?

Do you want  
to act as  
a champion  
for school  
meals?

Do you enjoy eating food?

If you can answer yes to all of the  
above, then you could be our new...

SCHOOL FOOD  
AMBASSADOR

Come to the next school council meeting to find out more...



# WANTED



THE  
SCHOOL  
FOOD  
AMBASSADOR



## Roles and responsibilities:

- To represent school food improvements for lunch
- To act as a champion and ambassador for school food
- To monitor the school food menu by carrying out 'mystery diner' visits
- To report findings back to the school council and school staff
- To be organised and efficient
- To work in partnership with the catering team
- To record accurate and fair information about school meals

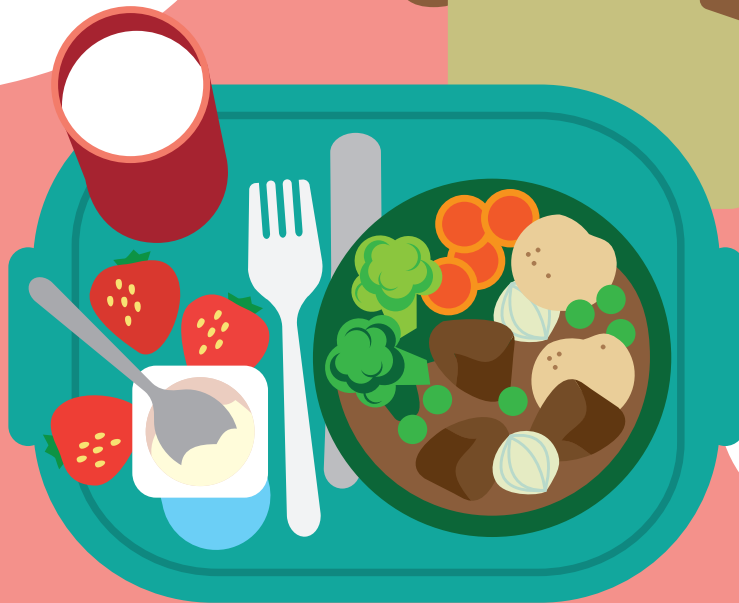
We need pupils to become the new

# School Food Ambassadors

and help out during some lunchtimes

Would you like to help  
improve school food?

Are you  
excited about  
yummy, tasty  
food?



Can you help  
at lunchtimes?

If you think you have what it takes to be the next School Food Ambassador, then please fill in the job application form and return to \_\_\_\_\_ by \_\_\_\_\_

We need pupils to become the new

# School Food Ambassadors

and help out during some lunchtimes

Do you have a passion for good quality, tasty food?

Would you like to help improve school food?

## Your duties may include:

- Taking the lead for school food and being the voice of your peers
- Building a good relationship with the school catering team
- Monitoring school meals
- Representing school food improvements
- Carrying out 'mystery diner' visits at lunch times
- Checking compliance with the School Food Standards
- Reporting findings back to the school council
- Conducting occasional interviews with pupils, dining room supervisors and cooks



If you think you have what it takes to be the next School Food Ambassador, then please fill in the job application form and return to

by

# School Food Ambassador JOB APPLICATION

TOOL G



Name: ..... Class: .....

1. Why would you like to be a School Food Ambassador?

.....

.....

.....

.....

2. What qualities do you have that would make you the right person to represent school food?

.....

.....

.....

.....

3. What sort of things would you like to improve about school food?

.....

.....

.....

.....

Thank you for your application. Please forward your completed form to

..... by .....

Successful applicants will be invited to a meeting to discuss their duties on

.....



# School Food Ambassador NOMINATION SLIPS

TOOL H



Name: .....

Class / tutor group: .....

I would like to nominate myself to be a School Food Ambassador because:

.....

.....

.....

Name: .....

Class / tutor group: .....

I would like to nominate myself to be a School Food Ambassador because:

.....

.....

.....

Name: .....

Class / tutor group: .....

I would like to nominate myself to be a School Food Ambassador because:

.....

.....

.....

# School Food Ambassador INTERVIEW QUESTIONS

TOOL 1



**1. Why did you apply for the position of School Food Ambassador?**

**Notes:**

---

---

**2. What sort of qualities do you have that would make you the right person to represent school food improvements?** E.g. organised, positive, attention to detail, a good communicator etc.

**Notes:**

---

---

**3. What do you like about the food here at school?**

**Notes:**

---

---

**4. Do you eat a school meal?**  
If no, what would make you want to eat a school meal?

**Notes:**

---

---

**5. What would be the one thing you would make better about school food if you could change anything?**

**Notes:**

---

---

# NEW JOB CERTIFICATES

TOOL J



Congratulations on your new job!

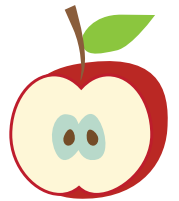


You have successfully been selected  
for the position of ...

SCHOOL FOOD  
AMBASSADOR

(type school name here)

Date: ..... Signed:.....



Congratulations on your new job!

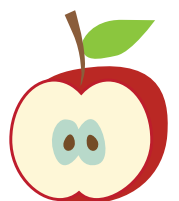


You have successfully been selected  
for the position of ...

SCHOOL FOOD  
AMBASSADOR

(type school name here)

Date: ..... Signed:.....



# School Food Ambassador SAMPLE JOB CONTRACT

TOOL K



## JOB CONTRACT

I ..... (your name)

**Agree that as a School Food Ambassador I will:**

- Act as a good role model and representative for school food
- Monitor school food fairly and accurately
- Be supportive of the lunch time staff and school cooks
- Turn up to meetings on time
- Do my best to be organised and look after any paperwork



**Signed:** .....

**Date:** .....

# School Food Ambassador BLANK JOB CONTRACT

TOOL L



## JOB CONTRACT

I ..... (your name)

**Agree that as a School Food Ambassador I will:**

- .....  
.....
- .....  
.....
- .....  
.....
- .....  
.....
- .....  
.....



**Signed:** ..... **Date:** .....

# School Food Ambassador SESSION PLAN 1

TOOL M



## INTRODUCING SFA TO THE SCHOOL COUNCIL

### Before you begin:

Read the School Food Ambassadors guidance in full or attend the training. Visit [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk) for more information.

### Now:

You must ensure you have at least one named member of staff to lead the School Food Ambassador programme in your school.

It will be their responsibility to:

- coordinate, motivate and support the ambassadors
- attend and chair and SFA meetings
- help to communicate findings from the ambassadors to senior leadership and the catering team

### Complete this box before you begin:

THE NAMED MEMBER OF STAFF TO LEAD SCHOOL FOOD AMBASSADORS IS:

# School Food Ambassador SESSION PLAN 1

TOOL M



## SESSION 1 TITLE

**Introducing School Food Ambassadors (SFA)**

## ESTIMATED TIME

30 minutes

## DATE

## TARGET AUDIENCE

The School Council

## RESOURCES

Accompanying PowerPoint

Smart board / screen

The School Food Ambassador's guidance document and toolkit

Flip chart paper

Pens

## KEY CONSIDERATIONS

You may want to consider allowing this school council meeting to be an open forum and allow other pupils in school to attend.

## CONTEXT

This session is to be delivered during a school council meeting to introduce the SFA programme to the school and begin the election process. Ideally, this is to be delivered by either; the school council leader, the Healthy Schools link teacher, a member of senior leadership or any member of staff who has attended training for SFA or familiarised themselves with the guidance.

## SESSION OBJECTIVES'

To introduce the SFA programme to the school council and begin the election process to recruit the School Food Ambassadors.

## SESSION OUTCOMES

**By the end of the session the school council will:**

- know what the SFA programme is about
- understand how the school can benefit from School Food Ambassador/s
- understand the role of the School Food Ambassador and what their responsibilities will include
- be familiar with the School Food Standards
- have agreed a selection process for the School Food Ambassadors

## TIME

## CONTENT

5 mins Deliver the complimentary PowerPoint to inform about the SFA programme.

5 mins **Activity 1: What is good about our school meals and what could be better?**

Use two pieces of flip chart paper. On one, write all the things that are really good about school meals at our school and on the other, write down all the things that could be better.

5 mins Continue with the PowerPoint. Show the School Food Standards poster – available in the toolkit or at [www.schoolfoodplan.com](http://www.schoolfoodplan.com)

10 mins **Activity 2: What would make a good School Food Ambassador?**

Ask children to work in small groups and think about what sort of qualities they would expect to see in their School Food Ambassador. This can be done using the worksheet resource 'what makes a good School Food Ambassador' found in the toolkit, or using flip chart paper. Draw the outline of a pupil on the flip chart. Write down all the qualities that would make a good School Food Ambassador.

**Now we know what to look for when choosing the right people to be our ambassadors.**

**Activity 3: How will we elect our School Food Ambassador/s?**

5 mins The school council must now decide how the School Food Ambassador/s\* will be elected. You can choose from one of the following options or decide on your own process. To support this, you can use the accompanying resources from the toolkit for example, nomination slips or interview questions.

**Ideas for the election process:**

- Peer nominations followed by a whole school vote
- Peer nominations followed by a vote within the school council
- Self nominations followed by a whole school vote
- Self nominations followed by a vote within the school council
- School staff selection
- Job application process and interview

## NEXT STEPS

- Elect your School Food Ambassadors using the method agreed on by the school council (you can choose from one of the above options or use your own method)
- Arrange a meeting for the newly elected ambassadors to meet up together with the school cook and familiarise themselves with their new role. You can support the ambassadors using information and resources from the guidance and toolkit.
- Begin to plan for **session 2: Getting started** - setting up your working group
- Arrange a time to brief the catering manager / kitchen manager before session 2, to ensure any concerns are resolved prior to this meeting.



This session can be delivered to your school council, adapted as a whole school assembly or a lesson plan. The slides from the PowerPoint are shown below. The PowerPoint can be downloaded at [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk).

## SCHOOL FOOD AMBASSADORS

**Introduction  
presentation for  
school councils**



By the end of today's session  
we will:

- Know what the School Food Ambassadors programme is
- Understand how our school can benefit from School Food Ambassadors
- Decide on how we will choose our School Food Ambassadors.



## What are School Food Ambassadors?

- School Food Ambassadors are a group of pupils who are chosen to lead of school food
- They have an important responsibility to help make school food better for everyone
- They give feedback about school food on things that are good and things that could be better



## Why do we need School Food Ambassadors?

- School meals are an important meal of the day and can give us energy and nutrients to help our bodies stay healthy
- Eating a school meal can give us more energy and do better at school
- It's important that our school meals taste good and are healthy



## Now complete activity 1



*What is good about  
our school meals  
and what could  
be better?*



**We might be able to help  
improve school food so more  
children eat a school meal ...**

But how?



The PowerPoint can be downloaded at [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk).

## How can we improve school food?

- We can monitor school meals and keep a record to find out what could be improved
- We could look at things like ...
  - How our food looks
  - What it tastes like
  - What other pupils like the most and least
  - If the food is healthy
  - If the food meets the School Food Standards



## What are the School Food Standards?

- The School Food Standards make sure our school meals give us the food we need to stay healthy
- Let's look at the poster ...



## Now complete activity 2 and 3

- **Activity 2:** What makes a good School Food Ambassador?
- **Activity 3:** How will we choose who are School Food Ambassadors are?



## Hopefully now we...

- Know what the School Food Ambassadors programme is
- Understand how our school can benefit from School Food Ambassadors
- Have decided on how we will choose our School Food Ambassadors



Any questions?



# School Food Ambassador SESSION PLAN 2

TOOL N



## THE FIRST SFA TEAM MEETING

### Before you begin:

Make sure you have already chosen your School Food Ambassadors. School council session 1 will help you to do this if you haven't already. You can organise this meeting with your new School Food Ambassadors, the school cook and anyone else who will be involved e.g. your Headteacher.

All the support resources are available on [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk).

### Complete this box before you begin:

THE NAMES OF OUR SCHOOL FOOD AMBASSADORS ARE:



**Getting ready to be School Food Ambassadors (SFA)**

30 minutes

**KEY CONSIDERATIONS**

- Who will chair your team meeting?
- Who will take the minutes from the meeting?
- Where will you hold the meeting?
- How often will you meet?
- What do the group want to achieve?

**TARGET AUDIENCE**

Your School Food Ambassadors (pupils), the project lead, the school cook, anyone else who can support SFA or who will be involved.

**RESOURCES**

The School Food Ambassador's guidance and toolkit

Pens and paper to take minutes

Job contract and new job certificate from the toolkit

School Food Ambassador's badges (available from the Health & Wellbeing Service)

'School food action plan' from the toolkit

**CONTEXT**

This will be the first meeting for your SFA team. Where you will be able to officially brief all the key people about how they will be involved in the programme. You may want to use the PowerPoint from session 1 to inform your working group about School Food Ambassadors.

**SESSION OBJECTIVES'**

Establish a School Food Ambassador's team and begin to plan for the term/year ahead.

**SESSION OUTCOMES**

**By the end of the session your SFA team will:**

- be fully informed about SFA and what it involves
- have met the school cook / chef / catering manager
- each know their role for SFA and how they can support the programme
- agree to attend regular meetings as necessary
- agree on their duties
- agree on a job contract
- decide on priorities for monitoring school food i.e. what shall we do first

TIME	CONTENT
5 mins	<p><b>Activity 1: Meet and greet:</b></p> <p>Take turns for everyone at the team to introduce themselves. Allow the newly elected School Food Ambassadors to share with the group why they wanted to take on the role of School Food Ambassador.</p>
5 mins	<p>School Cook to introduce themselves to the team and tell the pupils what it's like to make the food at their school.</p> <p><b>Discussion points for the ambassadors to ask the cook:</b></p> <ul style="list-style-type: none"> <li>• How long have you been cooking the food here?</li> <li>• What is your favourite part of the job?</li> <li>• What meal do you enjoy cooking most?</li> <li>• Is there anything you don't enjoy cooking?</li> <li>• What's your favourite food or meal at home?</li> <li>• What is the biggest challenge you face every day when making all the meals for the children?</li> </ul>
5 mins	<p><b>Activity 2: Recap on what SFA is and why our role is important</b></p> <p>Ask ambassadors the following question: Q: What is SFA and why is it important in school? If they are unsure or need some guidance, the SFA project lead can recap the slides from session 1 to inform the group.</p>
5 mins	<p><b>Activity 3: Helping each other</b></p> <p>Each person/group to identify how they can help each other to improve school food i.e. what needs to be done.</p> <p><i>For example:</i></p> <p><b>School cook</b> - Tell the group, what would be helpful for the ambassadors to do, such as: giving feedback on likes and dislikes; monitoring food waste; checking the presentation; giving feedback on the customer service of other staff.</p> <p><b>School Food Ambassadors</b> - Tell the cook and project lead what would be helpful. Such as: providing copies of the menus; printing off monitoring sheets; listening and acting on feedback and changes.</p> <p>Use flip chart paper or record using minutes.</p>
5 mins	<p><b>Activity 4: Writing our own job contract</b></p> <p>Use <b>Tool K</b> 'job contract' and ask the ambassadors to write a few bullet points to describe their own job contract. Children can work in groups or pairs. Each group to feedback. The project lead can write a shared job contract taking into consideration each ambassador's ideas and agree on one job contract to be signed by all.</p> <p><b>Award each ambassador with a 'new job certificate' and a 'gold badge'.</b></p>



## NEXT STEPS

TOOL N

- Ensure the minutes of the meeting are written up and copied. One copy to be kept in the ambassador's toolkit
- Decide what will be monitored first and who will monitor it (if you have a big team, your ambassadors could work in pairs or small groups)
- Print monitoring forms from the toolkit or create your own
- Arrange a date to begin monitoring the school lunches – you may want to shadow the ambassadors for their first audit.

### **Now...**

**You are ready to get started with School Food Ambassadors and make it your own!**

*Good luck!*

Siobhan O'Mahony (School Food Advisor)  
[Siobhan.o'mahony@leeds.gov.uk](mailto:Siobhan.o'mahony@leeds.gov.uk)

Helen McLeod (School Food Advisor)  
[Helen.mcleod@leeds.gov.uk](mailto:Helen.mcleod@leeds.gov.uk)

# School Food Ambassador SESSION PLAN 3

TOOL O



## THE SCHOOL FOODS STANDARDS

### Before you begin:

Make sure you have already chosen your School Food Ambassadors. This session can be delivered at any time as part of your SFA training, ideally when they are already established and have carried out some simple monitoring duties. This session can also be adapted as a full lesson to educate more pupils about the School Food Standards. It is aimed at KS2 and upwards but could easily be adapted.

All the support resources are available in the School Food Ambassador's toolkit or at [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk).



## SESSION 3 TITLE

## ESTIMATED TIME

## DATE

## TOOL O

### The School Food Standards

30–40 minutes

## KEY CONSIDERATIONS

- Who will lead the session?
- You may want to borrow an eatwell plate mat and a copy of the Yes, No, Sometimes game from the Public Health Resource Centre ([www.leeds.gov.uk/phrc](http://www.leeds.gov.uk/phrc))

## TARGET AUDIENCE

Your School Food Ambassadors (pupils), the project lead, the school cook, and/or the school council.

## RESOURCES

- The School Food Ambassador's guidance and toolkit
- Copies of the School Food Standards (Tool U)
- Copies of the checklists (Tool V and W)
- The Yes, No, Sometimes game (available at [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk) )
- (Optional) An eatwell plate mat and replica food (available to borrow for free from Leeds Public Health Resources Centre) or alternatively you can use pictures.

## CONTEXT

The School Food Standards were updated and replaced in January 2015 and are mandatory in all maintained schools and some academies. They apply to all food served across the whole school day. It is important that your ambassadors become knowledgeable of the standards so that they can monitor your school food and ensure compliance.

## SESSION OBJECTIVES'

To gain a basic understanding of the School Food Standards and have the knowledge to monitor school food to ensure compliance.

## SESSION OUTCOMES

**By the end of the session your SFA team will:**

- Know why the Standards are important
- Understand how they support healthy eating, in line with the eatwell plate
- Have learnt about foods that do and don't meet the standards
- Have the knowledge, skills and resources to monitor compliance against the School Food Standards



TIME	CONTENT
2.5 min	Aims and introductions - deliver the session outcomes from the PowerPoint.
5 min	<p><b>Activity 1 (warm up): Should schools have rules for schools food?:</b> Discuss what we mean by 'rules for school food', such as not being allowed to eat sweets in school or only having water to drink at school.</p> <p>Divide the group into 2 teams and have a go at a short debate. One team must argue why there should be rules for school food and what these rules may include. the other team must argue that there should be no rules for school food and come up with a defence. You can choose any topic to suit the needs of your school.</p> <p><b>Some ideas are below:</b></p> <ul style="list-style-type: none"> <li>• Should we have a packed lunch policy?</li> <li>• should we ban sweets at school discos?</li> <li>• Should all pupils be given a free school lunch?</li> <li>• Should we allow crisps in packed lunches?</li> </ul>
5 min	<p><b>Activity 2: Why do we need standards for school food?</b> Using flip chart paper, pupils to work in small groups to think about why standards for the food served in schools are important. Session leader to go through the answers on slide 5.</p>
5 min	<p><b>What are the standards and what do they look like?</b> Session leader to go through the information on the slides and give each pupil a copy of the poster. Read through each of the categories and food groups. You could ask each pupil to read out the standards for each food group to the rest of the group. This will help build pupils confidence and speaking skills.</p> <p>Refer to the eatwell plate and the food groups in relation to eating a healthy, varied and balanced diet.</p>
10 min	<p><b>(Optional additional activity) The eatwell plate game</b> Using a large copy/mat of the eatwell plate, ask pupils to sort pictures/ models of food into the correct food group.</p>
5 min	<p><b>Activity 3: Yes, No, Sometimes</b> Pupils to sort out the food cards into the correct category. Session leader to go through the answers. Refer to the instructions provided as part of the game download (available at <a href="http://www.schoolwellbeing.co.uk">www.schoolwellbeing.co.uk</a>)</p>
10 min	<p><b>Activity 4: School Lunch Menu Checklist</b> Use your school lunch menu to have a go at comparing it to the checklist for School Lunches. See which criteria have been met and if any need further investigation. Use this activity as a practice and arrange a separate meeting with some of the ambassadors and the cook to complete a formal review.</p>
2.5 min	<b>Reflect on learning outcomes, summarise and finish</b>

## NEXT STEPS

TOOL O

- Arrange a meeting with the cook and some of your ambassadors to complete the School Lunch Menu Checklist
- Arrange monitoring visits to be carried out by the ambassadors to check that the food served matches what is on the menu
- Ensure that the full 3 or 4 week menu cycle is monitored (this could be done over a full term)
- Record any changes to the menu using Tool R 'Menu Monitoring Forms'
- Feedback findings to the catering team and senior leadership
- Encourage SFA to play the Yes No Sometimes game with their classmates or at school events

*Good luck!*

Siobhan O'Mahony (School Food Advisor)  
[Siobhan.o'mahony@leeds.gov.uk](mailto:Siobhan.o'mahony@leeds.gov.uk)

Helen McLeod (School Food Advisor)  
[Helen.mcleod@leeds.gov.uk](mailto:Helen.mcleod@leeds.gov.uk)

This session is important to ensure your ambassadors understand the importance of the School Food Standards. It can be adapted as a lesson plan. The slides from the PowerPoint are shown below.

The PowerPoint can be downloaded at [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk).

## THE SCHOOL FOOD STANDARDS



Training session for School Food Ambassadors



By the end of today's session we will:

- Know why the Standards are important
- Understand how they support healthy eating, in line with the eatwell plate
- Learn about foods that do and don't meet the standards and why
- Have the knowledge, skills and resources to monitor compliance against the School Food Standards



Should we have rules on School Food?

- What rules would you make?

ACTIVITY 1



It is law that schools must follow the standards!

But why?



To guide our cooks to cook the right food

Food affects our ability to learn

To help us to eat less food high in fat and/or sugar

Encourages healthy eating behaviours

So all schools are equal

Make sure our school meals have all the right nutrients our body needs

ACTIVITY 2

**Why is it important to have standards for food in schools?**

So we can learn about different tastes and flavours

To help us to make healthier choices

To help teach children healthy eating habits

What are the School Food Standards?

- They are a set of rules and guidelines that makes sure the food in school is:
  - Healthy
  - Nutritious
  - Varied
  - Tasty



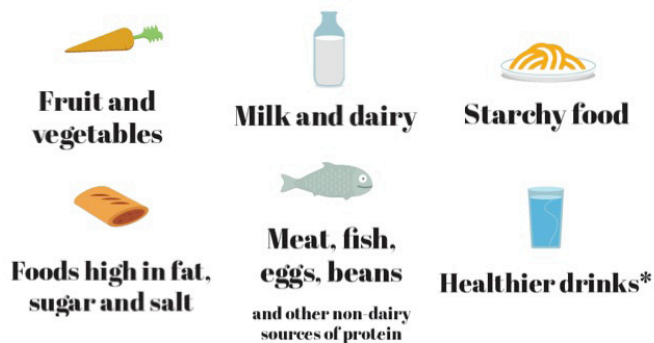
The PowerPoint can be downloaded at [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk).

## So what do the standards look like?

- Let's have a look at the poster ...
- What can you see?
- What do you notice about the pictures?
- What do they tell us?



## Food Groups



## They fit into the 5 food groups from the eatwell plate!



## How do we know if our school food meets the standards?

Let's play...  
"The Healthy School Lunch Game!"  
**Yes, No or Sometimes!?**

ACTIVITY 3

change  
4 life



## How can we monitor our school food and check we are meeting the School Food Standards?

Use the Checklist!  
Let's have a go!

ACTIVITY 4



## Hopefully now we...

- Know why the Standards are important
- Understand how they support healthy eating, in line with the eatwell plate
- Know about foods that do and don't meet the standards, and why.
- Have the knowledge, skills and resources to monitor compliance against the School Food Standards



# What makes a good School Food Ambassador?





# What makes a good School Food Ambassador?

Organised

Motivated

A good knowledge of healthy eating

Friendly

Good at communicating

Someone who eats school meals

Polite

Fair

Inspiring

Confident

Punctual

Keen to learn

Responsible

Keen to improve school food

Enthusiastic

Someone who enjoys food

Democratic



## DAILY MENU MONITORING FORM



Date: ..... Day of the week: .....

1. Did the food served match the menu? Yes No

Comments: .....  
.....  
.....  
.....

2. Were all the food types/products offered to all pupils? Yes No

Comments: .....  
.....  
.....  
.....

3. Was there any additional food that was not on the menu? Yes No

Comments: .....  
.....  
.....  
.....

Any additional comments or observations: .....  
.....  
.....  
.....

# School Food Ambassador

## PUPILS' LIKES AND DISLIKES

TOOL R



SFA Name: .....

Date:

Q1. What have you had for your dinner today?

.....

Q2. Did you like all the foods that were offered to you?

.....

Q3. Do you enjoy school dinners? If yes, why? If no, why not?

.....

.....

Q4. If you could choose what to have for your school dinner, what would it be and why?

.....

.....

Date:

Q1. What have you had for your dinner today?

.....

Q2. Did you like all the foods that were offered to you?

.....

Q3. Do you enjoy school dinners? If yes, why? If no, why not?

.....

.....

Q4. If you could choose what to have for your school dinner, what would it be and why?

.....

.....



# School Food Ambassador HEAD TEACHER CHECKLIST

TOOLS



These are for School Food Ambassadors to ask other pupils in the dining hall where appropriate. Some of the questions can be answered without asking anybody else. Sections of the checklist can be used independently or adapted to form a survey.

## Give All Children and Young People What They Care About

### QUESTION

### ANSWER

*Does the food look and taste good?*

*Is there a mix of new food and food you already know?*

*Do the catering staff encourage you to try new foods?*

*Does everyone choose a balanced meal and have vegetables?*

*Is tap water widely available?*

*Is the food the same as what was written on the menu?*

*Are the same choices available at the beginning and end of the lunch service?*

*If there have been any changes, what were the reasons for this?*

*Is there a lot of waste going into the bins?*

*What are the most popular and least popular items?*

## Environment

### QUESTION

### ANSWER

Is the dining room clean and attractive?

What are the queues like?

Are there separate plates and cutlery?

Are there any healthy eating and food posters up on the walls?

## Social Life

### QUESTION

### ANSWER

Is everyone allowed to sit together?

Is there enough time for eating and doing activities?

Are there any problems with behaviour?

Are there any problems with noise?

## Improve the Brand

### QUESTION

### ANSWER

Are there any teachers eating their lunch in the dining room?

Are the menus visible on the wall?

Do you ever get to help the cook prepare, cook or serve the food?

If no, would you like to?

Do you know who to talk to about school food?

## Whole School Approach

## QUESTION

## ANSWER

*Do you know who the school cook is?*

.....

*Do you get a chance to speak to one of the cooks during lunch?*

.....

*Do you know who the lunchtime supervisors are?*

.....

*Are there any rewards for healthy eating or good choices?*

.....

## Our School, Our Food

## QUESTION

## ANSWER

*What do you like most?*

.....

*What do you like least?*

.....

*What would you change?*

.....

*How can it be improved?*

.....

*How can you help make these improvements?*

.....

*How can the school help make these improvements?*

.....

# School Food Ambassador FOOD TASTING TOOL

TOOL T



Food/Dish:

Food group/s:



Descriptive Words

Look

☐☐☐☐☐

Smell

☐☐☐☐☐

Feel

☐☐☐☐☐

Taste

☐☐☐☐☐

Overall

☐☐☐☐☐

# School Food Ambassador

## FOOD TASTING TOOL

TOOL T



### Look:

attractive	colourful	inedible	sloppy
appealing	dry	lumpy	poisonous
appetising	delicious	mushy	unappealing
bland	firm	oily	unappetising
boring	fresh	old	watery
	greasy	shiny	yummy

### Smell:

acrid	fragrant	offensive	smoky
aromatic	fresh	overpowering	spicy
bad	fruity	perfumed	stale
burnt	heady	pungent	stinky
buttery	herby	rank	strong
delicious	meaty	savoury	sweet
foul	noxious	scentless	unpleasant
	off	sickly	yummy

### Taste:

acidic	fresh	peppery	sour
appetising	fruity	plain	stale
bitter	good	pleasant	strong
bland	greasy	rank	succulent
creamy	healthy	rare	sugary
delectable	herby	raw	sweet
delicate	hot	rich	tangy
delicious	inedible	rotten	tart
disgusting	insipid	savoury	tasteless
exquisite	juicy	salty	tasty
flat	mild	sharp	unappetising
flavourless	nasty	sickly	unpalatable
flavoursome	nice	smoky	unpleasant
	palatable	spicy	watery

### Feel:

chewy	firm	mushy	springy
claggy	flaky	oily	stodgy
coarse	flexible	powdery	sticky
cold	fragile	rigid	stiff
crisp	grainy	rubbery	stretchy
crumbly	greasy	silky	tender
crunchy	hairly	slimy	thick
cushiony	hard	sloppy	tough
damp	hot	smooth	velvety
dry	juicy	soft	watery
fine	lumpy	soggy	warm
	moist	spongy	waxy



# The School Food Standards

*Eating in school should be a pleasurable experience: time spent sharing good food with peers and teachers.*

*These school food standards are intended to help children develop healthy eating habits and ensure that they get the energy and nutrition they need across the whole school day. It is just as important to cook food that looks good and tastes delicious; to talk to children about what is on offer and recommend dishes; to reduce queuing; and to serve the food in a pleasant environment where they can eat with their friends.*

*As a general principle, it is important to provide a wide range of foods across the week. Variety is key – whether it is different fruits, vegetables, grains, pulses or types of meat and fish. Children love to hear the stories behind their food. Use fresh, sustainable and locally-sourced ingredients (best of all, from the school vegetable garden), and talk to them about what they are eating. Go to [www.schoolfoodplan.com/www](http://www.schoolfoodplan.com/www) to find examples of what other schools are doing to encourage children to eat well.*

*Remember to use Government Buying Standards for Food and Catering Services alongside these standards to help reduce salt, saturated fat and sugar in children's diets.*

**\* This Standard applies across the whole school day, including breakfasts, morning breaks, tuck shops, and after school clubs**



## Fruit and vegetables

One or more portions of vegetables or salad as an accompaniment every day

One or more portions of fruit every day

A dessert containing at least 50% fruit two or more times each week

At least three different fruits and three different vegetables each week



## Foods high in fat, sugar and salt

No more than two portions of food that has been deep-fried, batter-coated, or breadcrumb-coated, each week\*

No more than two portions of food which include pastry each week\*

No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat\*

Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food

No confectionery, chocolate or chocolate-coated products\*

Desserts, cakes and biscuits are allowed only at lunchtime. They must not contain any confectionery

Salt must not be available to add to food after it has been cooked\*

Any condiments must be limited to sachets or portions of no more than 10g or one teaspoonful\*



## Milk and dairy

A portion of food from this group every day

Lower fat milk must be available for drinking at least once a day during school hours



## Meat, fish, eggs, beans

### and other non-dairy sources of protein

A portion of food from this group every day

A portion of meat or poultry on three or more days each week

Oily fish once or more every three weeks

For vegetarians, a portion of non-dairy protein on three or more days each week

A meat or poultry product (manufactured or homemade, and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools\*

## Food provided outside lunch

- Fruit and/or vegetables available in all school food outlets

- No savoury crackers and breadsticks

- No cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 50% fruit)



## Starchy food

One or more wholegrain varieties of starchy food each week

One or more portions of food from this group every day

Three or more different starchy foods each week

Starchy food cooked in fat or oil no more than two days each week\*

Bread - with no added fat or oil - must be available every day



## Healthier drinks\*

Free, fresh drinking water at all times

The only drinks permitted are:

- Plain water (still or carbonated)
- Lower fat milk or lactose reduced milk
- Fruit or vegetable juice (max 150 mls)
- Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks
- Unsweetened combinations of fruit or vegetable juice with plain water (still or carbonated)
- Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk
- Tea, coffee, hot chocolate

Combination drinks are limited to a portion size of 330ml. They may contain added vitamins or minerals, but no more than 5% added sugars or honey or 150mls fruit juice. Fruit juice combination drinks must be at least 45% fruit juice



## Checklist for school lunches

NAME OF SCHOOL:		DATE OF MENU:		
		Standard met (Y/N)		
Food group	Food-based standards for school lunches	Week 1	Week 2	Week 3
<b>STARCHY FOOD</b>	One or more portions of food from this group every day			
	Three or more different starchy foods each week			
	One or more wholegrain varieties of starchy food each week			
	Starchy food cooked in fat or oil no more than two days each week <i>(applies to food served across the whole school day)</i>			
	Bread - with no added fat or oil - must be available every day			
<b>FRUIT AND VEGETABLES</b>	One or more portions of vegetables or salad as an accompaniment every day			
	One or more portions of fruit every day			
	A dessert containing at least 50% fruit two or more times each week			
	At least three different fruits, and three different vegetables each week			
<b>MEAT, FISH, EGGS, BEANS AND OTHER NON-DAIRY SOURCES OF PROTEIN</b>	A portion of food from this group every day			
	A portion of meat or poultry on three or more days each week			
	Oily fish once or more every three weeks			
	For vegetarians, a portion of non-dairy protein three or more days a week			
	A meat or poultry product (manufactured or homemade and meeting the legal requirements) no more than once a week in primary schools and twice each week in secondary schools, <i>(applies across the whole school day)</i>			
<b>MILK AND DAIRY</b>	A portion of food from this group every day			
	Lower fat milk and lactose reduced milk must be available for drinking at least once a day during school hours			
<b>FOODS HIGH IN FAT, SUGAR AND SALT</b>	No more than two portions a week of food that has been deep-fried, batter-coated or breadcrumb-coated <i>(applies across the whole school day)</i>			
	No more than two portions of food which include pastry each week <i>(applies across the whole school day)</i>			
	No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat <i>(applies across the whole school day)</i>			
	Savoury crackers or breadsticks can be served at lunch with fruit or vegetables or dairy food			
	No confectionery, chocolate and chocolate-coated products, <i>(applies across the whole school day)</i>			
	Desserts, cakes and biscuits are allowed at lunchtime. They must not contain any confectionery			
	Salt must not be available to add to food after it has been cooked			
	Any condiments limited to sachets or portions of no more than 10 grams or one teaspoonful.			
<b>HEALTHIER DRINKS</b> <i>applies across the whole school day</i>	Free, fresh drinking water at all times			
	<b>The only drinks permitted are:</b> <ul style="list-style-type: none"> <li>• Plain water (still or carbonated)</li> <li>• Lower fat milk or lactose reduced milk</li> <li>• Fruit or vegetable juice (max 150mls)</li> <li>• Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks</li> <li>• Unsweetened combinations of fruit or vegetable juice with plain water (still or carbonated)</li> <li>• Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk</li> <li>• Tea, coffee, hot chocolate</li> </ul> Combination drinks are limited to a portion size of 330mls. They may contain added vitamins or minerals, but no more than 5% added sugars or honey or 150mls fruit juice. Fruit juice combination drinks must be at least 45% fruit juice			

**It is expected that schools will use these checklists in combination with the nutrition criteria of the Government Buying Standards for Food and Catering Services.**

## Checklist for school food other than lunch

<b>NAME OF SCHOOL/CATERER:</b>		<b>YES/NO</b>			
<b>BREAKFAST (B)</b>					
<b>TUCK SHOP/MID-MORNING BREAK PROVISION (M)</b>					
<b>AFTER SCHOOL CLUB (A)</b>					
<b>VENDING MACHINE (V)</b>					
Food group	Food-based standards for school food other than lunch	Standard met (Y/N)			
		B	M	A	V
<b>STARCHY FOOD</b>	Starchy food cooked in fat or oil no more than two days each week ( <i>applies across the whole school day</i> )				
<b>FRUIT AND VEGETABLES</b>	Fruit and/or vegetables available in all school food outlets				
<b>MEAT, FISH, EGGS, BEANS AND OTHER NON-DAIRY SOURCES OF PROTEIN</b>	A meat or poultry product (manufactured or homemade and meeting the legal requirements) no more than once each week in primary schools and twice each week in secondary schools ( <i>applies across the whole school day</i> )				
<b>MILK AND DAIRY</b>	Lower fat milk and lactose reduced milk must be available for drinking at least once a day during school hours				
<b>FOODS HIGH IN FAT, SUGAR AND SALT</b>	No more than two portions of food that has been deep-fried, batter-coated, breadcrumb-coated, each week ( <i>applies across the whole school day</i> )				
	No more than two portions of food which include pastry each week ( <i>applies across the whole school day</i> )				
	No snacks, except nuts, seeds, vegetables and fruit with no added salt, sugar or fat ( <i>applies across the whole school day</i> )				
	No savoury crackers or breadsticks				
	No confectionery, chocolate and chocolate-coated products ( <i>applies to food served across the whole school day</i> )				
	No cakes, biscuits, pastries or desserts (except yoghurt or fruit-based desserts containing at least 50% fruit)				
	Salt must not be available to add to food after it has been cooked				
	Any condiments limited to sachets or portions of no more than 10 grams or one teaspoonful.				
<b>HEALTHIER DRINKS</b> <i>applies across the whole school day</i>	Free, fresh drinking water at all times				
	<p><b>The only drinks permitted are:</b></p> <ul style="list-style-type: none"> <li>• Plain water (still or carbonated)</li> <li>• Lower fat milk or lactose reduced milk</li> <li>• Fruit or vegetable juice (max 150mls)</li> <li>• Plain soya, rice or oat drinks enriched with calcium; plain fermented milk (e.g. yoghurt) drinks</li> <li>• Unsweetened combinations of fruit or vegetable juice with plain water (still or carbonated)</li> <li>• Combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk</li> <li>• Tea, coffee, hot chocolate</li> </ul> <p>Combination drinks are limited to a portion size of 330mls. They may contain added vitamins or minerals, but no more than 5% added sugars or honey or 150mls fruit juice. Fruit juice combination drinks must be at least 45% fruit juice</p>				

**It is expected that schools will use these checklists in combination with the nutrition criteria of the Government Buying Standards for Food and Catering Services.**



# School Food Ambassador AWARD

TOOL X



## School Food Ambassador AWARD



Presented to: .....



For all your hard work and commitment in  
helping to improve school food and lunchtimes



Date: ..... Signed: .....

*On behalf of the Health and Wellbeing Service*

# School Food Ambassador YES, NO, SOMETIMES

TOOL Y



This is a fun, interactive game which can be used to teach ambassadors about the School Food Standards or can be used as a dining room wall display. It is also used as part of Tool O.

Available in full at [www.schoolwellbeing.co.uk](http://www.schoolwellbeing.co.uk).

**healthy school lunch**  
- handy reminder!



healthy school lunches are great because they...

- give us energy to play and do sport
- help kids concentrate and learn
- help kids be happy and feel good
- teach kids how to eat healthily as they grow up
- are important to give us the vitamins and minerals we need to live healthy happy lives!



why not try a school meal?



cucumber

Cucumber  
**yes**

Cucumber is a vegetable and about a handful portion is one of your 5 A DAY!



sausages

Sausages  
**sometimes**



Sausages are a type of processed meat and are high in fat, so can only be served in schools once every 2 weeks.



cola

Cola  
**no**

Cola is a fizzy drink and is very high in sugar. Too much sugar in our diets can cause tooth decay and also weight gain.



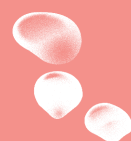
## Contact Details:

The Health and Wellbeing Team

Tel: **0113 395 1047**

Email: **[schoolwellbeing@leeds.gov.uk](mailto:schoolwellbeing@leeds.gov.uk)**

School Food Ambassadors was first launched in 2011 and revised in 2015.



School Wellbeing



**Leeds**  
CITY COUNCIL