

HNI Briefing Note

Deployment of Health and Nutrition Inspectors (HNIs) on school inspections

HNIs are permanent staff members of Education Scotland. They are employed to monitor the fulfilment of statutory duties within the [Schools \(Health Promotion and Nutrition\) \(Scotland\) Act 2007 \(legislation.gov.uk\)](#) for all schools to be health promoting and comply with nutritional regulations. The Act imposes duties on Scottish Ministers, education authorities and managers of grant aided schools to endeavour to ensure that schools are [health promoting places](#). It also places duties on education authorities and managers of grant aided schools to ensure that all food and drink provided complies with nutritional requirements set out in Regulation. Full details can be found at [Healthy Eating in Schools: guidance 2020 \(www.gov.scot\)](#). HNIs monitor compliance with the nutritional regulations and key duties of the Health Promotion & Nutrition Act, as well as health promotion duties as far as they relate to food and nutrition.

Allocation of days and time in school

HNIs join a proportion of primary, secondary and special school inspections from the programme undertaken by Education Scotland. If an HNI is part of an inspection team visiting your school, this will be mentioned in communication from the inspection administrator. An HNI will join inspection teams as follows:

- 1.5 days in a secondary school (usually Monday lunchtime to Tuesday afternoon); or
- 1 day in a primary or special school (Monday, Tuesday or Wednesday).

Residence/Hostel

Where a school has a residence or hostel, this may be included as part of the inspection. If an HNI is on the team and the residence or hostel is within the scope of the inspection it is important that they are aware of this. The HNI will spend time with catering staff in the residence, as the same nutritional requirements which apply to school lunches also apply to evening meals provided in school residences or hostels, where these are provided for pupils.

Documentation

HNIs undertake core inspection activities in relation to monitoring compliance with the statutory nutritional requirements of the Health Promotion & Nutrition Act. If an HNI is part of the inspection of your school, self-evaluation evidence related to compliance with the revised [Nutritional Regulations 2020](#) and key duties of [The Schools \(Health Promotion and Nutrition\) \(Scotland\) Act 2007](#) is required. Your school catering service will provide some of this information, which should also take account of areas where the nutritional regulations apply across the school day, including but not limited to:

- current school lunch menus, either electronically or as paper copies;
- nutritional analysis of the planned lunch menu (a monitoring nutritional analysis is also desirable for primary schools);
- a sample of recipes from across the lunch menu;
- Information on food provision out with lunchtime;

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- school policies relating to food; and
- examples of consultations, and engagement of children/young people in whole school approaches to food in school.

The [Food in Schools across Scotland self-evaluation framework](#) includes [monitoring templates](#) to help you collate information relating to food provided across the school day and compliance with requirements of the nutritional regulations.

HNI inspection activities

Activity:	Evidence relating to:
Observation of school food and drink provision including breakfast, morning break, lunchtime and any other food and drink provision.	Quality of provision, relationships, monitoring of uptake and waste, payment systems, portion sizes, availability through service, sustainability.
Meeting with catering staff and an optional joint lunchtime observation. A senior member of school catering service staff is also welcome to join inspection discussions. Review of menus, recipes and nutritional analysis. These documents should be available in school.	Special diet procedures, child protection training, uptake trends, menu planning, links with learning, work with parents/partners, feedback from customers, nutritional analysis, food and drink standards, promotional activities. Compliance with nutrient, and food and drink standards.
Discussions with children/young people.	Their experience of school food and drink provision and food related learning.
Discussion around management of school meal payments.	Appropriateness of systems to protect identity of those in receipt of free school meals.
Meeting school staff leading on food related learning.	Links between food and drink provision and food related learning, awareness and understanding of nutritional standards, and whole school approaches to food and health.
A brief meeting with the HT at the end of the day.	Findings in relation to the HPN Act.

No HNI on the inspection team

If there is no HNI on the team, their core inspection activities are not transferred to another team member due to the specialist nature of their work. In this case, there is no need to provide any of the information noted above. However, HMI colleagues and other team members will still carry out activities which contribute to the evaluation of health and wellbeing and some aspects of the Health Promotion & Nutrition Act, for example arrangements to protect the identity of those entitled to a free school meal and ready access for children and young people to free drinking water.

Sharing findings

The HNI will provide information to the Managing Inspector for inclusion within the record of School Inspection Findings (SIF). A summary of findings is sent by email to the headteacher and catering service manager, copied to the Managing Inspector and the inspection
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administrator.

