



# Inspire Education Trust

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## Food and Drink Policy 2025-2026

Blue Coat CE Secondary School

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Policy Date: September 2025

Review Date: September 2026

## Document History

Version	Status	Date	Author	Summary Changes
V1		September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2		September 2024	Kelly Jobson	No changes made
V3		September 2025	Kelly Jobson	No changes just refined wording to make this easier to read

This policy is reviewed and updated annually to ensure that food and drink in the examination room at Blue Coat School is managed in accordance with current requirements and regulations. References in this policy to ICE refer to the **JCQ publication Instructions for conducting examinations**.

## 1. Purpose

This policy confirms that Blue Coat School reserves the right to exercise discretion regarding food and drink in the examination room and ensures:

- JCQ regulations are followed regarding food and drink
- Clear, consistent arrangements are in place for managing food and drink
- Candidates and invigilators are fully briefed on expectations

## 2. Food and Drink in the Examination Room

Food and drink are allowed at the discretion of the Head of Centre (ICE 18.2)

Food must be:

- Free from packaging
- Stored in a transparent container
- Non-crunchy and non-messy to avoid distractions
- Drinks must be:
  - In transparent bottles
  - With all labels removed
  - Still and clear (unless medically approved)
- Examples of permitted items at Blue Coat School include mints and dried fruits in a clear container
- Any non-clear liquids or bottles with large lids will be visually inspected before entry

## 3. Roles and Responsibilities

### Exams Office/Officer

Brief candidates on JCQ and centre-specific rules  
Ensure invigilators are trained and aware of expectations  
Escalate breaches of centre rules to senior leadership  
Escalate breaches of JCQ regulations to the Head of Centre (ICE 24.3)

### Invigilators

Remain vigilant and monitor for potential malpractice (ICE 20.2)  
Record incidents and actions taken in the exam room log

### Head of Centre

Report all suspected or actual malpractice to the awarding body immediately (ICE 24.3)

## 4. Confirmed JCQ Requirements (ICE 2025/26)

Food and drink are permitted at the discretion of the Head of Centre (ICE Section 18.2)

- Drink bottles must be transparent and have all labels removed, including reusable bottles
- Food must be free from packaging and stored in a transparent container
- Invigilators must be able to inspect food and drink items quickly and efficiently

- Crunchy or messy foods are discouraged to avoid distracting other candidates
- Non-clear liquids (e.g. milk) and bottles with large lids should be visually inspected before entry

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



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Lois Whitehouse  
CEO



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Nicky Aston  
Chair of Standards

