



## **Pupils' Special Dietary Requirements Policy**

**Date Policy Reviewed:** 23 February 2024

**Date of Next Review:** 23 February 2025

**Person(s) Responsible for Review:** SLT (LD)

To enable us all to ensure that any pupil with special dietary requirements only receives food suitable for their diets, we should follow the following procedures:

1. Parents inform the School Nurse of any special dietary requirements and then the School Nurse asks the parents to complete a Food Allergy and Intolerance Notification Form. This is then forwarded to the Catering Manager.
2. The School Nurse updates the pupil's records on the system and also saves this information on the M:Drive which all staff are asked, by the School Nurse, to access at the beginning of each term.
3. As children can come into contact with food throughout the school day and not just during lunch times (e.g. snack time, Forest School, school trips, sports matches and other special occasions), Staff responsible for the care of the children will ensure they are aware of their special dietary requirements at all times.
4. If during the term the School Nurse is informed of a new allergy or intolerance she will inform all relevant staff of this change.
5. Once the Form Teacher has been notified by the School Nurse of any allergy or intolerance, they will then explain the process the child needs to follow at the lunch sitting and at snack times.
6. A list of all children with special dietary requirements, with their photos, is displayed in the kitchen so Catering Staff are able to easily identify them.
7. All children with special dietary needs are provided with a lanyard detailing their allergy or dietary need and with a photo so that Staff are able to easily identify them. The lanyards can be found in the Dining Room for Year 3 to Year 6 pupil's and the staff need to remind them to wear these. In the pre-prep, these are kept in the classroom and it is the teachers responsibility to ensure the pupils put these on before going to lunch.
8. Parents of children who have severe food allergies and carry an Adrenaline-Auto Injector are given the choice of having a pre-plated meal to protect it from cross contamination.

9. The right hand side counter is where the special diet pupils are served by an Allergen Champion wearing an 'Ask About Allergens' badge.
10. When a pupil has a new special dietary requirement, the Form Teacher will take responsibility for identifying the pupil to the Catering Team. The child in Y3 to Y6 MUST make themselves aware to the Allergen Champion EVERY DAY. For children in Y1 and Y2 the Form Teacher will identify the child to the Catering Team and for Early Years children a special place mat will be given to these children.
11. The person serving the desserts may not be the same person that serves the main course, therefore the pupil MUST again tell the Catering Team their requirements.
12. The Catering Manager and School Nurse are in regular contact with each other and if there are any dietary changes the catering staff are updated immediately.
13. If a pupil informs any member of staff of a dietary change, including their Form Teacher or Catering Team, then the School Nurse needs to be informed. The School Nurse will then contact the parents to clarify the situation and to complete the appropriate form.
14. The Catering Team will question any pupil that informs them of any changes themselves and WILL NOT adopt these changes until confirmation has been received from the School Nurse and written confirmation has been received from the parents.
15. The Catering Team have two daily briefings prior to lunch, one to Allergen Champions and one to the remaining service team regarding the menu, and the menu for the special diets is discussed.
16. Morning snacks for children with special dietary requirements will be individually labelled for children in Year 2 and below. For the older children, they will need to make the Catering Team aware of their requirements.
17. A list of all children with special dietary requirements, with their photos, is displayed in the EYFS kitchen to make Extended Day staff aware. After school snacks for children Y3-6 with special dietary requirements are labelled and kept in separate containers for after school break staff to hand out to the children.
18. For packed lunches the catering team will label the packed lunches for the children with special dietary requirements. It is the responsibility of the Trip Leader to give the correct packed lunch to the children with special diets.
19. For all Catering Request Forms, including Trip Catering Request Forms, staff are responsible for making sure all pupils requiring special diets are clearly identified on the Catering Request Form.