 Holly Park School

Food Policy

As a Rights Respecting School we are committed to promoting a healthy diet and to giving all our pupils consistent messages about all aspects of health to help them understand the impact of particular behaviours while encouraging them to take responsibility for the choices they make.

**Link to the UN Rights of the Child**

**Article 24**

Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy. Richer countries must help poorer countries achieve this.

The school encourages children to eat a variety of five portions of fruit and vegetables a day, which has been shown to reduce the onset of certain life-threatening conditions, as well as being helpful in tackling and preventing childhood obesity.

**RATIONALE - Why have a whole school food policy?**

In the last 30 years there has been a dramatic increase nationally in adult diseases such as diabetes and heart disease and an increase in adult obesity.  These are related to a poor diet as a result of dietary imbalance. We are now beginning to see children developing symptoms of these diseases whilst still in childhood.

We also know that if children’s diets are inadequate or provide insufficient fluid their performance at school will be affected due to difficulty in concentration and being more likely to be absent from school through ill health.

As a result of these increasing concerns healthy eating has become a core part of the National Healthy Schools Scheme and in order to fulfil this, healthy schools will be required to have a whole school food policy.  This will ensure that the school meets the standards for the NHSS, offers consistent messages relating to nutrition that are appropriate to the school and is able to communicate these to the whole school community.

It is important that we consider all elements of our practice to ensure that we promote health awareness for all members of the school community. We aim to provide a valuable role model to pupils and their families with regard to food, the growing/farming/cooking of food produce and healthy-eating patterns and behaviours. Through effective leadership, the school ethos and the curriculum, all school staff can create an environment that supports a healthy lifestyle.

**AIMS AND OBJECTIVES**

* To ensure that we are giving consistent messages about food and health
* To give our pupils the information they need to make healthy choices- teach them about food groups and encourage them to eat a variety of food
* To promote health awareness
* To contribute to the healthy physical development of all members of our school community
* To teach children about the nutritional value of food
* To teach pupils where food comes from and how it is grown

This whole school food policy takes account of the requirements of the Government published School Food Plan, for standards of school food January 2015. See [www.schoolfoodplan.com/plan](http://www.schoolfoodplan.com/plan). For details of the school food nutritional standards, also refer to [www.childrensfoodtrust.org.uk/schools/the-standards](http://www.childrensfoodtrust.org.uk/schools/the-standards).

**Contextual Statement**

Holly Park is a two form community school with a nursery attached. We are significantly larger than the national average. The school is a popular choice within the local community. Our Free School Meal percentage is now just below the national average at 25.3%. **Holly Park School serves a community which is diverse in its cultural, social and economic constitution.  Children at the school come from different ethnic backgrounds, different religions, different socio-economic backgrounds and speak different languages.**

At the time of writing this policy Holly Park School:

- has hot meal provision.

- has no vending machines

- children can bring in a healthy mid-morning snack (in addition to the free milk provided for under-fives and free fruit for KS1)

- does not have a tuck shop

- does have breakfast provision

- provides cooking experiences within the school curriculum.

- children have the opportunity to grow vegetables in the school allotment.

- has easy access to free, clean, palatable drinking water for pupils

* children can bring water bottles to school

**Foundation Stage and Key Stage 1**

All our under 5s are entitled to free milk. All EYFS and KS1 classes have a snack of cut and washed fruit or vegetables

**School lunches and packed lunches**

All our school meals are provided by a contract with ISS Catering. Fruit and vegetables are available each day as a choice for the children. They provide a meal which pays due regard to nutritional balance and healthy options. There is a daily salad bar which offers a wide choice of cold salad items including pasta, rice or potato salads and bread. There is a vegetarian and non- vegetarian option. The School Kitchen Manager has been invited to attend School Council meetings in order to discuss preferences with our pupils. Many children bring a packed lunch to school

The Government’s new food-based standards for school lunches do not apply to food and drink that has been brought in from outside school. However, Holly Park endeavours to ensure that pupils’ packed lunches are healthy and nutritious as we recognise the importance of a nutritious, balanced diet for pupils’ health and well-being. The school will work with the pupils and families to encourage healthier choices. Pupils will take home packed lunch waste so parents and guardians can observe what has been eaten. On occasions, packed lunches may be monitored for their content. Children cannot bring fizzy drinks or sweets within their packed lunch.

Each KS1 pupil is entitled to a free school meal and in Key Stage 2 the cost of a daily meal is £2.30 each day to pay for a hot/cold meal from the school kitchen, unless children are in receipt of a free school meal.

Food waste from the school kitchen is recycled via the local council.

**Dietary Requirements**

Holly Park endeavours to identify the special dietary requirements (consider medical/allergenic/cultural/religious/ethical requirements) of our pupils and staff through pupil information forms, conversations with parents, staff and pupils, consultation with school council and questionnaires . In response to these dietary requirements we ensure that food and drink provision throughout the school day reflects these requirements. For example after consultation with the parent community we now offer Halal meals every day. We also offer Gluten Free meals for some children.

**[](https://www.google.co.uk/imgres?imgurl=http://blogs.scientificamerican.com/food-matters/files/2014/04/April-Blog-1-iStock_000027293813Small.jpg&imgrefurl=http://blogs.scientificamerican.com/food-matters/preventing-food-allergies-to-avoid-or-expose/&h=662&w=725&tbnid=c6SdPsNzCPskEM:&docid=aSpael83yo-n6M&hl=en&ei=whTaVt2eFemB6AT-npOoAQ&tbm=isch&ved=0ahUKEwjdh4q6kqjLAhXpAJoKHX7PBBUQMwhAKBkwGQ)No Nuts Policy**

While considering all options to manage food allergy exposure at our school, we feel it is our duty as a school community to reduce risk as much as possible and implementing a nut-free policy is the best way to do this. Holly Parkaims to practise a nut free policy although we recognise that this cannot be guaranteed.

Annually our new intake are made aware that we do not allow nuts or nut products within our setting.

Staff and volunteers must ensure they do not bring in nut products within school and ensure they follow good hand washing practice. Caution must be taken at certain times of year such as Easter and Christmas. (Boxes of chocolates – e.g Roses, Quality Street etc should have the nutty sweets removed)

Staff are trained annually in the use of epi-pens.

We ask that no nuts of any kind be brought into our school for any reason. Foods sent in for snack, lunch, or any class event should be carefully checked to make sure they are nut-free. Families can help ensure that our school stays nut-free by reading packaging labels and reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her.Our “Nut-Free Policy” means that the following items should not be brought into school:

* Packs of nuts
* Peanut butter sandwiches
* Fruit and cereal bars that contain nuts
* Chocolate bars or sweets that contain nuts
* **Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)**
* Cakes made with nuts

We have a policy to not use nuts in any of our food prepared on site at our school. Our caterers provide us with nut-free products. However, we cannot guarantee freedom from nut traces.

Parents must notify staff of any known or suspected allergy to nuts and provide all needed information detailed on their child’s individual Healthcare plan.

The school requests that parents and carers observe the nut-free policy and therefore **do not** include nuts, or any traces of nuts, in packed lunches or in any food or treats (such as for parties) unless they have checked the ingredients carefully.

**Lunch box items or snacks will be removed by staff if containing nuts or nut products.**

However, we recognise that there is no guarantee that a nut ban will ensure there are no nuts on school premises. If a child is found with a food item containing nuts, they will be spoken to about why this is a serious issue and their parents will be contacted.

**Water for all**

During school meal times only drinks which comply with the School Food Plan

guidelines may be consumed including water, low sugar fruit juice and milk. If

children bring in a sugary drink they will be asked to take it home and we talk to

parents and carers and remind them of the food policy. Water and cups are available in the centre of tables at lunchtime for all children.

We have water fountains in all of the playgrounds and children are encouraged to

drink water regularly throughout the day and have water bottles in class. All classes have water suitable for drinking.

**Dining Room Environment**

At Holly Park we aim for a welcoming dining environment that encourages the social interaction of pupils.

In the dining room we have ensured there is a welcoming atmosphere by:

* providing communal tables to encourage a positive social atmosphere
* having displays around the walls
* improving the relations between MTS and pupils through education and training;
* presenting the daily menu in the dining room for pupils to see
* Having menus on the website for parents to access
* Having Y5&6 monitors help to clear plates and left over food
* A Headteacher table (with a tablecloth and flowers) each week for invited guests from each year group

**Other Issues**

* Sweets or chocolates are not encouraged in school. Cake and sweets is not to be given out for birthday celebrations
* Multicultural food is encouraged during parties such as Christmas.
* The use of sweets for rewards is not permitted. Instead, children are rewarded with stickers, praise, visits to other classes to celebrate their work and phone calls home to parents.
* Children who wish to fast during Ramadan, after consultation with parents and the Pupil Support Officer are supported
* During SATs week all year 6 pupils are offered a free breakfast paid for by the PTA

**Breakfast club and After School Club**

We run two breakfast clubs - one for EYFS children (food provided by the school) and one for children Y1-6 (food provide by ISS catering). We also run an after school club for EYFS children. On our school site there is also an independently run after school club – Bellevue After School Club. All of these clubs are on offer for pupils at the school and parents have to pay for their child to attend. These clubs follow the requirements of the Government published School Food Plan, for standards of school food January 2015.

**FOOD ACROSS THE CURRICULUM**

In EYFS, KS 1 and KS 2, we are weaving food education across the whole curriculum. There are a number of opportunities for pupils to develop knowledge and understanding of health, including healthy-eating patterns and practical skills that are needed to understand where food comes from such as; shopping, preparing and cooking food.

**Literacy** provides children with the opportunity to explore poetry, persuasion, argument and narrative work using food and food-related issues as a stimulus, e.g. writing to a company to persuade them to Fairtrade goods in children's food and drink, food diaries, writing instructions etc.

**Maths** can offer the possibility of understanding nutrition labelling, calculating quantities for recipes, weighing and measuring ingredients.

**Science** provides an opportunity to learn about the food groups available, their nutritional composition, digestion and the function of different nutrients in contributing to health, and how the body responds to exercise.

**Physical Education** provides pupils with the opportunity to develop physically and to understand the practical impact of sport, exercise and other physical activity such as dance and walking. Children take part in Walk to School days/weeks. There are a large number of before and after school sports clubs. School visits provide pupils with activities to enhance their physical development, e.g. to activity centres. Forest schools gives pupils a chance to climb trees and enjoy the natural environment.

**RE** provides the opportunity to discuss the role of certain foods in the major religions of the world. Children experience different foods associated with religious festivals.

**ICT** can afford pupils the opportunity to research food issues using the internet and other electronic resources. Pupils design packaging and adverts to promote healthy food choices. They can record results of a food survey and write website reviews

**Art** sessions may include observational drawing of food, healthy eating poster/lunchbox design.

**PSHE** helps children to consider cultural diversity, menu planning, nutrition, encourages young people to take responsibility for their own health and well-being, teaches them how to develop a healthy lifestyle and addresses issues such as body image..

**Design & Technology** children can participate in healthy eating, cookery workshops, designing tools, Food Technology and hygiene.

**Geography** shows children what food grows where, transporting food, waste/recycling and sustainability. It provides a focus on the natural world and changing environment, offering the chance to consider the impact our consumer choices have on people across the world that rely on growing food as their source of income. Through global studies children are able to appreciate the lives and cultures of people across the world.

**History** allows children to look at past diets and discoveries.

**Singing** can provide pupils with the opportunity to celebrate food for example in our Harvest Festival.

**Enterprise Work** has been used by Reception and Year 2 classes to visit local cafes, to look at menus and to create their own cafes within their classrooms and to make real food. The Y2 classes invited parents in to buy food items and they made a profit. Reception children have made their own sandwiches to eat for their snacks.

**Examples of specific activities at Holly Park which support curriculum work are:**

* Relationships with local food businesses, e.g. shop visits. Y2 went to Tesco for food workshops
* Lunch for special occasions – Christmas, Red Nose day, British Values Day
* Gardening club and Eco Council – growing vegetables
* Cookery in class
* Curriculum Days – e.g Tudor cookery, WW2 biscuits
* British Values Day – looking at British food
* Cultural days – foods from around the world
* Enterprise topics looking at food in cafes and also packaging for foods.
* Harvest festival Assembly – makes us think about where our food comes from and for being grateful for the food we eat. We donate to Homeless Action in Barnet.
* At Holly Park, all children have the opportunity to work on the school allotment, growing food from seed, harvesting and tasting their own produce. We encourage the school kitchen to use food grown on our school allotment when possible.

**PARTNERSHIP WITH PARENTS AND CARERS**

The partnership of home and school is critical in shaping how children and young people behave, particularly where health is concerned. Each must reinforce the other. This is not always easy but our school is well placed to lead by example. Parents and carers are regularly updated about food at school through newsletters.

During PTA events, e.g. Summer Fair etc., the school encourages multicultural foods at events. We also ask parents to consider health and safety with regard to food e.g No nuts in cakes lat cake sales.

Information about school meals is shared with parents via menus displayed in the front foyer, newsletters and the Holly Park website.

**ROLE OF THE GOVERNORS**

Governors monitor and check that the school policy is upheld.

**Monitoring and review**

The LA is responsible for ensuring the quality of the food offered as part of the contract with the caterer. This policy will be reviewed annually to take account of new developments

**This policy will contribute towards other policies in the following way**

Behaviour - We use non-food related rewards for positive behaviour

PSHE - Healthy food and choices and practical food education is included in

the curriculum

Equality - We take account of the needs of all our children, including those with

disabilities and allergies

Safeguarding – Making sure that all children have good nutrition and are not suffering from neglect

**Document Control**

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Revision Date | Revised By | Revision |
| 1.0 | Autumn 2015 | Created | Ann Pelham as part of application for healthy school award |
| 1.1 | Spring 2016 | Govs S&PW | Reviewed & ratified |
| 1.2 | Spring 2017 | Govs S&PW | Reviewed & ratified |

**Signed by**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Headteacher | Ann Pelham |  |  |
| Chair of Governors | Andrew Ballam Davies |  |  |

**Distribution**

|  |
| --- |
| Shared with |
| * Staff via school server * Parents via Website * Governors via committee meetings |

|  |
| --- |
| Date for next review |
| Spring 2018 |

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Appendix 1

 **Food information – possible allergens**

**Early Years Breakfast and After School Club**

**Following EU regulations from December 2014, we need to provide information about possible allergens that the food we serve might contain to the best of our knowledge. Please read.**

**These allergens are:**

* **Eggs** – we do not use eggs unless in a cake for a special occasion. Egg may be contained in products we buy.
* **Milk** – Children are offered milk to drink
* **Fish** – Fish is served regularly e.g Fish fingers
* **Crustaceans** (e.g crab, lobster, prawns) – not used
* **Molluscs** (e.g mussels, oyster, squid) – not used
* **Nuts** – Not used. Products bought may contain traces of nut. Staff running breakfast and after school club are aware of who has a nut allergy.
* **Sesame seeds** – we offer hummus
* **Cereals containing gluten** (wheat, barley, rye, oats) – We offer bread, wraps, pitta and cereals
* **Soya** – not supplied by the school
* **Celery** – offered at after school club occasionally
* **Mustard** – not used
* **Lupin** – Not used
* **Sulphur dioxide and sulphites** (at concentration of 10:1000000) – not used except in small quantities in raisins
* **Gluten –** Gluten free products can be provided if necessary.

**Please check with a member of staff if you are concerned about any ingredients we use**

**New food standards from 1st January 2015 mean that we no longer provide biscuits, crisps, cake or bread sticks.**

Appendix 2

**Food information – possible allergens**

**Early Years Breakfast and After School Club**

**Please see the possible allergens present in the food that we serve**

**Starchy Foods**

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|  | **Gluten** | **Milk** | **Egg** | **Fish** | **Mustard** | **Soya beans** | **Celery** | **Sesame** | **Sulphur** | **Lupin** | **Tree Nuts** | **Peanuts** | **Crustaceans** | **Molluscs** |
| **Bun** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Oven chips** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Pasta** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Rice** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sliced white bread** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sliced wholemeal bread** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cereals** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Main Courses**

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|  | **Gluten** | **Milk** | **Egg** | **Fish** | **Mustard** | **Soya beans** | **Celery** | **Sesame** | **Sulphur** | **Lupin** | **Tree Nuts** | **Peanuts** | **Crustaceans** | **Molluscs** |
| **Baked Potato** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Chicken goujons** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fish fingers** | **x** |  |  | **x** |  |  |  |  |  |  |  |  |  |  |
| **Pizza** | **x** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Quorn bolognaise** | **x** |  | **x** |  |  | **x** |  |  |  |  |  |  |  |  |
| **Pasta Bake** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tuna Bake** | **x** |  |  | **x** |  |  |  |  |  |  |  |  |  |  |

**Cooked Vegetables**

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|  | **Gluten** | **Milk** | **Egg** | **Fish** | **Mustard** | **Soya beans** | **Celery** | **Sesame** | **Sulphur** | **Lupin** | **Tree Nuts** | **Peanuts** | **Crustaceans** | **Molluscs** |
| **Baked beans** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Carrots** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Broccoli** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Garden peas** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sweetcorn** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Salad Bar**

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|  | **Gluten** | **Milk** | **Egg** | **Fish** | **Mustard** | **Soya beans** | **Celery** | **Sesame** | **Sulphur** | **Lupin** | **Tree Nuts** | **Peanuts** | **Crustaceans** | **Molluscs** |
| **Cucumber** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Dried apricots** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Peppers** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sweetcorn** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Tomatoes** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Puddings**

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|  | **Gluten** | **Milk** | **Egg** | **Fish** | **Mustard** | **Soya beans** | **Celery** | **Sesame** | **Sulphur** | **Lupin** | **Tree Nuts** | **Peanuts** | **Crustaceans** | **Molluscs** |
| **Fruit salad** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Cream** |  | **x** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Apple crumble** | **x** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Yoghurt** |  | **x** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Ice cream** |  | **x** |  |  |  |  |  |  |  |  |  |  |  |  |

**ISS Special Diet Protocol**

The following information explains the process by which ISS Education are able to cater for pupils with special dietary requirements. The process is primarily designed to safeguard children with medical conditions whilst supporting the catering staff involved in the preparation and service of the meal(s).

* **What is a Special Diet?**

At ISS Education, school menus are designed to cater for the majority of the school population however, some pupils may require a ‘special diet’ for medical reasons and need to be catered for individually.[[1]](#footnote-1) For the purpose of this document, the term ‘special diet’ refers to any medically prescribed diet e.g., gluten free, egg free, dairy free etc (and

a possible combination thereof). Please contact your school for further information if:

1. Your child is registered with us as a special diet pupil and they require a packed lunch for a school outing etc.
2. Your child has alternative dietary requirments owing to religious or personal choices, e.g., vegan, not covered by the general school menu.

* **Nuts, Shellfish and Kiwi**

All ISS kitchens and recipes are free from nuts, shellfish and kiwi.[[2]](#footnote-2) Whilst we go to extreme lengths to ensure that our menus are nut free, a minority of the products we use, from some manufacturers, are produced in factories where nuts have or may have been present. We therefore advise parents/guardians to inform us and the school if their child has one of the aforementioned allergies so their condition is known to ISS Education and the school staff.

* **Allergen Labelling**

Evidence suggests the rates of allergy are increasing.[[3]](#footnote-3),[[4]](#footnote-4) The number of foods to which people react is extensive, however, the majority of reactions are associated with a relatively small number of foods. Since 13th December 2014 new legislation has been in force; this legislation is called EU Food Information Regulation (FIR). This legislation ensures clear, comprehensive and legible labelling of foods thus enabling consumers to make informed choices when purchasing food. As previously mentioned, it is company policy that all children with allergies and, or intolerances go through our special diet procedure to individually safeguard children. However, in addition to this, and in compliance with the legislation, the school cook will hold a list of all allergens present in each dish as served. The allergens listed will be those key 14 allergens as stated by the legislation.[[5]](#footnote-5)

* **The Special Diet Menu**

****Once a menu has been devised and the approval slip has been received by the Catering Manager, the menu will be implemented and the child will be provided with a daily meal but a daily choice can’t be guaranteed (although every effort will be made to ensure the menu will be as varied as possible to provide nutritionally balanced lunches). For nut, kiwi and, or shellfish only referrals, no menu changes will be made. However, a cover letter will be sent to the parents/guardians along with a copy of the Nut Policy so they can make an informed decision as to whether or not our meal provision will be suitable for their child and meet their dietary requirements. A copy of the dietary referral form will also be sent to the school cook so all catering staff are aware of those pupils with nut, kiwi and, or shellfish allergies.

* **Modified Texture Meals**

If your child requires a soft mash or puree menu because of chewing difficulties or any additional medical reason then we are able to accommodate your request. If however your child requires a puree menu owing to swallowing difficulties (dysphagia) where there is a high risk of choking then we shall provide pre prepared pureed meals where possible to limit any risks associated with this condition.

* **Salad Bars & Additional Food Service Points**

****It is important that any food or drink which is either served to pupils or where staff (kitchen, school and, or supporting meal time staff), help pupils to make a choice, is covered by the special diets procedures. All staff at additional food service points must be aware of pupil’s special dietary requirements and have knowledge of ingredients within recipes and allergens present. The special diet salad bar guide should be available in all kitchens and visible at additional service points as required.

* **Important Additional Information**

If the Company Nutritionist or Nutrition Assistant requires further information on a child then they will contact the parents/guardians, the school or the Catering Manager directly. The Company Nutritionist will meet with parents/guardians and the Catering Manager to discuss a certain child’s diet as and when is required; Area Managers will also be invited to attend.

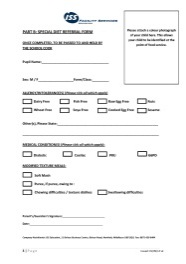
* **Renewal of a Special Diet**

At the start of a menu change, e.g., at the start of a new academic year, all special diets recorded on the database will be updated in line with the new menu. **NB** The diet referral form for any existing pupil doesn’t need to be re-sent unless there has been a change to their dietary requirements. In such cases, a supporting letter from their GP, dietician, paediatrician or school nurse will again be required for our records. All menus and parent/guardian letters will be sent to Area Managers who in turn will post all documents to the respective schools.

It is the Company’s right to refuse to provide a meal if the child’s allergy/medical condition is deemed too serious and they feel they are unable to accommodate that child with a meal which is safe and meeting their requirements.

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**Special Diet Referral Process**

ISS Area Managers and Area Support Managers should ensure all schools have a copy of the updated special diet referral form.

1. The parents/guardians should request a copy of the special diet referral form from the school reception and complete Parts A and B in full.
2. ****One form must be completed per child and should be returned to the school along with supporting documentation from the child’s GP, dietician, paediatrician or school nurse, confirming their dietary requirements. **Please note, any form received without supporting evidence will not be processed.**
3. The school should return part A to the Company Nutritionist/Nutrition Assistant by post or fax and retain Part B of the form and pass it to the Catering Manager. The school are advised to take a copy of part A for their records if required.
4. On receipt of the form, the Company Nutritionist/Nutrition Assistant will:
   1. Devise a menu for that child (consulting with Catering Managers and parents/guardians as and when required). ***NB - ad hoc special diets cannot be requested, the referral process must be adhered to for ALL pupils.***
5. All new menus will be emailed to the Area Manager to post to the school, along with a supporting letter for the parents/guardians and an approval slip for the parents/guardians; a further copy of the menu will be posted to the Catering Manager. The school must then notify the parents/guardians and pass this documentation on to them.
6. The special diet will be provided once the parents/guardians have confirmed with the school they are happy for the menu to go ahead by returning the approval slip to the school reception staff. School staff must then pass this approval slip on to the Catering Manager. **NB catering staff are only to implement a special diet menu once they have received the approval slip as signed by the parent/guardians and cross checked the menu with the information as provided on Part B of the referral form.**

1. Please refer to ISS Education Special Diet Definitions for further information. [↑](#footnote-ref-1)
2. Please refer to the ISS Education Nut Policy for further information. [↑](#footnote-ref-2)
3. Allergy UK <http://www.allergyuk.org/why-is-allergy-increasing/why-is-allergy-increasing> [↑](#footnote-ref-3)
4. Food Standards Agency (2008) The provision of allergen information for non pre-packed foods. [↑](#footnote-ref-4)
5. FIR 14 Key Allergens : Cereals containing gluten; crustaceans; eggs; fish; peanuts; soybeans; milk; nuts; celery; mustard; sesame; sulphur dioxide & sulphites; lupin, and; molluscs. <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/82663/consult-fic-guidance-20121116.pdf> [↑](#footnote-ref-5)