

## Special Diet Policy - Identifying Children Kingswood Catering

St Marys Catholic Primary School Aston le Walls.

We would like to draw your attention to the following paragraph taken from our Special Diet Policy, a copy of which is attached with this form.

### Identification of a child who has an Individual Diet Sheet or who appears on our Red List

*The school identifies children with dietary needs so that any child with an individual meal plan receives the correct meal from Kingswood serving staff.*

*Kingswood Serving Staff will liaise with the school to help implement the agreed method of identification, however neither Kingswood nor its staff, under any circumstance accept responsibility for the identification of a child.*

*As part of our service we provide salad and fruit bowls from which children can serve themselves. It is the school's responsibility to supervise children at this point of service in order to identify any child who may have a known intolerance to particular fruit or vegetables.*

*Kingswood shall not be liable for any loss caused or suffered if a child does not receive a special meal; does not receive the correct special meal because of misidentification of a child; or if a child selects a meal (including self-service salad or fruit) not ordered for them by the child's parents or guardians. It is the school's responsibility to ensure the correct child receives the correct special meal and the school shall solely be liable for any loss suffered.*

Please could you provide the following information:

How will your school Identify Children with a Special Dietary Requirement to Kingswood Staff?

The school highlights the children on the register who have dietary needs, staff members then check that the children have received the correct lunch.

If parents send any correspondence, please make sure your **Child's Name**, **School** and **Allergy** are in the subject panel, if you are ordering meal choices from a **Special Diet Menu** or replying to a **Special Diet Form** please only reply and **DO NOT** start a new email trail.

**\*\*Please be aware that the Kingswood office are only open during term time school hours and our office will be closed at weekends and during school holidays.**

**How will you train your Staff to ensure that Kingswood Staff receive the above information?**

Staff serving the dinners are all Food Hygiene trained and first aid trained in the instance of allergies and the use of EPIPENS.

