



Nancy's Cookhouse Education Catering Limited

SPECIAL DIET POLICY

This policy addresses the process for Nancy's Cookhouse ("Nancy's Cookhouse" "we" "us" "our") and the school in providing special meals for children with specific needs.

For this policy, a special diet is a medically prescribed diet. This policy does not provide for specific dietary requirements due to personal choice as the standard menu provides alternative meals to accommodate this.

Administration

Parents or guardians must:

1. Use Parent Pay to order school meals
2. complete a dietary need form with St Mary's to be passed on to Nancy's Cook house

The Top 14 Allergens in the UK (The Individual Diet Sheet)

If a child's special dietary requirement includes an allergy to one or more of the recognised top 14 allergens in the UK as identified by the Food Standards Agency we will require supporting medical evidence to be provided to the school if it hasn't been done so already.

The top 14 allergens are:

- Celery
- Cereals containing gluten
- Crustaceans
- Eggs

- Fish
- Lupin
- Milk
- Molluscs
- Mustard
- Nuts
- Peanuts
- Sesame seeds
- Soya
- Sulphur dioxides (sometimes known as sulphites)

More information can be found at:

<https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf>

For children with a medically supported allergy to one of the top 14 recognised allergens or a tomato allergy we will provide an **Individual Diet Sheet**.

A copy of the individual diet sheet will be emailed to the parents/guardians.

Once a week schools will be made aware of the children with an individual diet sheet.

Kitchens and serving points will have copies of each individual diet sheet for use every day.

Other Allergens and Food Intolerance (The Red List)

Children who fall outside the top 14 allergen list will be identified on our **lunch list**. We cannot control allergens outside of the Top 14 Allergens list but we do offer a range of menu choices that will ensure that there is a suitable choice each day.

Parents/guardians with a child on our lunch list **might be** required to provide some supporting medical evidence.

Each School will be provided with details of children at that school on the lunch list. The list will be updated as and when necessary.

Every service point will have a copy of the relevant Lunch list.

If a child appears on our lunch list with photo and allergen information, it is the parents'/guardians' responsibility to order a suitable meal from our website based on the information we provide.

Identification of a child who has an Individual Diet Sheet

The school must devise a system of identification so that any child with an individual meal plan receives the correct meal from Nancy's Cookhouse serving staff.

Nancy's Cookhouse will liaise with the school to help implement the agreed method of identification, however neither Nancy's Cookhouse nor its staff, under any circumstance accept responsibility for the identification of a child.

As part of our service we provide 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.

Nancy's Cookhouse 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.

The Service

Nancy's Cookhouse shall be responsible for cooking and preparing meals on a child's individual meal plan.

Nancy's Cookhouse prepares and serves food on any individual meal plan in an environment designed to reduce the risk of contamination however it is not possible to guarantee that this will be an allergen free environment.

If for any reason Nancy's Cookhouse has for any reason needed to use alternative ingredients to those given on the menu it is responsible for ensuring the changed ingredients are suitable for children on both an Individual Diet Plan or on the Red List. If the alternative ingredients are not suitable it is Nancy's Cookhouse to provide an appropriate substitute meal.