SPECIAL DIET REQUEST FORM

School/Academy		
Child's Name	Class	Year Group

Please specify dietary requirements	
Medical – Allergy	
Medical – Intolerance	
Medical – Coeliac Disease	
Religious – (e.g. Hindu)	
Ethical – (e.g. no meat, fish)	

For safety reasons, it is not possible to cater for pupils with airborne allergies given the facilities available in school kitchens. We offer Special Diet Menus and follow a matching process to align a pupil's need with one of our Special Diet Menus. We offer Vegetarian, Egg Free, Dairy Free, Vegan, Soya Free, Allergy Aware menus and a menu made without ingredients that contain Gluten.

Please tick which of the allergens (if any) should be excluded			
Wheat/Gluten		Sesame	
Peanuts		Fish	
Tree Nuts		Crustaceans	
Celery		Molluscs	
Mustard		Soya	
Eggs		Sulphites	
Milk		Lupin	
Chickpeas		Legumes	

Please tick or insert other dietary exclusions	
Vegetarian	
No Pork	
No Beef	
Vegan	
Other	

Is the food hypersensitivity significant or life-threatening?	
Yes	No

If YES and the allergy does not pertain to NUTS then parent to arrange a meeting with Nancys to agree an appropriate Special Diet Menu

The following is required for medical diets only and should be copied by the School/Academy representative (who signs below) from the pupil's Care and Treatment Plan. N.B. This is essential to avoid misinterpretation.	
Emergency procedures for use of a preloaded adrenalin injection, where is it kept and who is to administer?	
Local arrangements for identification of child agreed and emergency procedure in place?	

Signature *Parent*	**Print Name**	**Date**
Signature *School/Academy Representative*	**Print Name**	**Date**

This form should be held with the child's Care and Treatment Plan within the School office and a copy passed to the team at Nancy's Cookhouse

Please note: **If you wish to update these details, please complete a new form and contact both the School and Nancy's Cook House directly. It is the responsibility of parents/carers to ensure this information is kept up to date.**

GDPR – Special Diet Request Form

Special Diets is an area of School meals provision where personal data of pupils is provided before any special diet can be safely served. This information can include the pupil's name, name of School/Academy, name of class, parent name, medical information, and photograph of the child. This information is given willingly and with consent from the parent / guardian. Personal data is not stored by any member of Twelve15 central teams but held locally at the School/Academy for operational reasons.

Please be assured all information is held in accordance with data security and data retention policies and most importantly is held with the sole purpose of attending to pupils dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

- **Pupil photographs on kitchen walls**:
  Photographs are not displayed in public view; they are provided with consent from the parents and placed in a discreet place behind the counter so only visible to catering staff.

- **Pupil photographs in folders**:
  Photographs may also be stored in folders within the kitchen or catering office. These are stored in a secure manner and only available to the catering staff.

- **Pupil photographs in dining hall**
  Some School/Academies choose to use photographs and detail dietary requirements on a child's place mat. Please check with your School/Academy if this practice is in place.

- **Allergy information including special diet request form and medical notes**:
  All special diet pupils should have a special diet request form, along with any medical correspondence, submitted before a special diet can be served. This information is provided with consent from the parent and stored in a secure folder within the kitchen or catering office and School/Academy office.

- **Retention of Personal Data**
  The data referred to will be retained only for the purposes of providing a special diet and will be confidentially disposed of when no longer required for this purpose.

I confirm that I have read and understood the above:

Signature *Parent*	**Print Name**	**Date**
Signature *School Representative*	**Print Name**	**Date**
Signature *Nancy's Cookhouse Representative*	**Print Name**	**Date**