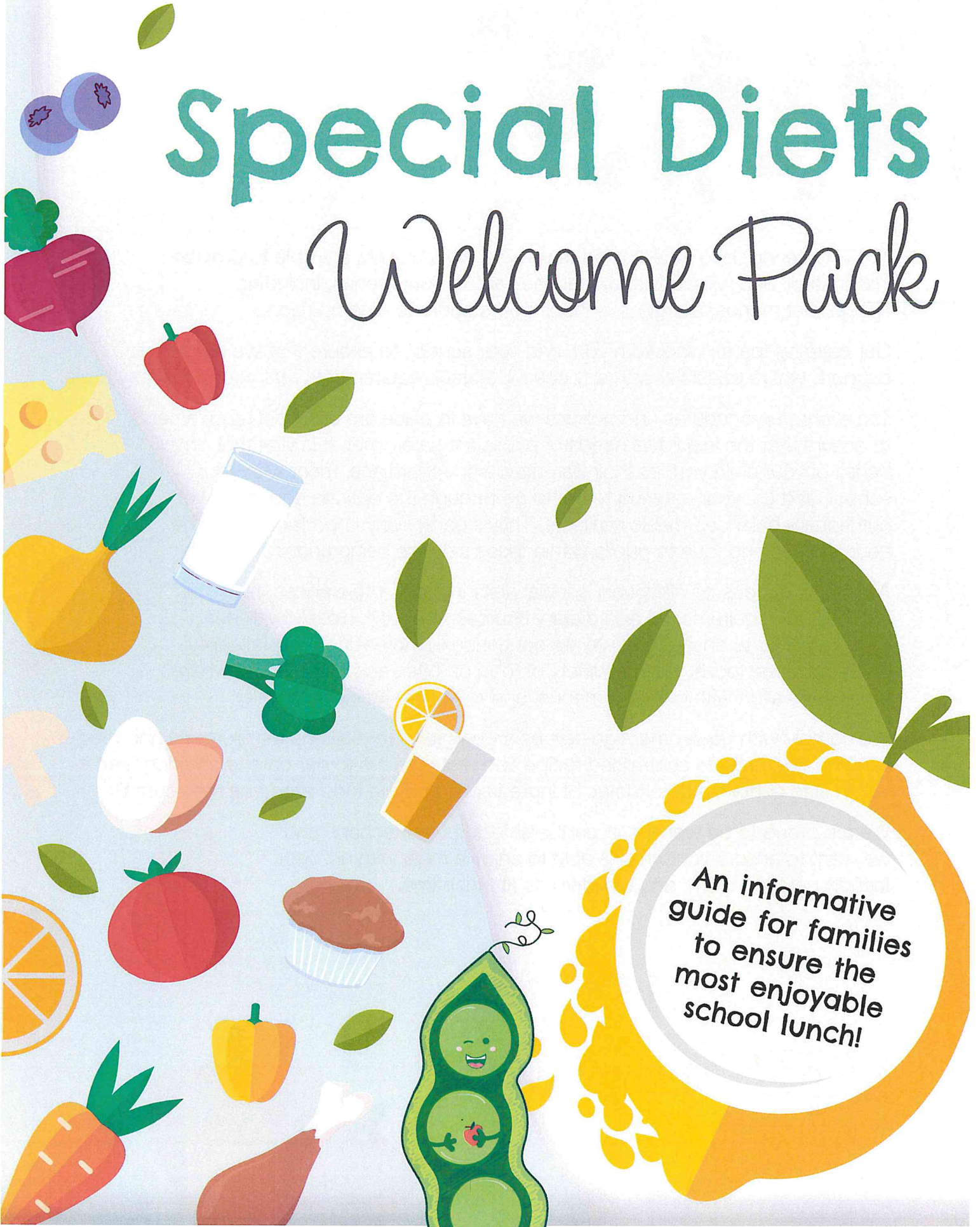


Special Diets

Welcome Pack



An informative guide for families to ensure the most enjoyable school lunch!

Special Diet Welcome Pack

We want to ensure that your child is safely catered for each day and, with this in mind, we require some details from you as their parent/carer/guardian.

After you return this completed information, your school will arrange a meeting with you and your on-site catering team to discuss this information in more detail and go through the menu, to help review what is suitable for your child each day.

For meals that aren't suitable, we will try to adapt the recipe for your child, however in some instances this may not be possible, but we will do our best to be able to offer an alternative.

Step-by-step process for developing a menu for a child with an allergy or intolerance:

1. Complete the special dietary requirement form at the bottom of this document
2. Return this to the school with a recent clear portrait photograph of your child and a medical note from your child's doctor or dietitian where possible. This note should outline the allergy, intolerance or other special dietary request
3. The school will then arrange a meeting with yourself, a school representative, and the on-site catering team at a time that is convenient for you all
4. The meeting will include reviewing the information shared in more detail, as well as going through the menu to agree the most suitable option for your child
5. The cook will complete an agreed menu sheet of suitable dishes which all parties will sign to say they are happy and agree a start date

Note: as the menu changes, your school catering team will be able to advise you/your school on the dates the menu will change, and a simple refresh meeting can be arranged to update your child's menu.



SD1 Special Diet Request Form

The information provided will be used by the School and School Caterers when providing meals for the child.
It is additional to the school's Individual Health Plan.

This information has been provided from the P/C/G on the 'Special Diet Parent Pack'.

SECTION ONE: SCHOOL DETAILS

SCHOOL NAME:	
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SECTION TWO: PUPIL DETAILS

PUPIL NAME:		DATE OF BIRTH:	
CLASS:		YEAR GROUP:	

SECTION THREE: PARENT/CARER DETAILS

NAME:			
CONTACT TELEPHONE:		EMAIL:	

SECTION FOUR: ALLERGEN REQUEST DETAILS

Has this food allergy been medically diagnosed?	Yes	No				
If YES, please provide the school with written advice from a doctor or dietician						
If NO, you must provide written evidence from a doctor or dietician to confirm changes required						
Has the child suffered a severe allergic reaction or anaphylactic shock symptoms in the past?	Yes	No				
There are 14 EU recognised Allergens. Please circle all that apply to your child.						
Celery	Fish	Nuts	Gluten	Crustaceans	Mustard	Sesame
Eggs	Milk	Peanuts	Lupin	Molluscs	Soya	Sulphur Dioxide
My child has an allergy to a food not listed – <i>please state details</i>						
It may not be possible to cater for other allergies as they are not required to be highlighted on food labels and identified by our suppliers.						

SECTION FIVE: SPECIAL DIET REQUEST DETAILS

DIET	PLEASE PROVIDE FULL DETAILS
Food Intolerances	
Medically prescribed diet: <i>(Written advice from Doctor must be provided).</i>	
Religious/Ethical	
Any Additional Information	

***We are unable to guarantee a completely food allergen free environment
as foods containing allergens are used in our kitchens.***

NYES Catering reserves the right to decline a request to provide a special diet if it considers that the medical risk is too great or insufficient evidence/support will be provided.

A special diet will not be provided until pages 1-4 of this form are fully completed.

SD1 Special Diet Request Form

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GDPR Statement for Allergen/Special Diet Request Information

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, name of class, parent name, medical information and photograph of the child. Personal data is held locally at the school for operational reasons and only so we can facilitate the allocation of special dietary requirements under meal selector or for specific complex allergies or dietary needs will a copy of the completed SD1 form be stored on the NYC Network.

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 pupil's dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

- **Pupil photographs on kitchen walls, on SD2 Planning Sheet in the kitchen and on the servery counter:**

Photographs are not displayed in public view and placed in a discreet place on the counter so only visible to catering staff.

- **Pupil photographs in folders:**

Photographs may also be stored in folders and on the kitchen tablet within the kitchen or catering office. These are stored in a secure manner and only available to the catering staff.

- **Allergy information including special diet request form and medical notes:**

All special diet pupils should have a special diet request form (SD1), along with any medical correspondence, submitted before a special diet can be served. This information is stored in a secure folder within the kitchen or catering office and school office and on a password-protected folder on the Technical Team shared file on the NYC Central computer.

- **Retention of Personal Data**

The data referred to will be retained only for the purposes of providing a special diet or if there is an incident which necessitates the retaining of information for the length of any investigation or court case etc. and will be confidentially disposed of by the school when no longer required for this purpose. Completed forms will be returned to school for secure disposal and forms will be deleted from EKMS.

Further information on how we ensure compliance with GDPR can be found at <https://www.northyorks.gov.uk/our-responsibilities-and-commitments-under-gdpr>

I confirm that I have read and understood the above:

	Signature	Print Name	Date
PARENT/CARER			
SCHOOL REPRESENTATIVE			
SCHOOL CATERER			

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