

Cottenham Primary School



Whole School Foods Policy

Dated:	Summer 2 2025
Developed by:	Standards
First Review date	Summer 2 2027

A NUTRITIONAL STANDARDS AND FOOD POLICY FOR COTTENHAM PRIMARY SCHOOL

INTRODUCTION

At CPS we are committed to giving our pupils consistent messages about all aspects of health, including food and healthy eating patterns.

AIMS

We aim to:

- ensure that food and drink provided by the school is healthy and responds to statutory guidance in relation to nutrition.
- meet the stipulated requirements for School Food Regulations 2014.
- be allergy aware and make the ingredients within dishes known to pupils and parents.
- ensure that we are giving consistent guidelines about food and health to pupils, by providing our pupils with the information they need to make healthy choices, encouraging the whole school community to improve eating habits, knowledge and skills in healthy eating, and making pupils aware of the consequences of food choices made now and later in life.
- increase the take up of hot school meals and free school meals.
- provide clarity about school policy on food brought into school, e.g. packed lunches.

FOOD EDUCATION

Within the school curriculum, there are a number of opportunities for pupils to develop knowledge and understanding of health, including healthy eating patterns as well as practical skills that they need to understand where food comes from, shopping, preparing and cooking food. We follow Cambridgeshire County Council's PSHE scheme for linking curriculum learning with healthy lifestyles, for example, through: Food Technology in all year groups; Science and PSHE units including Health and Hygiene in Year 1/2; the Human Body, Cells and Health in Year 3 and Healthy Lifestyles in Year 5/6, and through the Physical Education curriculum.

FAMILY DINING

It is our aspiration to make dining a pleasurable, community experience for all children in our school. Children eat in mixed year group sittings with all children taking responsibility for helping serve the food and clearing away after it has been consumed. All children remain seated for the entirety of their sitting and are encouraged to engage in conversation with other members of the school community.

NUTRITION IN SCHOOL

DRINKS

Children should bring in a bottle of drinking water every day, and children may drink water at any time, except during assembly. The children are actively encouraged to take their water bottles into the lunch hall (although water is also available in the Hall for those who forget or do not have a water bottle in school) and freely available throughout the school day at water fountains. We do not allow any fizzy drinks, energy drinks, or glass bottles in school. As detailed below in the section 'packed lunches', pupils should not bring into school any other drinks with a high sugar content. For further information on appropriate drinks, please refer to <https://www.nhs.uk/change4life/food-facts/healthier-snacks-for-kids/lower-sugar-drinks-for-kids-stop-tooth-decay>

All children are offered milk daily, in line with the government's School Food Plan. This is provided through Cool Milk and is free of charge for all under 5s and those children receiving Pupil Premium Funding whose parents have given consent.

SNACKS

Children in EYFS and KS1 are provided daily with a fresh fruit or vegetable snack which they can take from their classroom at breaktimes. KS2 children are encouraged to bring in a small, healthy snack (no nuts). The NHS Change 4 Life website offers a variety of other suggestions, such as a piece of fruit, plain rice cakes or homemade plain popcorn <https://www.nhs.uk/change4life/food-facts/healthier-snacks-for-kids/100-calorie-snacks>. Crisps, chocolate bars, entire packets of biscuits, and packets of sweets are not considered to be appropriate snacks.

BIRTHDAYS

We recognise the importance of celebration on birthdays and understand that parents often like to send in a treat to share with classmates. We would like to encourage parents to consider alternative treats to sugary items. If you would like to bring food to share, however, please give the item(s) to the teacher, in order that we can ensure due attention is paid to any allergies, food intolerances and dietary restrictions of other pupils.

HOT LUNCHES

All our school meals are freshly prepared and cooked in our on-site kitchen by our contracted caterer, Lunchtime Co. Lunch includes a daily choice of fresh fruit and vegetables. The menu is set by Lunchtime Co., who plan and organise menus which are nutritionally balanced, and which cater for a variety of dietary requirements. They have ensured their food is compliant with the requirements of the School Food Regulations 2014 which came into force on 1st January 2015 http://www.legislation.gov.uk/ukxi/2014/1603/pdfs/ukxi_20141603_en.pdf.

A formal food and hygiene inspection is carried out once a year (currently we hold the maximum five stars). In addition, our caterers carry out internal inspections twice yearly.

PACKED LUNCHES

Food-based standards will also apply to all packed lunches provided by the school caterer. Children may choose to bring a packed lunch from home. These packed lunches should be healthy in content, e.g. a wholemeal sandwich, fruit, sticks of raw vegetables. Packed lunches should not regularly include too many high-fat foods, such as pastries, chocolate, biscuits, and crisps. Again, pupils should not have drinks containing high levels of sugar. Water, or a small amount of milk or fresh juice (no more than 150ml according to daily nutritional guidelines) are acceptable drinks. Again, the NHS Change 4 Life website has some lunchbox suggestions [Lunchbox ideas and recipes – Healthier Families - NHS](#). The school reserves the right to contact parents if we have concerns about the contents of their children's lunch boxes.

PARTNERSHIP WITH PARENTS AND CARERS

The partnership of home and school is critical in shaping how young people behave, including where health is concerned. Parents are updated on healthy lifestyles work during school through newsletters and bulletins. Our school caterers, Lunchtime Co., occasionally offer food samples for parents to try, for example during information evenings for parents/carers of new EYFS pupils, parent consultation evenings, and other school events throughout the year.

PUPIL VOICE

We are committed to gathering and responding to pupil views on school lunches and aspects of the school food policy via the School Council. E.g. School Council members were integral to the selection process for our current caterers and regularly have input to the new menus.

ALLERGIES

The school works alongside Lunchtime Co. to provide meals for children with food allergies. Please see appendix 1 and 2. A lanyard and wristband system is used to identify children with allergies on entrance to the dining hall.

USEFUL LINKS

<http://www.nhs.uk/Change4Life/Pages/healthy-lunchbox-picnic.aspx>

<http://www.nhs.uk/Change4Life/Pages/healthy-snacks.aspx>

http://www.legislation.gov.uk/ukxi/2014/1603/pdfs/ukxi_20141603_en.pdf

This policy for School Foods has been drawn up by the Standards Sub-Committee and will be shared with Lunchtime and members of staff for ongoing validation and feedback. The policy will be reviewed biennially to take account of new developments.

July 2025

Food allergies and dietary needs in school.

Protocol for keeping children safe.

Responsibilities

Parents – it is a parent's responsibility to let school know about a child's allergies/dietary needs. This may be on the original admission form or as the allergy or dietary requirement arises. It should be recorded on Bromcom and can be reported to the school using MyChildAtSchool (MCAS). It is a parent's responsibility to provide alternative snacks if they want their child to take part in sharing treats in class (eg on birthdays). They could provide a few treats in a labelled tin to be kept in school.

Staff – it is a class teacher's responsibility to find out which children in their new class have food or other allergies. Staff should consult the allergy and dietary requirements schedule supplied to each class at the beginning of each academic year and then updated should any changes occur. Staff can also refer to Bromcom, the previous class teacher and ask parents at initial consultations. Staff should let parents know about their practise regarding birthday treats and suggest they provide a tin with special treats for their own child if they have allergies/dietary needs.

Children – very young children rely on adults to keep them safe. As they get older they can take increasing responsibility for managing risk themselves. There is no set age when a child can/should do this.

Some simple steps to reduce risk of allergen exposure at school include:

- Take care with the choice of class snacks/treats and always check ingredients
- Do not let a child with asthma, eczema or house dust mite allergy sit on dusty carpets
- Do not allow a child with hayfever to sit near an open window in the summer
- Minimise exposure to heat sources for children with eczema
- Prevent exposure to allergens when using art and craft products. (This includes glues, paints, and old food cartons that may include food allergens.)
- Take care when creating nature tables, feeding the birds, setting up role play areas with animal foods or touching visiting pets

Through early PSHE work, ensure children in your class know about the importance of not sharing foods and not bringing any nuts to school. Let them know that it is important to tell someone if they feel any symptoms are starting or have eaten something by mistake.

All staff are responsible for the safety of children in their care and mustn't give out food of any kind without checking ingredients from a reliable source.

The school kitchen staff have their own measures for health and safety.



Allergen Management Policy

TABLE OF CONTENTS

Aim.....	1
Purpose.....	1
Objectives.....	1
Allergy Policy Statement.....	2
Applicable Legislation.....	2
Responsibilities.....	2
Who is at risk?.....	4
What is a food allergy?.....	4
What is a food intolerance?.....	5
What allergens must be declared?.....	5
Allergen Management.....	6
Training.....	9
Emergency Procedures.....	9
Reasonable Limits.....	10

AIM

Lunchtime Company is committed to reducing the risk of the consumption of allergens in food which could lead to students, staff or visitors suffering an allergic reaction.

PURPOSE

- The purpose of this policy is to set out clear guidance regarding food allergens by which all parties involved in the provision of food must adhere to.
- This will in turn create confidence of Clients and Parents/Caregiver regarding our management of the risk of the consumption of food allergens.

OBJECTIVES

- Provide clear guidance to all catering staff on their responsibilities for the provision of food to the school.
- Ensure appropriate and up to date information and support is available for staff.
- Ensure that appropriate education/training is available and implemented for any catering staff involved in providing food to customers with food allergies.
- Promote awareness of the nature of food allergens and bring these to the attention of all consumers.

ALLERGY POLICY STATEMENT

Lunchtime Company recognise that the successful implementation of the policy and the management of allergens, requires commitment and support from all our employees.

To achieve this, Lunchtime Company will:

- Only purchase foods from approved suppliers.
- Work closely with approved suppliers to maintain and keep up to date the centrally managed recipe database ensuring accurate and clear information on all products is held.
- Distribute the required information to each site and ensure key team members understand its purpose and how to access and update it.
- Support teachers and pupils with known allergies.
- Display signs encouraging conversations about allergens and dietary requirements.
- Ensure foods on offer are safe to consume for all students, particularly those with known allergens.
- Operate nut free sites.
- Ensure all team members have been trained, are confident in their roles and responsibilities as well as know who to contact where there are any uncertainties.
- Through good hand and personal hygiene, and food safety practices, control the risk of allergenic cross contamination in our kitchens.
- Audit sites to ensure all policies and required practices are working effectively and review if and when required.

APPLICABLE LEGISLATION

- From 13 December 2014, legislation (the EU Food Information for Consumers Regulation 1169/2011) requires food businesses to provide food allergy information on unpackaged food that is sold. The legislation only covers information about major allergens intentionally used as ingredients. They do not cover allergens present following accidental contact. There are changes to existing legislation on labelling allergenic ingredients in pre-packed for direct sale foods: (Natasha's Law, 2021).

RESPONSIBILITIES

Managing Director

- Has ultimate responsibility for the implementation, control, monitoring, and review of the policy.
- Responsible for demonstrating Lunchtime Companies commitment to allergen control at a main board level.
- Responsible for communicating and facilitating compliance with legal requirements arising from all relevant legislation.
- Ensure that all staff are suitably instructed, informed, and trained in their roles.
- Will make available suitable and sufficient resources to ensure that the policy can be implemented and operated within the business.
- Upon receipt of any notification from a "Regulatory Body" the Managing Director will review and determine/action preventative measures.
- On receipt of initial communications and subsequent receipt of written communication from a "Regulatory Body", the Managing Director will respond promptly on behalf of the company.

Operations Director

- Has ultimate responsibility in their regions for the implementation, control, monitoring, and review of the policy.
- Responsible for demonstrating Lunchtime Companies commitment to allergen control across their region.
- Ensure that all staff are suitably instructed, informed, and trained in their roles within their region.
- Request and all suitable and sufficient resources to ensure that the policy can be implemented and operated within their region.
- Accountable for all areas, including allergens in their region
- Effective communication with Operations Managers, Business Support Managers and Group Managers in their region in regard to allergens.
- Have responsibility for ensuring that the Operations Managers/Business Support Managers/Group Managers are fulfilling their obligations as detailed below. This will include monitoring and reviewing kitchen audits, external audits and any regulatory inspections.

Operations Manager / Business Support Manager / Group Manager

- Effective communication and consultation with relevant managers and site management.
- Ensure all site teams are fully trained commmentative to their duties.
- Ensure all sites are fully compliant with Allergens and training procedures.
- Ensure sites have implemented the Allergy Policy.
- To ensure due diligence paperwork is in place.
- Support with the escalation of any issues that the staff have including the allergen information provided by the school.
- To escalate Allergen Safety issues to the Managing Director when required.
- Responsible for communicating the company Allergy Policy to all staff.
- Carry out kitchen audits and undertake or arrange for corrective actions to be completed.
- Ensure all corrective actions are signed off following a site audit.

Chef Manager/Assistant Chef/Relief Chef

- The Chef Manager, or in their absence the Assistant Chef, is responsible for ensuring that any food provided for customers with a food allergy is appropriate for their needs.
- Ensure that the kitchen can offer suitable alternatives for customers with allergies, intolerances, and Coeliac Disease. This may be through a pre ordering system or chosen at the counter as it is site dependent.
- Ensure that allergen information is provided on all food containing the 14 legally declarable allergens. This information must be declared on the Allergen Matrix.
- Ensure that all allergy incidents and near misses are reported immediately to their Line Manager and recorded.
- To request written confirmation from the school of the allergies and intolerances of the pupils that are being catered for. If there are any concerns about the information provided, this must be raised immediately to their Line Manager.
- Ensure that team members are trained on and use the school's chosen method for identifying pupils with dietary requirements.

General Assistants/Casual Staff/Serving Staff including those at receiving kitchens:

- Responsible for carrying out their food handling duties and allergen controls with due regard to the training that they have received.

- Ensure they are trained on and use the school's chosen method for identifying pupils with allergies and intolerances.
- Understand the importance of giving correct information to pupils and staff. They must never guess and refer all questions to the Chef Manager or Assistant Chef.
- Team members must not bring in any food products from home that contain tree nuts or peanuts. Remember the rules also apply to gifts, birthdays, Christmas or appreciation chocolates are typical examples - Quality Street & Ferrero Rocher contain nuts!

Stakeholder responsibilities

Parents / Guardians

- Provide an up-to-date photo of each child to the school along with their allergens and full name. These will be displayed in the kitchen so the catering team can cross check all pupils.
- Complete the Medical Diet Request Form and return to the school.
- Where a bespoke menu has not been created, for each menu cycle change, the Parents/Guardians (or the school) with the child must select one dish per day off the current menu that they would like to have for lunch (one main course and one dessert). Lunchtime Company will then adjust recipes accordingly.

School

- All staff must be made aware of students with known food allergies.
- All staff must be confident in emergency procedures.
- All completed Medical Diet Request forms must be passed to Lunchtime Company at each menu cycle change.
- Provide up-to-date photos of each child to the Catering Team along with each Child's allergens and full name.
- Agree and practice a method of highlighting students with dietary requirements/allergies. These may range from the use of purple wrist bands or printed identification cards to indicate dietary needs. These methods must be pre agreed by parents, the school and Lunchtime Company.
- Where Lunchtime Company provide a bespoke medical diet menu for a child, the school must share this to the Parents/Guardians and communicate any issues or concerns to Lunchtime Company.
- If Lunchtime Company are not providing a bespoke medical diet menu, the school must inform Lunchtime Company of the child's menu choices.
- If information or documentation is missing for a child with a known allergy, the school will liaise with the Parent/Guardian to obtain this information in a timely manner.

WHO IS AT RISK?

- Anybody can develop a food allergen or intolerance at any time in their life irrespective of whether they have consumed the food previously. A person with an allergy is at risk even if they consume a small amount of the food allergen.

WHAT IS A FOOD ALLERGY?

- Food allergies involve the body's immune system. The body reacts to certain allergens in food by producing antibodies, which can cause immediate and sometimes severe symptoms such as: itching or strange metallic taste in the mouth; swelling of the throat and tongue; difficulty in swallowing or speaking; abdominal cramps, nausea and

vomiting; skin hives (nettle rash) anywhere on the body; and in most extreme cases difficulties in breathing and a severe fall in blood pressure (anaphylactic shock). In extreme cases this can prove fatal.

- Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening.
- Coeliac Disease is an autoimmune condition where the immune system attacks its own healthy tissue when gluten has been consumed. This damages the small intestine by inhibiting nutrient absorption. Symptoms range from tiredness, diarrhoea, abdominal pain, and bloating.

WHAT IS A FOOD INTOLERANCE?

- This does not involve the immune system in the same way and is not usually as severe as a food allergy. Symptoms usually take longer and may include headaches, fatigue and digestive problems.
- Food intolerance is harder to diagnose than a food allergy. The person with a known allergen trigger may know what food ingredient will provoke a reaction. However, they may well have eaten this food or a specific dish previously and had no adverse reaction.

WHAT ALLERGENS MUST BE DECLARED?

Allergen	Found in
Celery	Salads, soups and stock
Cereals containing gluten	Wheat, rye, barley, oats, spelt, kamut or their hybridised strains
Crustaceans	Prawns, lobster, and scampi
Eggs	Cakes, pasta, and mayonnaise
Fish	Salad dressings, soy products, and Worcestershire sauce
Lupin	Bread products and those glazed with milk
Milk (including lactose)	Cream, cheese, and milk powder
Molluscs	Mussels, squid, and oyster sauce
Mustard	Salad dressings, soups, and meat products
Peanuts	Pesto, cakes & desserts
Sesame	Hummus, bread, and tahini
Soybeans	Soya protein, desserts, and vegetarian products
Sulphur dioxide and sulphites (concentrations of more than 10 mg/kg or 10 mg/litre expressed as SO ₂)	Meat products, juices, and dried fruits
Tree nuts	Almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecan nuts, pistachio nuts, macadamia nuts and Queensland nuts

People may report allergies to other foods not on the above list. Most common in the UK are kiwi, peas, other legumes (beans etc), other seeds and other fruits and vegetables. In some cases, people only need to avoid these when raw and can have them cooked.

ALLERGEN MANAGEMENT

Suppliers

- All dishes produced in-house are from standard ingredients from 'approved' suppliers.
- Where contingency purchases are made, these will only be from reputable local supermarkets and suppliers such as Bookers, Makro, Tesco, Sainsbury's, Morrisons, Waitrose, Marks & Spencer or Asda and must be in line with the Transportation standard operating practice in the Food Safety Management System.
- Suppliers must provide information about allergens in pre-packed foods. These are managed and updated using the online centralised recipe/ingredient database with cookbooks shared to each site.

Delivery

- Each ingredient must be checked to ensure what was ordered has been received.
- Substitutions must be reported to the Chef Manager to check that ingredients do not contain unexpected allergens.
- Any ingredient changes/supplier changes affecting standard ingredients are detailed on the Allergen Matrix.

Ingredient storage

- To reduce the risk of cross contamination in storage, allergen containing ingredients must be easily identifiable, stored separately on lower shelving in a dedicated area, and where items are loose, open or in a raw state be stored in dedicated labelled lidded containers (applies to dry store, fridge and or freezer).
- Any container used to store a key allergen must not be used to store any other foodstuffs or be topped up/refilled unless they have been thoroughly cleaned and disinfected.
- Each dish will be recorded on a record sheet with the allergens identified in each dish.

Product labelling

- Original product ingredient information must be retained with all foodstuffs.
- Where items are decanted, a completed company specified date/allergen label must be applied to each product and or food container. This will be used to identify the item, key allergens and or 'may contains' in the food; details from this will be transferred to the Allergen Matrix if food in the container is used in a menu item.
- Where an item may contain a key allergen, 'M' must be written on the back of the label next to the relevant key allergen.
- Labels must be completed by the team member preparing the ingredient or dish. This promotes ownership and accountability within the team.
- The Chef Manager will check that all dishes are labelled with allergen information. Where dishes without labels are found, the dish will be immediately discarded; alternatively, it will be labelled as 'not suitable for those suffering from an allergy'; as we cannot guarantee that the food is free from a specific allergenic ingredient.

Cleaning

- Only approved chemicals are to be used in Lunchtime Company sites with manufacturer's instructions for use, dilution and contact time followed.
- Team members must wash their hands following the hand hygiene standard operating procedure using an antibacterial soap that complies with BS EN 1499 before preparing food.

- Surfaces must be clean and sanitised before any food preparation takes place using the two-stage cleaning process.
- The disinfectants/sanitiser used must conform to BS EN 1276:2009 or BS EN 13697:2007 for disinfection.
- Dishwashers should operate between 55°C-65°C for the main wash and between 82°C-88°C for the rinse stage. Only clean equipment and or utensils are to be used. Labels must be removed from containers prior to entering the dishwasher or they will stick to the container which may lead to confusion when preparing a new ingredient/dish.
- Sterilising sinks should be at a temperature of 85°C and be cleaned using the two-stage cleaning process.
- Single use paper towels should be used to clean up after any allergen spillage or where allergens have been prepared.
- Chef Managers must carry out regular checks, observe and question team members to ensure personal hygiene standards set out in the Food Safety Management System are maintained and deliver retraining where appropriate.

Personal Hygiene

- When cooking food for customers with a food allergy or an intolerance the team member preparing it, must wash hands before and in-between task preparation and use disposable gloves. Considerations must be held as to removing existing apron and applying a disposable apron while preparing an allergy free meal.

Preparation

- Specific areas of the kitchen are dedicated for the preparation of food for those with food allergies. These areas are sanitised before use. Where limited by space and the same area is used, notices must be displayed stating the two-stage cleaning method and preparation times. Where set preparation times cannot be adhered to, consideration must be taken, and entire menu options should either be prepared before or after a specific dish.
- All food produced for customers with food allergy or intolerance are placed away from other food, covered and labelled with the customer's name.

Retain information

- Up-to-date ingredient information for any ready-made foods used is kept on the recipe/ingredient database. There will always be a Chef Manager or Assistant Chef on shift who will have access and obtain allergen information for all ingredients and recipes.
- All allergen information is transferred to the Allergen Matrix, to be completed by Chef Manager or Assistant Chef in the documentation dairy. Each dish will be recorded with the allergens identified from the allergen label.

Ordering

- Upon completion and return of the Medical Diet Request/Food Allergy Request Form, Lunchtime Company offers two methods of ordering: pre ordering and choosing at the counter.
- Lunchtime Company may create a menu for specific customers based on their medical diets form. Once recipes have been created, the final menu and supporting recipes will be shared with the school.
- Alternatively, Parents/Guardians or the School select one dish per day (main and dessert) from the current menu which Lunchtime Company will adjust to ensure stated allergens are removed. Where a dish cannot be adjusted, the school will be informed, and a suitable alternative provided.

- Customers must order their agreed dishes each day. Choices are shared with the kitchen by the school.
- To ensure traceability, each dish prepared for a customer with dietary requirements will be logged and signed off on the Daily Medical Diet Form in the Documentation Diary. Documentation must be retained.

Events/Hospitality

- Food provided will be accompanied with the Allergen Matrix which will declare the 14 allergens.

Transportation

- Food intended for customers who have a food allergy must be labelled and kept separate from other foods. With relevant due diligence documentation completed.

Service

- Prior to service, the Chef Manager will brief the team on any foods containing allergens as well as if any pre-ordered allergen meals have been provided.
- Food served from the counter or on Deli Bars will be labelled using tent cards with allergens listed on the Allergen Matrix.

Sharing information with a customer

- Lunchtime Company recognises that not only is there a legal requirement to share allergen information with a customer, but also the key role it holds in reducing the risk of an allergy reaction, as well as ensuring customers feel confident and safe when ordering their meal.

Notices

- Notices requesting that customers must speak to a member of staff prior to ordering their food must be displayed at points of sale in the dining area.

Allergen Matrix

- For each service, allergen information is transferred from back of house labels onto the Allergen Matrix. It must be reviewed and signed off by the Chef Manager or Assistant Chef once a final check has been carried out to ensure all available foods are declared and allergens have been accurately declared.
- The Allergen Matrix is retained behind the counter to ensure customers speak to the team prior to ordering.
- During a conversation with a customer, the Chef Manager or Assistant Chef will explain the information listed on the Allergen Matrix but ensure the customer makes their own informed choice on whether certain meals are appropriate for them.

Bought in pre-packaged food

- Foods that are bought in and sold pre-packaged must have been supplied with allergen information on the product packaging.

Food prepared and sold packaged (PPDS)

- Natasha's Law is the legal requirement for full ingredient labelling to be included on pre-packaged products available for direct sale. Where pre-packaged products are made on site, put into packaging which either fully or partially enclose the food and are then sold to the final consumer are defined as PPDS.

- Label Logic is used to ensure all PPDS labelling requirements are upheld.

Menu

- A menu must be displayed in a prominent position within the dining area.
- For each menu cycle change, the school must send copies of the menus to the Parents/Guardians or Caregivers of those customers who have completed the Medical Diet Request/Food Allergy Request Form.

TRAINING

- Lunchtime Company will ensure all staff receive informal and formal training, delivered either online and or in person.
- To comply with Regulation EC 852/2004 all training provided will be in line with team members' roles and responsibilities.
- Induction and Level 1 training and online Allergen training must be completed prior to a team member starting work, Level 2 courses must be completed within 3 months and team members will be provided refresher courses every 3 years. Level 3 courses must be completed by senior team members within 6 months of starting employment.
- Where agency staff are employed on a temporary basis, it would be expected that staff have been formally trained and signed off by the Agency, with documentation being provided for verification.
- Staff are trained to escalate any concerns a student, staff or visitor may have regarding a food allergy or intolerance to a line manager if they are unsure.
- Training records are held on site and duplicate copies are maintained in HR software solution.

Training course	Operations Directors/ Operations Manager/ Business Support Manager/ Group Manager	Chef Manager/ Assistant Chef	General Assistants/ Serving Staff	Casual Staff
Induction	X	X	X	X
Allergy Training	X	X	X	X
Level 1			X	x
Level 2		X		
Level 3	X			
Refresher	X	X	X	x
Documentation Diary	X	X	X	X

EMERGENCY PROCEDURES

- The Chef Manager must ensure all team members understand what to do in an emergency, and who to contact in an emergency.
- If you think the person is having an allergic reaction Inform a school Manager to be able to coordinate the arrival of emergency services. If they cannot be contacted immediately, call 999.
- Explain that the injured party could have anaphylaxis, (pronounced ANNA-FILL-AXIS). Remember that the injured person won't necessarily experience all the symptoms mentioned in training.
- Do not move a person with a suspected allergy reaction.
- Ask them (or friends and family) if they have adrenalin on them (they may have an EpiPen®), this could save their life.
- Do not administer any medical treatment unless fully trained.
- Stay with them until help arrives.
- Inform the schools Operations Manager and Operations Director
- Follow up and when appropriate complete a Complaint Form - Food Poisoning Allegation/Allergic Reaction.

REASONABLE LIMITS

- Packed lunches may be brought into the school and contain allergens which have not been declared.
- While operating as a nut free site, we are unable to guarantee that dishes/products served are totally free from nuts/ nut derivatives, due to the use of precautionary allergy statements such as 'may contain' which are used by our suppliers.

Signed:



Name: Joel Thomson

Position: Managing Director

Date: September 2024

REVIEW

The Allergen Policy will be annually reviewed by the Managing Director to ensure it remains suitable and remains up to date with all legal requirements and amendments.