



## **ALLERGY POLICY STATEMENT**

Diamond Learning Partnership Trust (DLPT) recognises and accepts its responsibility to comply with the food safety requirements of current legislation and is committed to providing our customers with high quality food products that meet the most stringent food safety and hygiene standards and customer expectations.

DLPT recognises that a relatively small number of its customers may suffer from an allergic reaction or intolerance to a commonly eaten food, follow a religious or special diet.

DLPT considers that the exchange of accurate information between the Trust Catering Manager and the customer about the ingredients of food being served is the best method of managing the risk and enables the customer or their representative to make an informed choice.

The Food Information Regulations require that information regarding the ingredients of any food offered for sale or service is made available to customers. The Foods Standards Agency has issued a list of the fourteen most common food allergens which are; celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame, soybeans, and sulphur dioxide.

DLPT does serve some of these foods as part of the normal menu and uses some of them as ingredients in dishes made on site. Although our recipes are considered nut free, we cannot guarantee the absence of trace within products due to the manufacturing process, therefore we cannot declare our kitchens nut free.

It is DLPT policy to produce and serve food made from fresh ingredients where possible and work from a specified recipe, this enables DLPT to know what ingredients have been used and to pass this information to our customers when a request is made about the contents of a particular dish.

It is a pre-requisite that DLPT will provide appropriate supervision, instruction and training for all employees relating to food allergies and intolerances. We will take all reasonable steps, including supplier audits, data and workflow reviews and safe systems of work, to ensure our information and work practices are up to date. It is acknowledged that whilst knowing the ingredients of each item of food being served there can be no absolute guarantee that the food will not contain traces of any of the common food allergens as they are used as normal ingredients in the preparation of the many different food items produced in the kitchen.

### **What is a food allergy?**

The body's immune system reacts to certain allergens in food by producing antibodies, which can cause immediate, sometimes severe symptoms such as: itching, swelling of the throat and tongue, difficulty in swallowing, abdominal cramps, nausea and vomiting, skin hives, and in extreme cases respiratory difficulties, a severe fall in blood pressure leading to anaphylactic shock. This can prove fatal.

### **What is food intolerance?**

The body has difficulty or the inability to digest certain foods. Symptoms usually take longer and may include headaches, fatigue and digestive problems.

Food intolerance is harder to diagnose than a food allergy and affects many more people.

ingredients in pre-packed foods. More information about this legislation can be found on the Food Standards Association website - Food Information Regulations.

### **What is a special diet?**

This could be a diet relating to religious beliefs (for example Halal diet) or a lifestyle choice (For example vegan). It could also relate to special measures such as soft food diets, milk ladder or other exclusion programmes that are medically led.

### **Who is responsible for managing these diets?**

**Several people have to work together, following policy, pre-requisites and our descriptive work flows to minimise risk.**

### **Trust Catering Manager**

This Trust Catering Manager is responsible and accountable for DLPT Allergen Policy, Safe Systems Of Work & Pre-Requisites, including:

- Maintaining and refreshing Safe Systems of Work (SSOW) and pre- requisites relating to this policy on at least an annual basis
- Supply chain management- resourcing allergen data from suppliers and auditing their Food Safety Documentation
- Recipe writing to highlight all of the 14 major Allergens within a dish, and provision of those recipes to kitchen manager alongside either as an electronic file (Recipe Spec) or a printed matrix
- Receiving Special Diet Request forms from School office survey and acting on these as described in the work flows below
- To meet with any parents/carers whose child's dietary needs fall outside of standard controls (14 major allergens) and devise a suitable bespoke menu for that child, where possible
- To provide Kitchen Managers with alternative menus & recipes (inc. allergens) for Gluten Free, Dairy Free and Vegan diets
- To spot check and audit kitchen practice, ensuring pre-requisites & SSOW are in place

## **School Office**

As a first point of contact for families, the office /administration teams at School level are responsible for:

- Ensuring a Special Diet survey is sent to all students with a disclosed food allergy/intolerance or special dietary needs.
- Ensuring a Special Diet survey is given to every new starter with an allergy/food intolerance/special diet request.
- Maintaining a log of outstanding survey responders, not allowing these students to access a school lunch until the form is returned and access confirmed by Trust Catering Manager
- Providing an image of children with a Special Diet plan in place, for display in the kitchen.

## **Kitchen Managers**

The onsite Kitchen Manager or designated member of the catering team if the manager is absent, is responsible for ensuring that any food provided for customers with a food allergy/intolerance/special diet is suitable for their needs.

- The Kitchen Manager will ensure that allergen information is easily accessible, and all staff follow standard recipes and check ingredient labels when preparing dishes for customers with allergies or intolerances.
- The Kitchen Manager will only order food from DLPT approved, trusted suppliers, using the approved product list on Cypad. Ingredients must not be purchased outside of this list. This means we have the specifications for all raw ingredients detailing the allergens and control measures are in place. If emergency stock is required, contact your Trust Catering Manager who will source an appropriate ingredient for you.
- The Kitchen Manager must not make any menu changes for a Special Diet without consultation and approval from the Trust Catering Manager.
- The Kitchen Manager will refuse & return goods in delivery that are not on the pre-approved product list.
- The Kitchen Manager will ensure any Special Diet meals are plated, covered, labelled and named in advance of service.
- If an allergy/intolerance/special diet is disclosed during service and a meal plan is not in place?

## **Natasha's Law/PPDS Compliance**

DLPT do provide prepacked goods for direct sale.

The following information must be included on any in-house labels.

- Product Name – clearly state the name of the food item
- Allergen Emphasis – any of the 14 major allergens must be highlighted (in BOLD, capitals or different colour)
- Date Details – produced date and use by date

Should food items need to be wrapped/covered/boxed at point of service these will have been served to the individual, based on their informed choice from our menus at the counter. Secondary EPOS/Till systems will prompt serving staff at point of sale, highlighting any allergies or special diet information held on the schools MIS system. Serving staff will cross check food/drink choices align with any restrictions for those pupils and take appropriate action. This may include restricting pupil food/drink choices.

Should the school require provision of a packed lunch or other packaged goods, the school must pre- order these items on an individual basis, from a menu provided by the kitchen inclusive of allergen information. Packed lunches will then be prepared for the individual, wrapped/boxed and labelled with their name for collection/distribution.

## Workflows

### Office/Admin Team

Receive allergen information from parent, add to MIS. (including any new starters)



Trust Catering Manager confirms Special Diet menu in place with start date. Update MIS /pupil medical record



Update pupil image/allergen template for kitchen display



Inform Class teacher of Special Diet

### Trust Catering Manager Flow

Special Diet google form results received



Allocate suitable Special Diet menu if applicable. Organsie meeting/call with parent/carer if not



Once appropriate Special Diet menu is allocated, confirm start date with office/admin/kitchen



Allocate Special Diet where applicable, provide hard copy for others



Ensure kitchen cook has ingredients, recipe spec sheet and any training required to follow menu

### Kitchen Flow

Trust Catering Manager alerts new Special Diet and menu start date



Check recipe spec sheets ingredients, order if required.



Check you have recieved pupil image/allergen template for your display in kitchen



Special Diet dishes should be prepared in advance of service, covered, named and labelled



Record meal served

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