

# Dietary Safeguarding Policy

## September 2019: Primary Education

As your catering providers, ISS Education is dedicated to ensuring that pupils can enjoy nutritious and delicious lunches which are served safely in healthy environments. Our robust dietary safeguarding procedure is designed not only to safeguard children with medical conditions but also support the catering staff involved in the preparation and service of the lunch time meals. The following information explains the process by which ISS Education, are able to cater for pupils with medically based dietary requirements which may be due to food allergy, food intolerance and, or other medical conditions, e.g., coeliac disease.

### **The Policy**

This policy is designed to provide parents / guardians, who have requested a special diet menu to be created for their child, with clear information about our dietary safeguarding procedure. This will enable parents / guardians to make an informed decision as to whether or not our meal provision will be suitable for your child and safely meet their medical dietary requirements.

### **Customer & Food Safety**

Whilst ISS Education operate a robust and rigorous dietary safeguarding procedure we are unable to guarantee that all risk associated with the compilation and creation of a special diet can be eliminated. All meals are prepared on site daily. We use a large variety of ingredients in the preparation of our meals and due to the nature of our kitchens it is not possible to completely remove the risk of cross contamination.

If your child has an allergy which is not one of the key 14 allergens prescribed under the Food Information Regulations 2014, it is possible that the allergen may not be listed on ingredients lists or product specifications (as not required in law) therefore, the allergen may unknowingly be present within the agreed special diet menu.

ISS Education is a school catering business and not a dietetic and, or medical catering business. If you feel your child's dietary requirements are of high risk, where our catering services may be unsuitable and, or do not meet the needs of your child, then we would suggest making alternative catering arrangements. At ISS Education our priority is to safeguard the children and the staff serving them.

### **Allergies**

To see if ISS Education are able to cater for the dietary needs of your child, please refer to the table below. Owing to customer and food safety reasons as stated above, ISS Education regret they are unable to cater for any pupil who is a registered EpiPen® (or equivalent) user and has allergies to allergens which are not covered by the EU FIC legislation\*.

EpiPen® Use	Covered by FIC 14 EU Allergens*	NOT Covered by FIC 14 EU Allergens*
EpiPen® (or equivalent)	YES	NO
NO EpiPen® (or equivalent)	YES	YES

\* EU FIC 14 Key Allergens : Cereals containing gluten; crustaceans; eggs; fish; peanuts; soybeans; milk; nuts; celery; mustard; sesame; sulphur dioxide & sulphites; lupin, and; molluscs.

### **Peanut & Tree Nut Allergies**

All ISS Education primary school kitchens and recipes are free from nuts (peanuts and tree nuts) and derivatives of any of the aforementioned. If your child has a nut allergy (and no other dietary requirements), please complete a dietary safeguarding referral form. Upon your consent to the information given in the primary ISS Education September 2019 Nut Policy, your child will be able to freely select meals from the standard school menu.

### **Crustacean, Mollusc & Kiwi Allergies**

All ISS Education primary school kitchens and recipes are free from crustaceans, molluscs, kiwi and derivatives of any of the aforementioned. If your child has an allergy to any of these three allergens, and no other medical dietary requirements, then a dietary safeguarding form does not need to be completed and your child will be able to freely select meals from the standard school menu.

### ***Energy & Nutritional Count Values***

ISS Education are able to provide energy and nutritional values for the standard school menu. If your child has a medical condition, e.g., diabetes, and requires nutritional information, such as carbohydrate values, please complete a special diet referral form and you will be issued with a full energy and nutritional breakdown report for your child's school menu. If your child has additional dietary needs, e.g., gluten intolerant plus requires total carbohydrate values, then an individual special diet menu will be issued to you for consent. Please refer to ISS Education's September 2019 Energy & Nutritional Count Policy for further information.

### ***Modified Texture Meals***

If your child requires soft mash or puree meals because of chewing difficulties or any additional medical reason then we are able to consider your request based on your child's needs. Please refer to the ISS Education Modified Texture Meals Policy for further information.

### **The Special Diet Menu**

The special diet menu created and issued for each individual child (dependant on their medical dietary requirements) will be based upon one contractual menu. This will help to streamline the procedure thus reducing risks associated around the preparation and service of the special diet meals. ISS Education reserve the right to refuse to provide a special diet meal and, or menu if ISS Education feel they are unable to safely cater for the individual owing to the severity and, or complexity of the individual's medical dietary requirements.

### ***Temporary Meal Options***

The situation may arise where a pupil requires a special diet meal although they may not have a menu in place, as the dietary safeguarding referral procedure has not yet been completed. ISS Education offer a limited selection of temporary meals in this instance to ensure your child can still be safely catered for until the special diet menu is in place. The temporary meal options are suitable for most diets. Please refer to part B of the special diet referral form where you can select your child's temporary meal options.

### ***Meal Choices***

Whilst ISS Education endeavour to ensure as much variety is available each day for your child, depending on their dietary requirements, we cannot guarantee the number of choices available on the special diet menu will match that of the standard school menu. The special diet menu will state a minimum of one main meal each day. If there is more than one meal option available on any one day and you would like your child to have a particular meal, to avoid disappointment, please contact your school reception staff to notify them of your meal selection(s). Please ensure this is done at least one week in advance.

### ***Renewal of a Special Diet Menu***

At the start of a menu change, i.e., after the October half term and after the Easter break for the majority of schools, all pupils registered with us will automatically be issued a new special diet menu for parent / guardian consent.

### ***Changes to Dietary Requirements***

It is the responsibility of parents / guardians to inform school staff (who in turn will notify ISS Education) immediately of any changes their child's existing medical dietary requirements. Any changes to dietary requirements must be submitted in writing by school staff to [nutrition@uk.issworld.com](mailto:nutrition@uk.issworld.com). Notification of any new allergies and, or intolerance a child may develop must be supported with medical documentation.

### ***Cancellation of a Special Diet Menu***

If your child no longer requires a special diet menu, please inform the school staff (who in turn will notify ISS Education). Any cancellations must be submitted in writing by school staff to [nutrition@uk.issworld.com](mailto:nutrition@uk.issworld.com).

### ***Failure to Comply with the Dietary Safeguarding Procedure***

Failure to comply with the dietary safeguarding procedure will result in ISS Education being unable to cater for your child. ISS Education reserve the right to refuse to provide a special diet meal and, or menu if the procedure is not adhered to in full at all times. Special diet referrals received without up to date supporting medical documentation will not be processed.

#### ***Additional Information***

If the ISS Education Nutritionist requires further information regarding your child's dietary requirements then they may contact and, or meet with you, school staff or the kitchen manager directly. ISS Education area managers may also be invited to attend any meeting held.

#### **Data Protection**

We confirm that you and your child's personal data provided on both the dietary safeguarding referral form and consent slip will be collected, used and stored by the school in order to allow our catering contractor, ISS Education, to provide your child with suitable and safe school meals. Please see our website for our Privacy Notice which confirm further details about how we collect, use and store you and your child's personal data. In addition, ISS Education are committed to protecting your privacy and will handle your personal information in accordance with the UK ISS Group Privacy Statement and in accordance with our obligations under the current UK legislation on processing personal data, the Data Protection Act 1998 as well as the principles of the EU General Data Protection Regulation (25 May 2018). Please follow the link for a copy of the UK ISS Group privacy statement <https://www.uk.issworld.com/privacy-and-cookies/iss-uk-privacy-statement>. All information will be held strictly confidential and will not be shared with any third parties.

#### **The Dietary Safeguarding Referral Procedure**

1. Clearly complete parts A and B of the special diet referral form (available from your school reception staff), attaching a colour photo of your child to part B of the form. The photo will be used only by the kitchen manager at the point of service to clearly identify each individual child with medical dietary requirements.
2. Return the completed form and supporting medical evidence (confirming your child's medical dietary requirements) to the staff at your school reception.
3. School reception staff may scan part A of the referral form plus the supporting medical documentation to [nutrition@uk.issworld.com](mailto:nutrition@uk.issworld.com) alternatively they may be sent by **FAX: 0871 429 4180** or **POST: ISS Education Nutritionist, ISS UK, Velocity 1, Brooklands Drive, Weybridge, Surrey KT13 0SL**.
4. Part B of the referral form (with the photo of your child) must be passed to the kitchen manager.
5. The completed special diet menu will be issued to the school reception staff for your attention within 3 weeks of the ISS Education Nutritionist receiving the special diet referral form and supporting medical documentation (any forms received without supporting medical documentation will not be processed).
6. When you receive your child's special diet menu from the school reception staff, please review the menu (and the ISS Education September 2019 Nut Policy if your child has an additional nut allergy) and complete the enclosed [Special Diet Consent Slip](#).
7. Once complete, please return it to the school reception staff, who in turn will pass it to the ISS Education area manager. School lunches corresponding to the special diet menu will be provided once the area manager has given the completed consent slip and the special diet menu to the kitchen manager.
8. If there is more than one meal option available on any one day and you would like your child to have a particular meal, to avoid disappointment, please contact your school reception staff to notify them of your meal selection(s). Please ensure this is done at least one week in advance.

## Summary: Dietary Safeguarding Referral Procedure

Parent /guardian to request a copy of the special diet referral form from the school reception staff.

- One form to be completed per child.
- Parent /guardian to Complete Part A.
- Parent /guardian to Complete Part B plus temporary meal options.
- Parent /guardian to attach a colour photo of the child to Part B.

Parent /guardian should return the completed forms to school reception staff

- Enclose supporting medical documentation (from your GP, dietician, paediatrician or school nurse) to confirm the child's medical dietary requirements.
- **Please note, any referral forms received without supporting medical documentation will not be processed.**

Upon receipt of the completed forms, school reception staff will....

- Pass Part A and supporting medical documentation to the ISS Education Nutritionist (Post: **ISS Education Nutritionist, ISS UK, Velocity 1, Brooklands Drive, Weybridge, Surrey KT13 0SL**; Fax: **0871 429 4180** or Email: [nutrition@uk.issworld.com](mailto:nutrition@uk.issworld.com))
- Pass Part B to the kitchen manager.

Upon receipt of the completed referral form, the Nutritionist will....

- Create a special diet menu for the child (within 3 weeks of receiving the referral form and supporting medical documentation).
- Send the completed special diet menu & blank consent slip to the ISS Education area manager

Upon receipt of the completed special diet menu & consent slip the ISS Education area manager will....

- Send the cover letter, special diet menu, consent form and nut policy (where required) to the school reception staff.
- The school reception staff will then pass all documents to the parent /guardian to review and consent to.

Upon receipt of the completed consent form, the school reception staff will....

- Return the completed and signed consent form to the ISS Education area manager.
- Parent / guardian may keep their copy of the special diet menu for their records.

Upon receipt of the completed consent form the ISS Education area manager will....

- Pass the special diet menu and completed consent form to the kitchen manager.
- Special diet menus will not be implemented until the school cook has the special diet menu, a completed (and signed) consent form and Part B of the referral form (with a colour photo of the child attached).