SPECIAL DIET POLICY

This policy addresses the process for Kingswood Education Catering Limited ("Kingswood" "we" "us" "our") and the school in providing suitable meals for children with specific needs.

Administration

Parents or guardians must:

1. Register themselves and then log in and add child to the account at www.kingswoodcatering.co.uk
2. Complete the registration, making sure that they click on Allergy Update stating that their child has a dietary requirement.
3. Parent/guardian must choose from the allergens listed that apply to their childs dietary requirement, if the allergen/intolerance is not listed the parent **MUST** contact Kingswood Education Catering Limited to discuss.
4. It is the responsibility of Parents/guardians to update their Childs dietary requirements on the Kingswood Education Catering Limited Website and keep this information up to date and to advise the school of any changes.
5. When a parent or guardian updates an allergy/intolernance they will not be able to order their child's meals until they have confirmed their childs allergy/intolerance by completing the online signature

The Top 14 Allergens in the UK

The top 14 allergens in the UK as identified by the Food Standards Agency are:

1. Celery
2. Cereals containing gluten
3. Crustaceans
4. Eggs
5. Fish
6. Lupin
7. Milk
8. Molluscs
9. Mustard
10. Nuts
11. Peanuts
12. Sesame seeds
13. Soya
14. Sulphur dioxides (sometimes known as sulphites)

More information can be found at:

https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf

Kingswood Education Catering Limited offer a 'Free From' meal on the menu which is suitable for all children that fall under the Top 14 Allergens List. All ingredients are listed on our website for all of our meals and puddings to assist parents/guardians at the point of ordering.

Using the information provided by Parents/Guardians via the Kingswood Education Catering Limited website, Schools will be able to see the children with a top 14 dietary requirement on their Top 14 List.

Other Allergens and Food Intolerance

Children with any allergies that fall outside of the Top 14 allergens will feature on the main dinner register, Parents/Guardians **MUST** update their child's dietary requirements online and inform immediately of any changes.

School responsibility for identifying children who have a Top 14 allergen.

The school **MUST** devise and implement a system of identification so that any child with a Top 14 allergy receives the correct meal from Kingswood serving staff. When the system has been devised it must be sent to the Kingswood Special Diet Coordinator special.diets.kingswoodcatering@outlook.com

Kingswood Serving Staff will liaise with the school to help implement the agreed method of identification, however neither Kingswood nor its staff, under any circumstance accept responsibility for the identification of a child.

The School must print off the Top 14 List from their online Dinner Register and give the list to the Kingswood Education Catering Limited serving staff. This is used to identify the correct meal choice for the children listed.

The accountability section **MUST** be signed by serving staff to confirm the correct meal has been served. The accountability section **MUST** also be signed by school staff to confirm the correct meal has been served.

As part of our service in some schools we provide salad, bread and fruit bowls, in some cases schools allow the children to select a pudding themselves after they have eaten their lunch. It is the school's responsibility to supervise children at this point of service in order to identify any child who may have a known intolerance to particular fruit, vegetables, bread or pudding ingredients.

Kingswood shall not be liable for any loss caused or suffered if a child does not receive a suitable meal; does not receive the correct meal because of misidentification of a child; or if a child selects a meal (including self-service salad, bread or fruit) not ordered for them by the child's parents or guardians. It is the school's responsibility to ensure the correct child receives the correct meal and the school shall solely be liable for any loss suffered.

The Service

Kingswood shall be responsible for cooking and preparing meals from the online orders placed.

Kingswood prepares and serves food in an environment designed to reduce the risk of contamination however it is not possible to guarantee that this will be an allergen free environment.

If for any reason Kingswood must use alternative ingredients to those published on its website Kingswood is responsible for ensuring the changed ingredients are suitable for children according to their dietary requirements listed on our website. If the alternative ingredients are not suitable it is Kingswood's responsibility to provide an appropriate substitute meal.

Your safety is our greatest concern and because allergies can be life threatening, we would ask you to think carefully about the risks before you order.

We are proud of the service we provide to people with allergies and intolerances, and we work very hard with our suppliers and our team on processes and checks around allergens. However, you should be aware that all our kitchens handle ingredients containing the top 14 allergens.