

Annual Review

School to arrange annual review meetings between the school and member of the catering team.



Cook on duty and the school will review all food allergens and special diets in school, review the details on the SD1 Risk Assessments and complete the information on the Review Records



If there are any dietary changes a new SD1 form and SD1 Risk Assessment must be completed, and information updated on the SD2 form.

If you have any questions or require extra support please contact the Area Manager for your school

NYESCatering@northyorks.gov.uk

01609 535324

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 is unable to be provided until the process is fully completed.



Flowchart for Primary Schools

NYES Catering and the School have responsibilities for ensuring pupils on special diets are provided with safe and suitable food.

NYES Catering have designed this safe system process for delivering the catering service for special diet requests in your school.

Co-operation and partnership working between NYES Catering and the School is essential.





Parent/Carer/Guardian requests a Special Diet Welcome Pack from the school office or downloads it from school website.

School to complete page 2 of SD1 form – SCHOOL LUNCHTIME INFORMATION.

Parent/Carer/Guardian returns completed special diet welcome form, together with letter from dietician/doctor for medically prescribed diets and a clear portrait photo of child, to the school.

School share completed special diet welcome form and completed page 2 with the catering team.

The completed form and information provided will be assessed alongside the NYES Catering Food Allergen & Special Diet Policy and Risk Assessment process. Cook on duty to complete SD1 Risk Assessment on kitchen tablet:

Implement appropriate actions as instructed by the risk assessment

If required the Cook on duty and Area Manager if required, will discuss and action the outcome of the risk assessment.

If required the school representative will meet with the Cook on duty, and Area Manager, if appropriate, to discuss the outcomes of the risk assessment.

If required the school will arrange a meeting between the school representative, member of the catering team and the Parent/Carer/Guardian

At the meeting, specific menu and requirements, and all sections on the 'details of meeting form' will be agreed and signed. A start date for providing meals will be agreed.

The completed pages 2-4 of the SD1 form showing agreed start date will be passed to the school for them to take a copy for their records and the original to be kept in the Purple Special Diets folder in the kitchen.

We are unable to provide meals for children with allergies/special diets until we have the completed form and have followed the above procedure.

Once a start date has been agreed

School to prepopulate the Name of School, Photo, Childs Name, Class & Allergen/Special Diet details on the SD2 daily planning sheet and laminate. Every child with an SD1 form must be on the SD2 form.

School to inform the catering team by 9.30am daily which children with a special diet require a lunch.

School must communicate all changes to any dietary requirements to the catering team and appropriate school staff on site as soon as possible and confirm in writing.

The Cook on duty to ensure all the catering team are fully trained and confident to safely produce the meals.

All catering staff and appropriate school staff to be aware of all special dietary requirements.

If unsure speak with the Cook on duty immediately.

A recommended safe system for delivering the service could include dividing pupils into special diets and non-special diets. To reduce risk, the former group should be provided with lunch as a group first.

The completed pages of the SD1 form showing agreed start date will be passed to the school for them to take a copy for their records and the original to be kept in the Purple Special Diets Folder in the kitchen.

School to initiate reviews.