September 2022

Dear Parent

Food Allergies and Food Intolerance

As a leading and responsible catering Company, we have the duty to comply with food safety law and we want to be able to serve all the children at the school with high quality freshly produced food which meets food safety and hygiene standards and is enjoyable, nutritious and safe for them to eat. We recognise that a small number of children can get an allergic reaction or intolerance to a commonly eaten food. We are very concerned about this and endeavour to serve them with food which is safe for them to eat.

We follow guidance from the Food Standards Agency and other official bodies and we consider that proper communication and exchange of accurate information between everyone concerned is the key area to allow the food allergy or intolerance to be managed in the best interests of these children. Please note

- this policy relates only to food allergies or food intolerances and does not cover any other dietary choices except autoimmune diseases such as Coeliac disease which requires the removal of gluten from the diet
- If your child has a partial allergy or intolerance to eggs, milk or gluten e.g. wheat, ("Egg, Milk or Gluten Ladder") you may have been advised they can consume these items in one form but not in another. The Company is unable to accept responsibility for this and deciding what level of the food allergen is safe for them to eat and it is unable to serve foods containing egg, milk or gluten in any form to your child. When any trials have been completed and your child no longer has an allergy or intolerance to these food allergens, the School and the Company should be informed and the Food Allergy Management Form updated so that your child can be served with the appropriate foods

We have to make sure that information regarding the ingredients of any food being served to children is made available. We follow these requirements and keep an up to date Ingredient List / Recipe Card for each dish produced in the school kitchen so we can identify if any of the fourteen common food allergens are present in the food and the correct choice can be made as to which food those children who have a food allergy or intolerance can safely be served with.

We take all reasonable care and precautions to identify and control the ingredients being used but, there can be no absolute guarantee that any dish will not contain any of the fourteen common food allergens as this can occur as a trace from an ingredient, as a result of the list of ingredients from the supplier not declaring its presence or as a result of accidental cross contamination in the kitchen or counter from something as simple as serving spoons being accidentally used for more than one item.

If your child has a food allergy or food intolerance, in order for us to serve them with food we prepare in the school kitchen for the first time and manage the situation in their best interests, you are requested to complete and return the attached Food Allergy Management Form by email so as to:

- Identify and confirm the type of food allergy or food intolerance your child has
- Produce medical evidence to confirm the food allergy or food intolerance
- Make sure the severity of the risks involved are understood by everyone
- Put a process in place so that your child is correctly identified when being served with food including provision of an up to date photograph of your child

We look forward to working with you to endeavour that it is managed in the best interests of your child. If for some unavoidable reason you are unable to return the form by email, we will attempt to make contact with you by telephone and complete the necessary documentation. This will then be sent by email for you to check, agree or amend and sign and return to the sender of the email. If you do not have access to email, a meeting can be arranged at the school to complete the process. Please be assured that any personal data will be processed in accordance with our privacy policy which can be found on the company's website www.harrisoncatering.co.uk

Yours sincerely
Harrison Catering Services