

As a responsible catering company, we regularly review our policies and processes.

We continually review and update our food allergy and food intolerance procedures by combining legal requirements with industry best practices and our extensive experience catering for children in schools. We have also enabled parents to access the policy, procedure, and form at any time through our website.

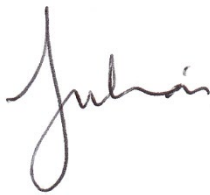
As we are all aware, food allergies and intolerances can both have severe consequences. For people with a food allergy, even a minimal amount of the food containing the allergen to which people are sensitive can make them very ill and, in some cases, cause a potentially fatal anaphylactic reaction. Food intolerance usually results in a less severe reaction but can still be very serious.

The Food Information Regulations 2014 stipulate that information about the fourteen common ingredients causing food allergies or intolerances must be made available when requested. These are celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, nuts, peanuts, sesame, soybeans and sulphites. Additionally, accurate records must be kept of all ingredients used in all dishes and food items prepared in the kitchens.

In addition to the legal/ statutory requirements, our [Food Allergies & Food Intolerances Policy](#) (which can be found by clicking on the link) outlines the further procedures in place to protect young children in primary/preparatory schools and to ensure any dietary needs are communicated and a safe choice selected. To assist you, we have summarised this below.

We all recognise and understand the importance of robust food allergen and intolerance management in protecting the welfare of children. This partnership approach is intended to ensure that a process is in place that is straightforward, minimises the potential for errors, supports schools with gathering the information required, and instils confidence in all partners that the child's safety is taken seriously.

Yours Sincerely



Julian Eley
Hygiene and Safety Manager

Food Allergen & Food Intolerance Management V4 Summary

Before the child starts school/ is served for the first time

The school informs the parent / guardian where they can find information about food allergies on the Harrison Catering Services website [Food Allergies & Food Intolerances Policy](#)

The parent / guardian reads the Notice on the Harrison website about food allergies and food intolerances.

The parent / guardian completes the [Food Allergy and Food Intolerance Management Form](#) on the Harrison website and returns it to the school office together with medical evidence of the child's allergy and a current photograph of the child.

The school provide a copy of the completed form and photograph to the catering manager/ cook manager at their site.

A copy of the completed form and the photograph are placed in the Food Allergy Folder which should be available at the servery counter when the children are being served.

If anything changes

The parent / guardian informs the school of any changes to the child's food allergy or food intolerance and provides a current photograph of the child every year.

At every service

The child is presented at the servery counter (in order of preference):

- By a member of the school staff.
- Wearing a lanyard which details their name and food allergy and is clearly visible to the member catering staff before the child is served any food.
- Wearing a coloured wristband, which is clearly visible to the member of the catering staff before the child is served any food.

A double check is made against the food allergy folder to confirm the identity and the child's food allergy.

The Company Ingredient List or Recipe Card is checked to identify which of the 14 common food allergens are present and for any changes to Ingredients List or Recipe Card before the child is served.

Note: The service of food to a child with a food allergy cannot be reliant on facial recognition by the member of the catering staff.

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