



SPRATTON HALL

Dietary Policy and Procedure

September 2023

DIETARY POLICY AND PROCEDURE

Title: Dietary Policy and Procedure	Responsible: SJSC / Senior Matron
Date implemented: November 2009	Last Review: February 2023
	Next Review: September 2024

This policy outlines the School's responsibility to be mindful of the special dietary requirements of pupils of different religious backgrounds and cultures, vegetarians and vegans and to ensure that medical and dietary requirements are satisfied.

AIMS

- To identify all pupils with special dietary needs
- To ensure that special dietary needs are met and catered for wherever possible

SCHOOL KITCHEN, FOOD FROM HOME AND DIETS

The school has its own kitchens and produces excellent balanced meals each day. The emphasis is on healthy eating. The bringing of snacks and drinks is not allowed, with the exception of water bottles. The school always aims to ensure that those on special diets are not discriminated against and to encourage good general habits. For many pupils, dietary considerations are very important and the school works closely with parents to provide a suitable and enriched diet.

In view of the number of children suffering from nut allergies, the school is totally 'nut-free'. Any foods containing nuts are not allowed in the school and are not to be used in any circumstances. Vigilance is exercised concerning any food coming into school, for example birthday cake, cake sales, etc.

THE PROCEDURE FOR NOTIFYING THE SCHOOL:-

1. Parents of new and/or current pupils are to notify the Senior Matron, Mrs Debs Hadfield, in writing (questionnaire form is provided) of their child's dietary needs and allergies.
2. The Senior Matron will inform the Catering Manager and ensure that all staff are aware. A report for the pupil can be compiled consisting of their photograph, special procedures that will need to be adopted, medication requirements and emergency contact numbers.

If necessary, the parent will supply information from their child's Doctor/Consultant. Copies of the report will be kept in the medical Room. Matron will inform the Catering manager and all staff by email and document the information on Engage.

3. The Deputy Head/Head of Pre-Prep will ensure that all academic staff are made aware of the identities of pupils with special dietary needs and allergies and what to do in the event of an emergency.
4. The Catering Manager will ensure that all catering staff are made aware and, if necessary, contact the parent by telephone and discuss the child's requirements.
5. In certain circumstances, it may be necessary to ask the severely allergic pupils to bring in their own specially prepared food into school.
6. It is the parent's responsibility to notify the school immediately of any change in circumstances which will be dealt with under the procedure of Point 1.

The Dietary Policy and Procedures should be referred to in conjunction with the Medication Policy and the First Aid Policy.

This policy will be reviewed annually.