

SPECIAL DIET POLICY STATEMENT

It is the policy of Autograph to provide pupils with special dietary requirements the opportunity to enjoy safe and suitable school meals. This policy allows us to individually safeguard pupils who require special diets and to support our catering teams to cater for them, where it is safe to do so.

Allergies, Intolerances and Texture Modified Diets

Autograph deliver a comprehensive referral process across our nursery, primary and special schools, enabling the production of bespoke menu plans for each pupil with a medically verified allergy, intolerance or texture modified diet (TMD).

1. For all pupils who wish to have a school meal and suffer from an allergy, intolerance or TMD, a referral form must be completed.
2. All forms must be completed in full, including supporting medical referral from a registered medical professional (GP, Dietitian, School Nurse, Speech and Language Therapist).
3. In line with the General Data Protection Regulations (GDPR) (EU) 2006/679 all personal information is kept on a password protected database and will not be shared with any third-party organisation. Information will only be retained for as long as it is necessary to fulfil the purposes we collected it for. If we do not receive consent we will be unable to process the referral form.
4. Once all information is processed by the Nutrition Department a bespoke menu will be sent to the parents/guardians and catering team.
5. We recommend that the parents/guardians meet with the school cook to discuss the bespoke menu and to provide a photo for the photo record sheet.
6. The pupil may now begin school meals.

Bespoke Menus

Autograph provide a range of bespoke menus which remove a wide variety of ingredients, such as tomato, pulses and the 14 key allergens included in the Food Information for Consumers Regulation (e.g. milk, eggs and soya). A key objective when developing individual menu plans is to ensure that they remain as close as feasibly possible to the standard school menu. This process follows guidance from health professionals, the Children's Food Trust and the School Food Plan.

Please note, we cannot guarantee that menus are 100% free from the specified allergen(s) due to cross-contamination risks. Some of our suppliers state 'may contain' warnings on their products due to manufacturing and distribution processes.

Within secondary schools, bespoke menu plans are not provided; however, catering staff are able to seek a high level of support from the Nutrition Department to ensure they can cater for special diets safely.

Religious, Ethnic or Cultural Dietary Requirements

The school menu offers a meat, poultry or fish option and a vegetarian option daily. All Catering Teams have access to a Special Diet Support Pack which provides guidance to cater for different religious, ethnic and cultural requirements. We do not require a referral form to be completed for these dietary requirements, unless it is in conjunction with an allergy or intolerance.

Allergen Procedure

Autograph operates a best practice approach to allergens in line with guidance from the Food Standards Agency and in compliance with the EU Food Information for Consumers Regulation No. 1169/2011:

- An Allergy Notice Sign is displayed in a visible position at, or as near to, the point of service in every school catering outlet. This notice informs all customers that allergen information is available upon request.
- Autograph Catering Teams hold allergen information for all dishes served (the 14 key allergens listed by the EU Food Information for Consumers Regulation), which customers may request at any time.
- Our Allergen Advisor Training has been reviewed and endorsed by Allergy UK and is completed by Catering Managers on an annual basis.
- Our Special Diet Support Pack has been reviewed and endorsed by Allergy UK and is available in every school kitchen.
- All nursery, primary and special school pupils with allergies, intolerances or TMDs must go through our special diet referral process to individually safeguard children.

This policy statement will be reviewed on an annual basis.

A handwritten signature in black ink that reads "Sharon Brown". The signature is written in a cursive style with a horizontal line underneath the name.

Sharon Brown
**National Operations Director – Autograph
Communities**