

PROCEDURE FOR SPECIAL DIETS

Parents Responsibility

- ✓ The parent goes to their GP and/or Dietician and requests a letter stating the actual needs of the diet. The dietary information needs to be as comprehensive as possible.
- ✓ This letter is sent to CEC HQ who are responsible for processing the diet.

Admin. Teams Responsibility

- ✓ Should the diet received from the GP/Dietician not contain sufficient details for the delivery of the diet then the GP/Dietician should be contacted for more comprehensive information.
- ✓ The information received is entered into a standard letter which must identify the following information:-
 - School address
 - Date
 - Headteacher's name
 - The details of the pupil:-
 - Name
 - DOB
 - Type of diet required
 - Name of the clinic, hospital requesting the diet
- ✓ Three copies to include a copy of the relevant diet sheet will be produced:-
 - Headteacher
 - Contract Manager
 - CEC files
- ✓ A second letter/memo is produced containing a return slip, which needs to be completed by the Contract Manager identifying the date that the diet starts.
- ✓ Two copies will be made:-
 - Contract Manager
 - CEC Files (awaiting confirmation diet has started)

Manager's Responsibility

- ✓ If appropriate, to seek clarification about the diet from the Dietician,
- ✓ If appropriate, to meet with the parent and identify the pupil's likes, dislikes and any suitable products that can be used.
- ✓ Ensure the Catering Supervisor understands the diet and it is implemented as soon as possible.
- ✓ To return the lower half of the memo confirming the start date to CEC HQ.

Most Common Types of Diet

- ✓ Diabetic
- ✓ Dairy Free
- ✓ Specific additive free
- ✓ Gluten free
- ✓ Nut free

Due to nut allergies becoming more common place Cheshire East Catering has taken the decision to remove nuts from all school kitchens.

However, were there any requests for the provision of a nut free meal, it will be necessary for the Catering Supervisor to check the ingredients on food packets as manufacturers change ingredients unknown to Cheshire East Catering.