



WELLSPRING
Catering Team

Allergen Procedure

Wellspring Academy Trust believes in providing high quality food that is safe to eat for pupils, staff and visitors. We are committed to reducing the risk with regards to the provision of food and the consumption of allergens which could lead to an allergic reaction by complying with all relevant food regulations and implementing a consistent Trust wide approach.

We acknowledge that the successful management of allergens requires the commitment and support from all employees. To achieve this we will:

- work closely with our supply chain to ensure accurate information on all products that may contain allergens.
- maintain a database of all our recipes, clearly listing ingredients and highlighting those containing allergens.
- work closely with our academies in assisting in the support of learners with known allergies, including meeting with parents to discuss any dietary needs.
- display signs that encourage our pupils, staff, and visitors to ask about allergens in the foods being served.
- ensure that the catering teams have the necessary training and information to provide accurate guidance on allergens.
- through good hygiene practices and adhering to Hazard Analysis and Critical Control Points (HACCP), reduce the risk of cross contamination in our kitchens.
- audit our operations to ensure the above policy and practices are working effectively and review the policy as necessary.
- not knowingly serve foods containing nuts or peanuts, such as peanut butter, Nutella, nut oils and foods containing nuts within our schools. At no time will the Trust make a 'free-from' claim.

Food Safety Roles & Responsibilities

Academies will:

- as data controllers, collect information of pupils with dietary needs, food allergies and intolerances ensuring this information is kept up to date.
- capture dietary need information on the Dietary Information Form and record this on the School Information Management System (Arbor).
- follow the allergen administration process (Appendix 1) to ensure communication with all relevant parties.
- ensure that all staff are adequately trained on allergens and the Trust Allergen Procedure.
- educate pupils about allergies and to support peers with dietary needs.

The Trust/Regional Catering Manager will:

- ensure that all academies have implemented the Allergen Procedure.
- meet with parents of **RED** category pupils to discuss and agree requirements where appropriate.

The Catering Compliance Manager will:

- audit the catering unit annually to ensure the effectiveness of the Allergen procedures.

The unit Catering Lead will:

- ensure that the Allergen Procedure is followed at Catering Unit level.
- agree a protocol with the school to identify pupils with dietary needs (as recorded on the Dietary Information Form), this system should not be based solely on photographs or staff confirming pupils identity, but be a system of coloured wristbands, lanyards at Primary School age, and till identification and students stating their dietary needs at the point of service at Secondary School/Post 16 age.
- be involved in the parent meeting of **RED** category pupils to discuss any individual requirements, with the Trust/Regional Catering Manager and record the outcome from any meeting on the Dietary Information Form.
- ensure that where there are any **RED** category pupils the correct procedures are followed at all times.
- ensure that all staff are aware of all information relating to pupils and their allergies.
- follow all approved recipes to ensure that allergen information is correct and up to date.
- complete the manual allergen matrix when producing dishes, using information from recipes and ingredient packaging.
- ensure that the all-allergen matrices are reviewed and kept up to date to reflect any changes to recipes.
- ensure that all allergen matrices are signed and dated when completed and/or reviewed.
- check product packaging before use/consumption as the packing will carry the manufacturer/suppliers up to date information and update allergen information as necessary.
- wear as instructed any protective clothing or uniform which is supplied by the Trust in the interest of food safety.
- complete the Trust approved allergen training and ensure all catering staff have been trained.
- immediately report any concerns or issues to their Trust/Regional Catering Manager.

Catering unit staff will:

- ensure that they follow the correct procedures detailed in the Allergen Procedure to ensure the safety of pupils.
- cooperate with the Trust on matters of allergen management and control, including completing any training and reporting any concerns to their manager.

Parents/Carers will:

- inform the Academy of their child's dietary needs as soon as possible.
- complete the Dietary Information Form and return to the school, providing medical support for food allergies.
- where necessary meet with the Trust/Regional Catering Manager/Catering Lead to discuss any specific requirements relating to their child's dietary needs. Information from these meetings to be recorded on the Dietary Information Form.
- inform the Academy of any changes or individualised menu requirements.

Pupils will:

- work with the catering team to follow agreed procedures relating to foods.
- take care to knowingly avoid any foods which may cause an allergic reaction.
- state their dietary requirements at secondary school/post 16 stage or wear the identification method at primary school age.

Managing Dietary Needs

It is important for the safety of our pupils, staff and visitors that each Academy has accurate and relevant allergen information on the foods that it produces. An Allergen Matrix must be accurately created each day for all foods served in the catering unit.

Any pre-packed foods must be clearly labelled to identify allergens and ingredients. Some products may be labelled 'may contain' which highlights the possibility of cross contamination during production. These products will not be suitable for pupils in the **RED** category.

Clear signage is displayed, specifically directing any pupil, staff member or visitor with allergy concerns to a member of our catering team.

At the beginning of each academic year, the school office must provide the Catering Lead with written confirmation of the pupils that have dietary needs on the Dietary Information Form. In addition, the school must provide this information for new pupils throughout the year. See Appendix 1.

14 Allergens	Example Foods
Peanuts	Sauces, pesto, cakes, desserts, groundnut oil, peanut flour
Nuts	Sauces, desserts, crackers, bread, ice cream, marzipan, ground almonds, nut oils
Fish	Salad dressings, pizzas, relishes, fish sauce, you might also find fish in some soy and Worcester sauces
Eggs	Cakes, mousses, sauces, pasta, quiche, some meats products, don't forget foods containing mayonnaise or brushed with egg wash.
Crustaceans	Seafood with legs e.g. prawns, lobster, scampi, shrimp paste
Sesame	In bread, tahini, hummus, sesame oil
Milk	Yoghurt, cream, cheese, buttermilk powder, bread products, products glazed with milk
Soya	As tofu or bean curd, soya flour and textured soya protein in some ice cream sauces desserts, meat product, vegetarian products
Celery	This includes celery stalks, leaves and seeds and celeriac. Celery salt, salads, some meat products, soups and stock cubes
Mustard	Including liquid mustard, mustard powder, and mustard seeds, in salad dressings, marinades, soups, sauces, curries, meat products
Lupin	Lupin seeds and flour in some bread, breaded products and pastry
Molluscs	Seafood without legs e.g. mussels, weeks, squid, cockles, land snails, oyster sauce
Cereal containing Gluten	Such as wheat, rye and barley, also check foods containing flour such as bread, pasta, cakes, meat products, sauces, breadcrumbs, stock cubes, foods, dusted with flour
Sulphites	In meat products, juice drinks, apple sauce, dried fruit (apricots) and vegetable, wine, and beer

Within secondary establishments, students are supported in making informed choices if dining at school. In order to ensure the safety of pupils, particularly at primary school, the following list categorises the pupil depending upon their needs.

Pupils with severe allergies, or who have suffered from anaphylactic symptoms, will be categorised as **RED**.

Pupils with an allergy (not severe) or intolerance will be categorised as **AMBER**.

Pupils with a dietary preference based on lifestyle will be categorised as **BLUE**.

Pupils with food aversions or requiring texture-modified food (TMF) meals will be categorised as **PURPLE**.

Category Controls

RED separate meal plated, double wrapped, labelled and signed for upon service

AMBER suitable meal served from the counter

BLUE suitable meal served from the counter

PURPLE suitable meal served from the counter

The following controls must be in place at all times for **RED** category pupils:

- The Catering Lead must communicate to the catering staff when food for **RED** category pupils is being prepared.
- Where possible this should be in a separate area, if this is not possible, then separated by time from other foods containing allergens.
- Prior to preparation, the area and all equipment must be thoroughly cleaned using the two-stage cleaning method and/or dishwasher to prevent cross contamination.
- When preparing the meals, the Catering Lead must thoroughly wash their hands and wear a disposable plastic apron over their uniform to prevent cross contamination.
- Care must be taken at all stages to prevent any allergen cross contamination including storage of ingredients, preparation, cooking and service.
- Once completed the meal must be plated and double wrapped in cling film, then clearly labelled with the pupil's name, date and dish description.
- If the cling film at any time is torn, removed or damaged the meal **MUST NOT** be served and immediately disposed of.
- It is the Catering Lead's responsibility to check the dish before service to ensure that it is correctly covered and labelled. The Allergen Free meal record must be signed by the person who has prepared the meal.
- The meal must be clearly identified to the member of staff nominated to serve the pupil and the Allergen Free meal record signed before the meal is served directly to the pupil by the nominated member of staff.

It is not possible to completely eliminate the risk of cross contamination, unless a meal is produced for an individual in line with procedures for a **RED** category pupil.

AMBER, BLUE or PURPLE category meals can be served from the counter. Staff must hold a 'huddle' prior to service using the pre-service briefing record to ensure clarity on the ingredients contained in the dishes to be served.

Dietary Information Forms are to be referred to by the Catering unit staff during meal preparation, team huddles before service, whilst creating allergen matrices, during service times and following ingredient delivery, when item substitution may be made.

All staff present during food service should be vigilant of cross contamination during service, such as; salad bars, unwrapped cakes sharing a display unit, serving utensils and spillages.

Catering Contractors

Academies with catering contractors providing meals will be subject to the Contractors Allergen Procedure.

Important - Warning signs

It is not always clear if someone is having an allergic reaction because other serious conditions can have similar symptoms.

However, warning signs to look out for are:

- if they are finding it hard to breathe
- if their lips or mouth are swollen
- itching around the mouth
- wheezing
- rashes
- vomiting
- diarrhoea
- may collapse

If the above occurs, follow the Academy First Aid procedures.