

Greenshaw Learning Trust **Food & Nutrition Policy, Food Standards and Allergen Management Procedures**

Policy Title	GLT Food & Nutrition Policy, Food Standards and Allergen Management Procedures	
Category	Trust Policy	
Responsible Officer	GLT Director of Estates Delegated to the GLT Head of Catering	
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Monitoring arrangements	This policy will be reviewed every three years, or sooner if required by statutory guidance updates. The implementation of this policy will be reviewed annually by the Headteacher and the GLT Head of Catering.	
Associated Policies Internal Policy Library Published GLT Policies <i>For school policies please visit the school website</i>		
This Policy is based on or takes into account the following legislation and guidance		

Greenshaw Learning Trust

Food & Nutrition Policy, Food Standards and Allergen Management Procedures

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Terminology

- The Trust means the Greenshaw Learning Trust (GLT).
- School means a school or academy within the Greenshaw Learning Trust.
- Headteacher means the headteacher, executive headteacher or principal of the school/academy.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Trust Shared Service means the services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a school Headteacher. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher should be read as the GLT CEO.
- Governance Colleague means a Trustee or Community Governance Committee (CGC) member.
- Responsible Officer means the member of the Director Team to which responsibility for the management of the policy, procedure or statement has been delegated by the Board of Trustees
- Policy or Policies should be read as including any procedures, reports, templates, models, statements and schedules etc. as specified in the GLT Policy Schedule. Categories of Policy are defined in 'Scope and Applicability'

Scope & Applicability

- It is the responsibility of the Headteacher of each school, and the GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff follow this Policy and all Policies and Procedures across the Trust.
- If there is any question or doubt about the interpretation or implementation of this Policy, the 'Responsible Officer' or the GLT CEO should be consulted.
- Unless otherwise stated, all Policies apply to all schools within the Trust, all Trust employees (including temporary and agency staff), all pupils, all trustees and committee members (including members of community committees), all volunteers, and all visitors and contractors
- This is a Trust Policy. The GLT Board of Trustees has approved a set of Trust-wide policies and procedures. A Trust-wide policy/procedure is a single policy/procedure that must be followed by all schools and services in the Trust.

Policy Statement

The Board of Trustees of the Greenshaw Learning Trust is committed to ensuring that schools within the Trust promote healthy eating and enable pupils to make informed choices about the food they eat, and believe that this can be achieved through a whole-school approach to food and nutrition.

At the Greenshaw Learning Trust (GLT), we know that what our pupils eat and drink is paramount to their health and well-being. GLT recognises the important connection between informed food choices and a pupil's ability to be healthy, happy and successful, and to learn effectively. The quality, nutritional value and sustainability of food has an increasingly high public profile and will become one of the factors by which pupils and staff exercise choice when selecting their food providers. Healthier,

more sustainable food at GLT may help to encourage positive lifestyle changes outside of school, for pupils and staff, leading to a positive impact on health and well-being, as well as on our environment.

All staff have a key role in influencing pupils' knowledge and attitudes towards food, so GLT seeks to ensure that pupils receive consistent messaging about healthy eating across the formal curriculum, food provisions, school practices and staff acting as role models.

GLT is committed to providing food that is safe to eat for all pupils, staff and visitors. We recognise that food allergies can cause serious harm and we must reduce the risk of allergic reaction and cross-contamination in every kitchen and service area.

Policy Principles

The Greenshaw Learning Trust and its schools will meet the standards as set out in the DfE School Food Standards.

All schools must ensure that they:

- Enable pupils to make healthy food choices through the provision of information and development of appropriate skills and attitudes.
- Provide free school meals if the pupil and/or parent meet eligible criteria and encourage any child who is entitled to, to apply for and then claim their free school meal.
- Improve the health of school communities by ensuring that they provide opportunities for food education and encourage healthy eating habits which also take into account environmental considerations.
- Meet any medical and dietary needs of pupils, within the Government and GLT food-based standards, and in line with the Allergen Management Procedures
- Provide drinking water on school premises free of charge at all times.
- Provide appropriate food through the school kitchen for children who have particular needs because of disability, allergy, religion or culture or because of personal choice (ie; vegetarian / vegan).
- Promote sustainability in school meals by working closely with Regional Manager sourcing seasonal, and minimally processed ingredients, reducing food waste, and implementing eco-friendly practices across all catering operations.
- Provide food in accordance with the 'GLT School Food Standards' as agreed by the GLT Head of Catering and follow the GLT Allergen Management Procedures

In addition, all GLT Schools will :

- Provide facilities for children in which to eat, which must be free of charge for pupils bringing their own meals. These facilities must include accommodation, furniture and supervision.
- Educate pupils on sustainable food choices through curriculum integration and practical activities (e.g., school gardens, composting projects).
- Engage pupils and staff in sustainability initiatives to foster a collective commitment to environmental responsibility.
- Encourage recycling and provide clear recycling options within dining areas.
- Have lower fat or lactose reduced milk available to children who want it, at least once a day during school hours.
- Work towards gaining an external Catering excellence award from the Soil Association Food for Life (Bronze accreditation).

- Sign up to the School Fruit and Vegetable Scheme (SFVS) which provides four to six-year-olds throughout England with a free piece of fruit or vegetable every school day.
- Work with parents to ensure that children receive appropriate food at school.

GLT School Food Standards

GLT School Food standards for lunch

All GLT schools must ensure that the food they provide meets the following standards for school lunches:

- No less than two portions of fruit and vegetables/salad per day per pupil must be provided. At least one must be vegetables/salad and one must be fruit.
- Fish should be available at least once a week and oily fish, such as salmon or mackerel, must be provided at least once every three weeks.
- Rice and pasta must be available at least once a week.
- Pies, casseroles and stews must have at least half a portion of vegetables per serving.
- Bread, with no added fat or oil, should be provided on a daily basis.
- Schools must only provide permitted drinks.
- Fresh drinking water must be available free of charge at all times.
- Deep fried and high saturated fat foods such as chips and garlic bread must not be served more than twice a week.

All GLT schools must ensure that:

- Salt should not be available to add to food after cooking, and must not be provided at tables or service counters.
- Condiments should only be available in sachets or individual portions of no more than 10g or 1 teaspoonful.
- Snacks should only be seeds, fruit or vegetables without added fat, salt, sugar, or honey are to be provided.
- Savoury crackers and breadsticks can only be served with fruit, vegetables, or dairy food as part of a school meal.
- Meat products that are manufactured or homemade from each of the three food groups may not be provided more than once a week across the school day:
 - Group 1 – burger, hamburger, chopped meat, corned meat.
 - Group 2 – individual meat pie, meat pudding, Melton Mowbray pie, game pie, Scottish (Scotch) pie, pasty or pasties.
 - Group 3 – any other shaped or coated products e.g. meatballs where the school is unable to determine the minimum percentage of meat content.
- Starchy food cooked in fat or oil must not be provided on more than 3 days a week, across the school day.
- Cakes and biscuits that are provided by the school at lunchtime must not contain any confectionery.
- Confectionery must not be provided at any time of the school day unless the school has a separate area for teachers and site staff members and sixth form students to purchase these items e.g. coffee shop, staff tuck shop.

- Cooking methods are carefully considered to ensure maximum vitamins are retained - ie; consider advantages of air frying (if available) or shallow frying, especially for foods that lose vitamins when cooked in water.
- The Allergen Procedure (Appendix C) is followed.

Nutrient-based standards for school lunches

The nutrient-based standards for school lunches aim to make the food offered at lunchtime healthier by decreasing the fat, saturated fat, non-milk extrinsic (NME) sugar and sodium content, and increasing vitamin and mineral content.

There are 14 nutrient-based standards for school lunches. These apply to an average school lunch within a one to four week menu cycle, and relate to the overall composition of food rather than on an individual basis.

To calculate the average school lunch, all food and drink should be entered into menu-planning and nutrient analysis software (Piranha software through Pelican Procurement), together with portion sizes and estimated numbers of each item. This will include recipes for the food which has been prepared from scratch and any specific product details for brought in items.

Bread does not need to be included in this analysis.

Where a school provides both primary and secondary education, a school lunch provided to a junior pupil must comply with the requirements for primary schools as outlined in the table in Appendix A; and a school lunch provided to a senior pupil must comply with the requirements for secondary schools as outlined in the table in Appendix B.

An average school lunch must provide:

- The amount of energy specified in the tables in Appendix A and B. The standard for energy is based on an average value, rather than a minimum or maximum, as pupils are developing at different rates and have different levels of activity.
- No more than the maximum allowance of fat, saturated fat, non-milk extrinsic (NME) sugars and sodium should be provided, as too much can be harmful.
- At least the minimum amount stated for carbohydrate, protein, fibre, vitamin A, vitamin C, folate, calcium, iron and zinc as too little can be harmful.
- Where a school provides both primary and secondary education, a school lunch provided to a junior pupil must comply with the requirements for primary schools as outlined in Appendix A; and a school lunch provided to a senior pupil must comply with the requirements for secondary schools as outlined in Appendix B.

GLT School Food Standards for foods other than lunch

All GLT schools must ensure that the food they provide across the school day at times other than lunch, including breakfast clubs, tuck shops, mid-morning break, vending machines, and after school clubs, meets the following GLT Food standards:

Breakfast

Breakfast is an important meal that should provide 25% of a pupil's energy requirements and contribute significantly to their vitamin and mineral intake. Pupils should be encouraged to eat breakfast before they come to school and this should be promoted through the curriculum work.

An example breakfast menu could include:

- A selection of cereals such as Weetabix, Cornflakes and Shreddies;
- A range of fresh fruit such as kiwi, melon, plums, grapes, raisins, apples, pears and bananas;
- Toast; and
- Apple and orange fruit juice, milk.

Packed lunch

Children who do not have a cooked school meal should be encouraged to bring in a healthy packed lunch.

The school should encourage parents and carers to provide children with packed lunches that are in line with the Government's food-based standards for all school food other than lunches. This can be achieved by promoting healthy packed lunch options using the principles of the Eat Well Plate.

A healthy suggested packed lunch could consist of:

- A sandwich / pitta bread / wholemeal pasta;
- A piece of fruit or chopped up vegetables such as raw carrot, cucumber or pepper;
- A fruit yoghurt;
- A drink, preferably water or fruit juice; and
- One chocolate coated biscuit or one cereal bar or one small portion of cake (not two or three in one lunchbox).

All food items in the packed lunch should be nut free.

Schools should request that parents do not include:

- Fizzy drinks;
- Sweets of any kind; or
- Chocolate bars such as Freddos, Kit Kat, Chunky, Dairy Milk, Galaxy, Twix or Aero.

After school clubs

During after school clubs, particularly those that are sport and exercise based, children should be encouraged to bring a water bottle to keep themselves hydrated.

All food and drink provided by primary schools to pupils outside of school premises during a school day (up to 6pm), including school trips, must meet the Government standards for non-meal foods. The only exception is for food provided on a residential school trip where the provider of the accommodation also provides the food, although the school should discuss this with them.

Theme days, Rewards and Celebrations

The school should not encourage the regular eating of sweets or other foods high in sugar or fat, especially as a reward for good behaviour or academic or other achievements. Other methods of positive reinforcement should be used in school. Some suggestions could be to reward positive behaviour and hard work with a stamper chart and certificate system, stickers, verbal praise and positive reinforcement.

Theme days, parties or celebrations to mark religious or cultural occasions and fund raising events are exempt from the standards, but schools should consider healthier alternatives where possible.

Snacking (Food and Drink Brought into School)

Schools should understand that snacks can be an important part of the diet of young people and can contribute positively towards a balanced diet. Young people, parents and carers are encouraged to bring healthier options to schools as snacks, so that they are in line with the foods sold and provided in school and the standards for all school food other than lunches. Children in Reception and Key Stage 1 do not require snacks, as fruit is provided daily.

Schools should consider requesting that children in Key Stage 2 bring in fruit or chopped up vegetables as their snack or offering a smoothie/milkshake bar at break times as an alternative to unhealthy snacks.

Mobile or Contract caterers serving food on school premises

To operate on school premises, mobile caterers must demonstrate that staff have undergone appropriate food hygiene training; that their facilities meet appropriate food safety requirements; and that they provide lower fat alternatives to foods and dishes which comply with Government guidelines, unless there is a theme day or special occasion.

Food Procurement

GLT schools work in partnership with Pelican Procurement who manage the supplier food chain on behalf of the schools. Included in the terms and conditions of the agreement GLT holds with Pelican Foods is a list of prohibited ingredients, which includes food colourings and tartrazine (sunset yellow FCF (E110) /quinoline yellow (E104) / carmoisine (E122) / allura red (E129) /tartrazine (E102) / ponceau 4R (E124).

Exemptions to the school food standards

The GLT School Food Standards do not apply to food provided:

- At parties or celebrations to mark religious or cultural occasions.
- At occasional fund-raising events.
- As rewards for achievement, good behaviour or effort.
- For use in teaching of food preparation and cookery skills, provided that any food prepared is not served to pupils as part of a school lunch.
- On an occasional basis by parents or pupils.
- When an establishment is open only to serve adults e.g. teachers and sixth form students.

Responsibilities on GLT Staff

The Headteacher will ensure that these GLT School Food Standards are met in their schools, and in doing so will consult with and take advice from the GLT Head of Catering.

The GLT Head of Catering will ensure that these GLT School Food Standards are met in GLT schools, and that any medical, religious and other dietary needs of pupils are met, through ensuring that:

- Appropriate staff are fully informed (and fully understand) about individual children's dietary requirements, and how these are being met, so they can ensure appropriate food is provided.

- Consideration is given to how meals and snacks will be provided (e.g. whether appropriate meals will be identified or adapted from the existing menu, or whether suitable foods will be prepared or supplied separately).
- All staff are aware of actions to take in the event of an emergency (e.g. allergic reaction), including names, dose and administration of prescribed medication, and the staff trained to administer it.
- This information is easily available for all staff. This is achieved by displaying details and photos of children with special dietary requirements in the kitchen in primary schools, and through notifications from the online cashless system used in secondary schools.
- Food provided clearly shows allergen information.
- Catering staff follow standard recipes that ensure the required nutritional values of the dish.
- Schools have a process in place to update ingredients and allergen information when products are changed or reformulated.
- Cross-contamination is avoided with good hygiene (effective cleaning practices) as well as separation and labelling of ingredients.
- The Allergen Procedure in Appendix C is followed.

Definitions

- “Confectionery” refers to chewing gum, processed bars, non-chocolate confectionery, chocolate in any form (excluding hot chocolate), any product containing or wholly or partially coated with chocolate and any chocolate-flavoured substance (excluding cocoa powder used in cakes, biscuits and puddings or in an approved drink).
- “Healthier drinks” refers to fruit or vegetable juice (max 330 mls), plain water (still or carbonated), lower fat milk or lactose reduced milk, plain soya, rice or oat drinks enriched with calcium, yoghurt drinks, unsweetened combinations of fruit or vegetable juice with plain water, tea, coffee, and hot chocolate.
- “Oily fish” includes anchovies, herring, kipper, mackerel, pilchards, salmon, sardines, trout, tuna (except canned tuna) and whitebait.
- “Starchy food” consists of all types of bread, pasta, noodles, rice, potatoes, sweet potatoes, yams, millet, and cornmeal.
- “Fruit and vegetables” refers to fresh, frozen, dried, canned in water or juice, or fruit based desserts.
- “Combination drinks” refers to combinations of fruit juice and lower fat milk or plain yoghurt, plain soya, rice or oat drinks enriched with calcium; cocoa and lower fat milk; flavoured lower fat milk.

Nutrient-based standards by age, sex and type of school - Primary			
Energy or nutrient and amount of measurement	Minimum or maximum value	Reception and KS1	KS2

Energy in kilojoules (kilocalories)	± 5%	2215 (530)	2328 (557)
Fat (grams)	Max	20.6	21.6
Saturated fat (grams)	Max	6.5	6.8
Non-milk extrinsic sugars (grams)	Max	15.5	16.3
Sodium (milligrams)	Max	499	595
Carbohydrate (grams)	Min	70.6	74.2
Fibre (grams)	Min	4.2	4.5
Protein (grams)	Min	7.5	8.5
Iron (milligrams)	Min	3.0	3.0
Zinc (milligrams)	Min	2.5	2.5
Calcium (grams)	Min	193	193
Vitamin A (micrograms)	Min	175	175
Vitamin C (grams)	Min	10.5	10.5
Folate (micrograms)	Min	53	53

Nutrient-based standards by age, sex and type of school - Secondary			
Energy or nutrient and amount of measurement	Minimum or maximum value	KS3 and KS4	KS5
Energy in kilojoules (kilocalories)	± 5%	2549 (610)	2700 (646)

Fat (grams)	Max	23.7	25.1
Saturated fat (grams)	Max	7.5	7.9
Non-milk Extrinsic sugars (grams)	Max	17.9	18.9
Sodium (milligrams)	Max	714	714
Carbohydrate (grams)	Min	81.3	86.1
Fibre (grams)	Min	4.9	5.2
Protein (grams)	Min	12.5	13.3
Iron (milligrams)	Min	5.2	5.2
Zinc (milligrams)	Min	3.2	3.3
Calcium (grams)	Min	350	350
Vitamin A (micrograms)	Min	210	245
Vitamin C (grams)	Min	12.3	14.0
Folate (micrograms)	Min	70	70

Allergen Management Procedures

GLT is committed to providing food that is safe to eat for all pupils, staff and visitors. We recognise that food allergies can cause serious harm and we must reduce the risk of allergic reaction and cross-contamination in every kitchen and service area.

We will comply with legal requirements to provide accurate allergen information for food we sell and to label pre-packed for direct sale (PPDS) foods in line with Natasha's Law.

It is essential that these procedures are read in conjunction with the site Food Safety Management System (HACCP), the Unit Allergen Folder, and all local school allergy procedures.

Key definitions

We use the following categories to manage dietary needs in primary schools:

- **RED:** Severe allergy / risk of anaphylaxis, or other high-risk needs (e.g., choking risk on modified textures). Plated meals only with double-check controls.
- **AMBER:** Intolerance (e.g., symptoms such as stomach upset). Suitable meal served from the counter with clear checks.
- **BLUE:** Lifestyle preference (e.g., halal, vegetarian, vegan). Suitable meal served from the counter.

Note: In secondary schools, the focus is on providing clear allergen information so pupils can make safe choices. Student records on the cashless system must be followed at point of sale.

Legal and Trust requirements

- **Allergen information:** GLT Catering Teams will be able to provide accurate information on the presence of the 14 legal allergens in foods served.
- **PPDS labelling (Natasha's Law):** PPDS foods will be labelled with the food name and a full ingredient list with allergens emphasised.
- **No 'nut-free' or 'allergen-free' claims:** GLT does not claim to be a nut-free environment. Cross-contamination risks must be managed and communicated.
- **Record keeping:** Allergen checks, RED meal checks and delivered service matrices must be retained for 6 weeks

Roles and responsibilities

- **GLT Head of Catering:**
 - Has responsibility for these procedures, ensuring they are implemented across all sites.
 - Ensures training, auditing and continuous improvement are in place.
 - Ensures learning is shared following any allergen incident/near miss.
- **GLT Regional Catering Managers:**
 - Support mobilisations and ensure each site has an up-to-date Unit Allergen Folder.
 - Monitor compliance via site visits and spot checks; ensure actions are completed.
 - Lead investigations within 1 working day for any allergen incident/near miss.
- **Catering Manager / Chef / Operations Manager (school/site lead with responsibility for Catering):**
 - Implements these procedures at site level and ensures staff follow the controls at all times.
 - Ensures allergen matrices are completed, signed, dated and available on the service line (orange clipboard).
 - Ensures RED meals are produced, wrapped, labelled and served using the double-check process.
 - Ensures PPDS labelling is correct on all relevant items.
 - Brief the team before service and records training, and sign off.
- **All catering employees:**
 - Complete allergen training within the required timescales and follow site procedures.
 - Never guess allergen information – always check the allergen matrix/recipe/label.
 - Report any concern, mistake, or near miss immediately to the site lead.
- **Headteacher responsibilities:**
 - Provide GLT Catering Teams with an up-to-date list of pupils with allergies/intolerances/special diets (and updates throughout the year).
 - Ensure a clear pupil identification method is used in primary schools (e.g., lanyard/wristband). This must not rely on memory or photos only.
 - Ensure appropriate medical plans are in place for pupils who carry medication (e.g., adrenaline auto-injectors).
 - Ensure communication with parents/carers is managed through the school and shared with catering where needed.
- **Parent/Carer responsibilities:**
 - Notify the school of allergies as soon as possible and provide medical evidence where required.
 - Complete the Alternative Menu Form and inform the school of any changes.

Collecting and confirming pupil information (Primary)

- At the start of each term, the school will provide the Catering Manager with a written list of pupils with dietary needs (including photos where agreed).
- For new September intakes, information will be provided by the end of July, where possible so menus can be planned safely.

- The Alternative Menu Form will be used wherever possible and kept securely.
- Medical evidence will be held by the school in line with the GLT Information, Data and Cyber Security Policy and Procedures
- Pupils are categorised as RED / AMBER / BLUE and controls are agreed and documented.

Menu support and bespoke diets

- Allergen-safe menus covering the 14 legal allergens will be used for suitable pupils.
- If a pupil's need sits outside the 14 allergens or is complex, a bespoke menu will be assessed and provided by the designated Food/Nutrition support (not created locally).
- If the risk is too high (e.g., kitchen capability or environment), GLT Catering may not be able to safely provide meals. This must be discussed promptly with the school and parent/carer.

RED category – plated meal only controls (Primary)

- The Catering Team will prepare RED meals separately using time or space separation and will:
 - a. Clean the area/equipment using a 2-stage cleaning before starting.
 - b. Wash your hands thoroughly and wear a disposable apron over your uniform.
 - c. Use separate, clean utensils and equipment.
 - d. Follow the approved recipes with no substitutions.
 - e. Plate the full meal (main + dessert). Double wrap in cling film and label with pupil name, class/year and meal description. If cling film is torn, removed or damaged at any time, the meal must NOT be served and must be replaced with a safe alternative agreed with the school (e.g., jacket potato and fruit).
 - f. Complete the RED Meal Double-Check Sheet: prepared by, checked by, served by. Retain for 6 weeks.
 - g. Serve directly to the pupil by the nominated staff member. Do not add extra items to the plate.

AMBER and BLUE controls (Primary)

- AMBER and BLUE pupils may be served from the counter.
- The Catering Manager will brief the team before service and confirm what each pupil can/cannot have. If Catering Team staff or any member of staff is unsure, they should stop and check with the Catering Manager.

Secondary schools – point of sale and pupil choice

- All dishes will have accurate allergen information available (matrix/recipe).
- Where the cashless system records pupil dietary needs, the system prompt must be followed at all times, even if a pupil/teacher says otherwise.
- PPDS labelling will be used for items prepared and packed for direct sale (e.g., sandwiches, wraps, salad pots, dessert pots).
- Staff will be aware that products with 'may contain' statements are not suitable for pupils with the relevant allergen.

Allergen matrices and labelling

- An allergen matrix will be available for every service area and every service (e.g., lunch, break, deli, hospitality).
- The daily/relevant matrix will be displayed on the orange clipboard in the service area.
- Matrices will be completed from the approved recipe and product packaging, signed and dated when completed and when reviewed.
- 'May Contains' (MC) will indicate a 'may contain' risk from packaging or the cooking process (e.g., shared fryer).
- PPDS labels must include: food name + full ingredient list with allergens emphasised.

Controlling cross-contamination

The following are key controls across storage, preparation, cooking and service. GLT Catering Teams ensure that:

- Ingredients are stored in closed, labelled containers, keeping allergen-specific items separate where possible.
- Work areas are cleaned and sanitised between tasks, remembering that sanitiser does not remove allergens unless the allergen is physically removed first.
- Separate utensils and equipment are used for allergen-safe preparation where required.
- Fryer/oven cross-contamination risks will be managed and reflected on the allergen matrix (MC).
- All relevant staff are briefed before service to keep allergen-safe meals covered and separate in hot cupboards/fridges.

Training and competence

- All Catering staff will complete allergen introduction training as part of onboarding before serving.
- All Catering staff will complete role-specific allergen e-learning within the first week of employment and pass the required test.
- Refresher allergen training will be completed annually by all Catering staff.
- The Catering Manager/Chef Manager must deliver a 'Take-10' allergen awareness briefing twice per year (aligned to menu changes). Attendance must be recorded and filed on-site. The Catering Regional Manager will verify completion during compliance visits."
- Catering Managers will ensure training is recorded and employees sign the Employee Sign-Off record.

Checks, audits and record keeping

- The School Catering Manager will complete a termly allergen folder review/checklist and keep records up to date.
- Regional Catering Managers will complete spot checks during visits and support corrective actions.
- RED meal check sheets and delivered service matrices will be retained for 6 weeks.
- Any missing paperwork or gaps in control will be corrected immediately.

Incident and near-miss management.

All staff must:

1. Make the situation safe (stop service if needed) and follow the school's emergency process (call 999 where required).
2. Reported any allergen incident or near miss immediately to the Catering Manager and the Regional Catering Manager/Operations lead.
3. Record the incident using the GLT Allergen Incident/Near Miss Form on the same day.
4. The Catering Manager/Chef Manager will complete the investigation within 1 working day, identifying immediate and root causes and confirming corrective actions, supported by the Catering Regional Manager.
5. Share learning with relevant teams and update procedures/training where required.

New Schools

When a new school joins GLT, the GLT Catering Team will:

1. Share and explain the GLT Allergen Policy and Alternative Menu Form with the school.
2. Receive current pupil dietary information from the school and agree the identification method (lanyards/wristbands).
3. Set up the Unit Allergen Folder and ensure all templates are available.
4. Brief all staff on local procedures before go-live; ensure training and sign-off are complete.
5. Confirm allergen matrices and PPDS labelling systems are in place for day 1.

Required site documents

- Alternative Menu Form (Allergy, Lifestyle, Medical Diet Request).
- RED Meal Double-Check Sheet / Allergen Free Meals Control Sheet.
- Allergen Matrix templates (Lunch + other services as required).
- Employee Sign-Off record.
- Allergen Incident/Near Miss report form.
- Termly Allergen Folder Checklist and Pre-service Allergen Brief.