

Dear Parent

Managing Food Allergies and Food Intolerance

As a leading and responsible catering Company, Harrison Catering Services has the responsibility to comply with food safety requirements and we want to be able to serve all the children at the school with high quality freshly produced food which meets food safety and hygiene standards and is enjoyable, nutritious and safe for them to eat.

We recognise that a small number of children can get an allergic reaction or intolerance to a commonly eaten food and we are obviously concerned about this and try to make sure they are served with food which is safe for them to eat. We follow guidance from the Food Standards Agency and we consider that proper communication and exchange of accurate information between everyone concerned is the key area to allow the food allergy or intolerance to be managed in the best interests of these children.

We have to make sure that information regarding the ingredients of any food being served to children is made available. We follow these requirements and keep an up to date ingredient list or recipe card for each dish produced in the school kitchen so we can identify if any of the fourteen common food allergens are present in the food and the correct choice can be made as to which food those children who have a food allergy or intolerance can safely be served with.

We take all reasonable care and precautions to identify and control the ingredients being used but, there can be no absolute guarantee that any dish will not contain any of the fourteen common food allergens as this can occur as a trace from an ingredient, as a result of the list of ingredients from the supplier not declaring its presence or as a result of accidental cross contamination in the kitchen or counter from something as simple as serving spoons being used for more than one item.

If you have a child who has a food allergy or food intolerance and in order for us to serve them with food that is prepared in the school kitchen and to manage the situation in their best interests, it is recommended that a joint meeting is arranged by the school between yourself, the school and Harrison to:

- Identify and confirm the type of food allergy or food intolerance your child has
- Make sure the severity of the risks involved are understood by everyone

We look forward to meeting with you and working together to make sure that it is managed in the best interests of your child. If for some unavoidable reason you are unable to attend a meeting then we will attempt to make contact with you by telephone and complete the necessary documentation. This will then be sent by email for you to check, agree or amend and sign and return to the sender of the email. Please be assured that any personal data will be processed in accordance with our privacy policy which can be found on the company's website www.harrisoncatering.co.uk

Yours sincerely



Shelley Sellens
Group Manager
Harrison Catering Services Ltd