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## **PROVISION OF FOOD FOR BOYS WITH PARTICULAR RELIGIOUS, CULTURAL OR MEDICAL DIETARY REQUIREMENTS POLICY**

### **Identification of Need**

Information relating to specific religious, cultural or medical dietary needs is submitted by parents at the start of a boy's career at Tonbridge via the Novi questionnaire on the Admissions Portal and a medical questionnaire. Any changes to a boy's dietary requirement throughout his time at Tonbridge should be conveyed by parents via the termly updated medical form or by email directly to a boy's Housemaster. This information is held centrally and is clearly identified on 3Sys (an information management software used by the School). The information is also sent independently to the Housemaster, Medical Centre and the Catering Department. Any member of staff taking a trip out of School can see the dietary requirements of boys on 3Sys.

### **Controls in Place**

In the majority of cases cooks will substitute one product for another. Head cooks attend to this as part of their daily duties. In more serious cases a risk assessment is carried out and action taken to meet the needs of the boy. This includes meetings with parents and the boy, regular staff training and briefing and the purchasing of specific equipment (e.g. separate fridges). If required, the kitchen layout can be altered to accommodate the storage, preparation and serving of an individual's meal to avoid cross-contamination.

All kitchen staff are made aware of the boy's needs and a fact sheet (with the boy's photograph) is placed in the kitchen and the main Catering office, along with emergency procedures to follow in case of a severe reaction.

### **Ongoing Management**

Head Cooks are in contact with the boy who can specify his requirements on a day-to-day basis if need be. Additionally, Catering Managers monitor the situation on a weekly basis to ensure that the boy is receiving a suitable diet. This is done by talking to the boy himself, his parents, the Housemaster or the Matron.