

PROVISION OF FOOD FOR BOYS WITH DIETARY REQUIREMENTS POLICY

Identification of Need

Information relating to specific food allergies, intolerances or dietary needs is submitted by parents at the start of a boy's career at Tonbridge via the Novi questionnaire on the **Open Apply** portal. Any changes to a boy's dietary requirement throughout his time at Tonbridge should be conveyed by parents via either by emailing directly to a boy's Housemaster or by emailing the Head of Catering. This information is held centrally on Firefly and is clearly identified on PASS/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 **The Tonbridge App**.

Controls in Place

In the majority of cases, our Chefs will substitute one ingredient for another, remove allergens from the menu altogether or produce a separate meal for a boy that requires it.

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. Allergen training is provided for all catering staff and is updated annually.

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. By law, we display an allergy matrix daily that lists what allergens are in which dishes and any concerns boys have about a dish can be raised with their Head Chef or Assistant Cook. All staff organising events that include food, will email the boys attending to request confirmation of any allergies in the group to ensure that their needs are catered for. Boys must inform their house kitchen team about any allergies when they order a packed lunch or if eating in locations other than their own House dining rooms. Boys are expected to carry their AAI at all times, including when on school trips and fixtures.

Ongoing Management

Head Chefs are regularly in contact with their boys and can make any menu adjustments as need be. The Catering Management Team also monitor the situation to ensure that the boy is receiving a suitable diet. This is done by talking to the boy himself, his parents, the Head Chef, the Housemaster or the Matron.