

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, including removing some allergens from the menu altogether where a boy's sensitivity to an allergen is particularly high. Head Chefs 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. Allergen training is provided for all catering staff.

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. Boys will be informed of the use of specific allergens in the food by email or contact by the Head Chefs and by the menus on display in each dining room. Any queries about the food are referred by teaching staff to a member of the catering department. All staff organizing events should email boys who are attending, requesting confirmation of any major allergies so that the caterers can be made aware. Boys should inform caterers about any allergies when they are ordering 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 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 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.