

This policy applies to Radish Food Services Group Ltd T/A Radish

Radish recognises that there is an increasing number of customers that have specific dietary needs due to medical reasons such as a food allergy, a food intolerance, Diabetes, or other medical conditions, or for religious reasons. If a child has any of these dietary requirements and would like a school meal, parents need to complete the Special Diet Referral Form available in the School's Care pack.

Once the Radish Nutritionist has received the form, the School will receive a special diet menu for the child by email from the Radish Nutritionist or the Radish Nutritionist will contact the School to arrange a meeting with the Parents/guardians to discuss the child's requirements in more detail before providing a special menu to the school. The new menu will be ready within 3 weeks from notification to the Radish Nutritionist about the child's special dietary needs. Once the menu has been agreed, a copy of the menu will be provided to the school's Radish Catering Manager and the child's requirements will be discussed with them. To protect the health of the child, the school should ask parents to provide the child with a packed lunch from home, or the child can have a Jacket Potato option until the start date of the new menu is confirmed.

Radish usually changes the menu two times per year. With each menu change, existing medically prescribed diet menus will be revised and sent to the school and Radish Catering Manager. Radish may provide theme day meals throughout the academic year (e.g., Christmas Lunch, World Book Day etc.) which may differ to the standard menu. Special dietary information will be communicated as required.

Recipes for meals on the special diet menus will be followed exactly, and ingredient substitutions will not be made except in the event of unforeseen circumstances (e.g., supplier availability). In the event of unforeseen circumstances, the supplier will endeavour to keep allergens like for like. If like for like substitutions can't be achieved, then the Radish Catering Manager needs to check the substitution against the recipe. If it is different, the Radish Catering Manager must notify the school and Radish Nutritionist.

It is essential that Radish employees can identify pupils with a special diet at the service counter, to ensure they are provided with the correct food. Unit Managers will liaise with the school to ensure a suitable system is in place. Along with photographs, this could include coloured wrist bands, lanyards or badges provided by the school. Please note, Radish cannot guarantee that menus are 100% free from the specified allergen(s) due to cross-contamination risks processing, storage, or preparation in our kitchens. All catering staff, however, are trained in allergy awareness and food safety to a level commensurate with their role. Some of our supplier's state 'may contain' warnings on their products due to manufacturing and distribution processes.

The **portion sizes** are calculations based on ingredient weights and do NOT take account of cooking losses or gains. The **vegetable values** are based on one full portion. If both vegetables on offer are selected the portion size and the carbohydrate value for each one will be halved.

Information regarding the carbohydrate content of dishes is provided to assist dieticians & parents calculate intake for diabetic children. This information, whilst as accurate as possible, should be considered advisory. The menu may be subject to change to meet local needs. Note - we do not provide cooked weights and that any weighing of foods or calculations that need to be done are done by the school staff.

The Radish menu offers a meat, poultry or fish option and a vegetarian option daily. We do not require a referral form to be completed for these dietary requirements unless it is in conjunction with an allergy or intolerance. Special dietary requirements will be managed in a way that is realistic to the catering section and pupil and therefore it may not be possible to accommodate all amendments.

## Responsibilities:

### Parents/Carer:

- Inform school that their child has special dietary / allergen requirement, especially if the special diet is in connection to a food allergy or intolerance
- Request and complete Special Diet Referral Form available from the school
- Return completed form in full for the attention of the Radish Catering Team, including a letter from a dietitian or doctor detailing where applicable the medical dietary requirement. The letter from the GP/Doctor will be kept in the school
- it is the parents' responsibility to ensure dietary information held by Radish is always up to date

### School

- Assist in cascading information on special diet procedure to parent/carer Make Special Diet Referral Forms available from school office
- Where relevant, ensure all staff including Catering Staff are informed immediately of any pupil with severe allergies and intolerances
- Assist in the return of Referral Forms to the Radish Team
- Be familiar with contents of individual child's care plan, and ensure appropriate action is taken in case of emergency to maintain safety of individual pupil

### Radish Management Team:

- Responsible for supplying school offices with special diet / allergen registration form template
- Responsible for informing schools of any changes or update on special diet policy
- Organise meetings to discuss specific diet between pupil/parent/carer and school and if necessary, dietitian
- Attend initial meeting with parent/carer and Catering Manager to discuss food provision where appropriate
- Copies of the completed form and agreed menu will be recorded and held centrally and at unit level

### Unit Catering Manager:

- Display and update accordingly Allergen matrix
- Ensure all catering staff are made aware of the special diet policy and how to accommodate each pupil needs  
Inform casual staff of any special diets / allergen in place in that unit
- Ensure once menu is agreed it is adhered to and not replaced with other products
- Inform Parent/Carer or Education of any variances or concerns
- Obtain product specifications from suppliers to ensure data is held on all food to ensure compliance with specific diet requests
- If a change of menu is unavoidable the parent/carer must be made aware as soon as possible
- Where there is a change for a "theme" day, a suitable alternative will be made with prior agreement with parent/carer, school, and catering staff

## Special Diet Policy v3

RAD-P-03



### **Nutritionist:**

- Attend initial meeting with parent and Catering Manager to discuss food provision where appropriate/requested
- Preparing bespoke menus if required
- Support and advise parent/carer and catering staff on appropriateness and provision of special dietary requirements

### **Developmental Chef:**

- Assist nutritionist in the verification process (double- checking the special diet menu prior of publishing)

This policy will be formally reviewed annually and updated as required.

Signed on behalf of Radish Food Services Group Ltd

*Darrell Vaz*

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Managing Director  
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