



Deanery C.E. Primary

Food Allergen Policy

July 2026

The Deanery School Christian Ethos
Our School Motto – ‘Ad Majorem Dei Gloriam’
Translated this simply means ‘To the Greater Glory of God’

Vision

At the Deanery, our vision is rooted in the words of Luke 10:27 — to love God with all our heart, soul, strength and mind, and to love our neighbour as ourselves.

This shapes everything we do. We seek to respond faithfully to God’s love by nurturing a community where each person is valued, supported and encouraged to flourish. In every aspect of school life—both the everyday moments and the significant milestones—we aim to reflect God’s love through our actions, relationships and decisions.

Beliefs and Values

We believe that every child is precious to God and created to thrive. As a Christian school, we aim to model the love, compassion, respect and kindness taught by Jesus. Inspired by the call to “love your neighbour,” we seek to build a community marked by peace, hope, joy, grace and mutual care.

We believe that education, strengthened by faith and lived values, enables children to grow in confidence, character and understanding, fulfilling their God-given potential.

School Culture

At the Deanery, we strive to create a learning environment where all members of our community are supported to develop socially, spiritually, creatively and academically. Guided by Luke 10:27, we aim to show love for God and one another in the way we learn, work and live together.

We aim to:

- Foster a school community enriched spiritually, morally, ethically and socially through the Christian faith.
 - Value every child as uniquely created and loved by God, regardless of faith, ability, gender or ethnicity.
 - Nurture children to show respect, kindness and consideration—loving their neighbour as themselves.
 - Provide experiences that develop confidence, resilience, independence and self-esteem.
 - Support each child to fulfil their potential across the whole curriculum.
 - Promote curiosity, knowledge and understanding in a secure, stimulating and enriched environment.
 - Build strong partnerships with staff, governors, parents, the local community, parish churches and the Birmingham Diocese.
 - Encourage each child to develop aspirations for their future and recognise their place in God’s world.
 - Enable all members of our community to understand their responsibility and value within the wider community.
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This policy has been formulated in reference to the Food Information Regulations 2014

The school is committed to reducing the risk to pupils, staff and visitors with regard to the provision of food and the consumption of allergens in food, which could lead to an allergic reaction.

Purpose

- To promote food allergen awareness to staff, pupils and visitors at the school
- Ensuring that robust systems are in place to ensure accurate and timely sharing of information relating to food allergies and intolerances with clearly defined responsibilities.
- To support pupils with the management of food allergies and intolerances.
- The encouragement of self-responsibility and learned avoidance strategies amongst those suffering from allergies.
- Working with catering teams to ensure that food labelling, menu planning and all aspects of food preparation support the needs of those within our school community who have food allergies.
- Provision of staff awareness on food allergies/intolerances, possible symptoms (including anaphylaxis) recognition and treatment.

Aim

The intent of this policy is to minimise the risk of any person suffering an allergy-induced reaction or food intolerance whilst at school, or attending any school related activity, that relate specifically to the Food Information Regulations 2014.

The school is unable to guarantee a completely allergen free environment. However, we will aim to minimise the risk of exposure, encourage self-responsibility and plan for an effective response to possible emergencies.

The following products fall under the remit of this policy:

- **Cereals** containing gluten and products thereof
 - **Crustaceans** and products thereof
 - **Eggs** and products thereof
 - **Fish** and products thereof
 - **Peanuts** and products thereof
 - **Soya** and products thereof
 - **Milk** and products thereof (including lactose)
 - **Nuts** i.e. almond, hazelnut, walnut, cashew, pecan nut, brazil nut, pistachio nut, Macadamia nut and Queensland nut and products thereof
 - **Celery** and products thereof
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- **Mustard** and products thereof
- **Sesame seeds** and products thereof
- **Sulphur dioxide and sulphites** at concentrations of more than 10mg/kg or 10 mg/litre expressed as SO₂
- **Lupin** and products thereof
- **Molluscs** and products thereof

Responsibilities

Parent Responsibilities

- The parents or carers of all new starters to the school are required to inform the school of any details of any food intolerances or allergies.
- For children starting in the reception classes, information regarding food allergies will be discussed at the initial parent-teacher meeting. A meeting can be arranged with school staff and / or food providers such as breakfast club staff or catering staff in order to further discuss a child's needs.
- It is the parents responsibility to ensure that if their child's medical needs change at any point that they make the school aware immediately and a revised medical needs form is provided without delay.

School Staff Responsibilities

- Members of staff or volunteers will be asked to disclose any food allergies as part of their induction.
 - Before the start of a new academic year Health Care Plans, including details of food allergies (and associated risk assessment), are shared with the receiving class teacher as part of our transition process. It is the class teachers 'responsibility to ensure that they are familiar with the information provided, that they read the Health Care Plans and that any other adults working with the children are aware of their needs as well.
 - The school ensures that the children with Health Care Plans and anaphylaxis risk assessments receive at least an annual review and these are shared with care staff and any children with allergen concerns/food requirements are shared with the caterer.
 - Epi-pens are kept in accordance to the risk assessment for each child
 - Where a food allergy significantly impacts on a child's day to day activity, a care plan might be put in place with consideration to the risk assessment e.g. a child who requires tube feeding or is required to eat at a separate time. This will be constructed in conjunction with school staff, parents and healthcare professionals.
 - Key medical needs information will be available when children are taken off site.
 - At lunchtime pupils are able to have a school dinner or bring a packed lunch from home.
 - Staff will support pupils, where it is age appropriate, with their menu choices. The menus will also be available online to enable parents to help pupils make choices before they come into school.
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- Where pupils have food allergies, a lanyard/wristband or card is available for identification when the children go into the dining hall. As the school kitchen caters for a range of food allergy needs, pupils with allergen/intolerance requirements, will need to be identified swiftly during a busy service.
- Where needs are very specific, it may be beneficial for a meeting to be arranged between parents, school staff and catering staff to discuss dietary requirements. Sometimes menu substitutions can be made to accommodate allergy needs – this is at the discretion of the school, and the kitchen, and is dependent on resources available.
- If a pupil/pupils have a food allergy which can be triggered by contact with certain food substances, as well as ingestion, the school will ensure that due consideration is given to where the child is seated in the dining hall and the cleaning of tables. This will be set out in the anaphylaxis risk assessment for the child.
- Children are told that they are not allowed to share food from packed lunches or the dining service at lunchtime.
- In Primary schools the midday supervisors should observe and assist the children at lunchtime in order to reduce the opportunity for children to share food.

Pupil Responsibilities

- Pupils of any age must be familiar with what their allergies are and the symptoms they may have that would indicate a reaction is happening.
- Pupils are encouraged to take increased responsibility for managing choices that will reduce the risk of allergic reaction. Expectations are age appropriate.
- Pupils are not allowed to share food with each other.

Older Children and Medication

Older children and teenagers should, whenever possible, assume complete responsibility for their emergency kit under the responsibility of their parents. However, symptoms of anaphylaxis can come on very suddenly, therefore school staff need to be prepared to administer medication if the young person cannot.

Management

We ask that all members of the school community manage the day to day application of this policy in the following ways:

Catering

The school menu is available for parents to view on the school website and any enquires should be directed to the Catering Manager/Supervisor.

The School Office will inform the Catering Manager/Cook/Chef of pupils with food allergies and those children will be issued with a lanyard detailing their dietary requirements..

- All catering staff will be trained in line with CMC allergen and labelling guidelines.
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- As the Food Business Operator the school follows the Food Information Regulations 2014 which states that allergen information relating to the 14 allergens is available for all food products, this is managed on a day to day basis by the catering manager in school and supported by CMC systems.
- The school will ensure that new labelling regulations for Pre Packed for Direct Sale items (PPDS) are adhered to, this is managed on a day to day basis by the catering manager in school and supported by CMC systems.
- Some product ingredient lists contain precautionary allergen labelling, i.e. "May contain". It is the individual's preference whether they consume products labelled as 'may contain', and this should be included on the Individual Healthcare Plan. The catering team will mark these items on their Allergen Daily Matrix form.
- The pupil/pupils should be taught to check with catering staff, for all allergen information before purchasing food or selecting their lunch choices.
- The Catering Manager/Supervisor will ensure that allergen information is provided on all foods listed in the 14 allergens. This information will be supplied on the Allergen Daily Matrix sheets that can be easily accessed by school staff and any visitors at anytime by requesting this information from the catering team. This also applies to food pre-packed, such as wraps and sandwiches, which will be labelled as per the Pre Packed for Direct Sale regulations October 2021.
- For further information, parents/carers are encouraged to liaise with the Catering Manager/Supervisor.
- Raw material and packaging supplier specifications include declarations as to the presence of any allergenic products or ingredients on their sites. The Catering Manager will purchase from approved suppliers who have this information readily available.
- An allergen Risk Assessment is carried out annually and is available for inspection in the Food Allergen Guidelines located in the catering office.
- CMC carry out and establish audit frequencies based on termly audit findings and audit outcomes.
- Day to day handling, storage, kitchen procedures and service are detailed in the CMC Food Allergen Guidelines available in the catering office.

Curriculum Activities

As part of the school curriculum, children may be involved in activities that involve preparing food (e.g. DT lesson) or tasting food (e.g. tasting food from other countries). Teachers will take the needs of children with food allergies into account when planning these activities and will make modifications where possible to allow participation. When a third party is involved in delivering a food related workshop, the class teacher will be responsible for ensuring that the dietary needs of pupils are taken into consideration.

Educational Visits

The lead member of staff for any educational visit will ensure that food allergy considerations are made in any activity that may involve food.

When a child with a food allergy participates in a residential visit, their dietary needs will be planned for in advance, in conjunction with the activity centre.

Charity Events

If the school hosts any school events such as 'coffee mornings' or 'bake days' for charity it is important that no food poses a risk to the end user.

Where products are not made on site, but sold by the school, appropriate signage should be in place. This will state the following: 'This item was not produced in or at school, therefore we cannot guarantee that it does not contain nuts or any other allergen'.

All products should be plated separately and stored as such (wrapped where possible) to prevent cross contamination to other items for sale. It should be left to the discretion of the person buying the food, that they accept the risk that allergens may be present.

Promotion

The policy will be promoted by:

- A copy of this policy being made available to all parents, carers, school staff and catering staff.
- Staff being informed and provided with training opportunities.
- Pupils being informed via teachers and support staff.
- Publication of this policy on the school website.

• **Approved by:** Lisa McIntosh

• **Date:** July 2026

• **Next review due by:** July 2028

Approved by Lisa McIntosh, Head Teacher

Presented to the Governing Body

