



Shireland Collegiate Academy Trust

Food Allergen Policy

Committee and Date Approved	Trust Board – December 2025
Category	Recommended
Next Review Date	Annually unless change in legislation –
Policy Availability	Trust Website
Officer Responsible	CSO

The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.

Aim of the Policy

Shireland Collegiate Academy Trust (S-CAT) is committed to reducing the risk of allergic reactions to members of the Trust, its guests, and visitors from the food it provides. It is therefore the intent and responsibility of the Trust to provide accurate allergen information to all Trust members, guests, and visitors. The Trust also has a legal obligation to ensure that any food produced or prepared is safe. This policy and the associated staff training seek to ensure the effective management of food allergens, to alleviate any concerns and limit the impact on the health of consumers.

Scope of the Policy

This policy covers all food purchased, prepared, and served in the Trust's catering facilities and at all other Trust events catered by the Trust Catering Department. It is the expectation that every school within the Trust will have its own local procedures to minimise the risk of allergic reactions in the dining room.

Definitions: Food Intolerance and Food Allergy:

- **Food Intolerance:** Difficulty digesting certain foods and having an unpleasant physical reaction to them. Symptoms include tummy pain, bloating, wind, and/or diarrhoea, which usually happen a few hours after eating the food. For more information: <https://www.nhs.uk/conditions/food-intolerance/>
- **Food Allergy:** When the body's immune system reacts unusually to specific foods. Symptoms can affect different areas of the body at the same time and can be very serious. Common symptoms include tingling or itching in the mouth, a raised, itchy red rash (hives), swelling of the face, mouth, throat, or other areas of the body, difficulty swallowing, wheezing or shortness of breath, feeling dizzy and lightheaded, feeling sick (nausea) or vomiting, abdominal pain or diarrhoea, and hay fever-like symptoms. In the most serious cases, a person has a severe allergic reaction (anaphylaxis), which can be life-threatening. For more information: <https://www.nhs.uk/conditions/food-allergy/>

Identifying those in the Trust with severe food allergies

Anybody can develop a food allergy or intolerance at any time in their life. A person with an allergy is at risk even if they consume a small amount of the food allergen:

- **Students with severe food allergies:** All students with severe allergies are logged within the Trust MIS and medical systems. These are part of normal data collection procedures. Catering staff will have access to information about these students and must ensure they are accessible at all times within the kitchen / catering area ensuring due regard to Data Protection requirements.
- **Staff with severe food allergies:** Staff with severe food allergies will inform the Trust as part of their new starter information and where required this information will be shared with the catering department within the Academy.

- **Individuals with severe food allergies using Trust catering facilities:** Signs are clearly displayed and visible in all catering outlets, inviting users to ask about allergenic ingredients. Where guests are using Trust catering facilities, those responsible for inviting the guests should use the Trust catering booking form which will identify any dietary requirements for those attending.

The 14 Food Allergens

There are 14 food allergens controlled by legislation. Trust Catering Staff must know if any of these 14 allergens are present in any of the food prepared or served, and they must be able to provide this information to customers. Therefore those individuals who are allergic to specific items, not part of the 14 allergens, need to ask for more information on the ingredients in the food on offer, and the Catering Staff need to ensure they are able to provide the full list of ingredients in each item.

Other Food Allergens (not part of the 14 food allergens)

The Trust is aware that some individuals are seriously allergic to food items that are not controlled by legislation. Therefore, those individuals who are allergic to specific items need to ask for more information on the ingredients in the food on offer, and the Catering Staff need to ensure they are able to provide the full list of ingredients in each item.

Food Allergen Management:

- **Delivery:** On delivery, several checks have to be made to ensure the goods delivered are the goods ordered, and no substitutes have been made without prior agreement. Checks are made for damaged packaging or spillages that could result in contamination with allergens.
- **Storage:** Storage areas need to provide conditions suitable to ensure products can be identified and to prevent cross-contamination of food allergens. Food allergens are stored in clearly marked, sealed containers on dedicated shelves or dedicated areas of the stores, fridge, or freezer.
- **Preparation:** All Catering Staff are trained on how to recognise the food allergenic ingredients on food labels. Standardised recipes are used to ensure consistency of dish ingredients. Meals containing allergens are prepared separately from other allergen-free meals and surfaces are cleaned and sanitised.
- **Cooking:** The risk of cross-contamination of food allergens is considered and controlled as part of HACCP. Where appropriate, members of staff use separate fryers, toasters, ovens, grills, tools, and temperature probes for food allergens.
- **Service & Display:** It is mandatory to provide information on any of the 14 allergens contained in our food. The risk of cross-contamination of allergens is considered and controlled as part of the food safety system in all areas that food is served. All menus have allergies labelled and all Trust kitchens will

hold detailed information on allergens contained within the food they serve as part of normal HACCP requirements.

Nut Aware

All S-CAT Academies are aware of the risk in relation to severe nut allergies. We operate a policy of restricting where possible all types of nuts and foods containing nuts to be brought onto the premises. However, while our catering departments will not actively purchase food items with nuts in them, we cannot guarantee that they are totally nut free (i.e. some products may contain nuts due to contamination in the production process). We will be clear about this in our allergen matrices.

Natasha's Law

The UK Food Information Amendment, also known as Natasha's Law, requires food businesses to provide full ingredient lists and allergen labelling on foods prepackaged for direct sale on the premises. The Trust has purchased a labelling system to provide the full ingredient list on prepacked food.

Training

All Catering Staff members are expected to complete food allergen training annually. This is to make sure that all food handlers understand the legal requirements and the critical importance of adhering to this policy.

Catering Managers will also undertake Food Hygiene and Safety Level 3

All other catering staff will complete Food Hygiene and Safety Level 2

Casual & Agency Workers

All temporary staff, regardless of their position, have to be trained on allergens prior to commencing work. Casual staff have to read and sign a "Casual Staff Checklist" prior to commencing work. Agency staff have to read and sign an "Agency Staff – Checklist" prior to commencing work.

Commitment to Investigating Incidents and Complaints

All allergen incidents or near misses must be reported immediately to the Catering Manager, who will inform the Principal of the Academy and the Trust Catering Operations Manager. All incidents must be investigated within 24 hours of the incident occurring.

Providing Meals to other settings

Where meals are provided to alternative settings (e.g. Nursery or another school) compliance standards still apply.

The setting that is requesting meals is responsible for providing the correct number of portions of each meal along with information on any special meals for dietary requirements. These special meals should be prepared in a safe way and that all required procedures are in place to ensure no cross contamination.

It is not the responsibility of the caterer providing the meals to consider the needs of the requesting school but to deliver all requests to the required standard.

Specially prepared meals need to be packaged and labelled separately and transported either fully supervised or with tamper proof packaging.

Links to other S-CAT Policies

This policy must be read in conjunction with:

S-CAT Medical Needs Policy

S-CAT Health and Safety Policy

Appendix A – Local Allergen Procedures

Every Shireland CAT Academy is expected to complete the below checklist which should be signed by the Catering manager and Principal.

ACADEMY NAME; Shirelands Collegiate Academy

Procedure	Details	Notes
Identify children with allergies	How do you identify and ensure that ALL members of serving staff are aware of the children with allergies and any meal plans required?	
Information storage	Where is this information kept? Is it easily available for ALL catering staff to access? How do you ensure security under GDPR?	
Food delivery and storage	How is food checked at the point of delivery, labelled and stored correctly?	
Meal selection	How do you ensure children don't select a meal which contains food they are allergic to? What procedures do you use? Please include as much detail as possible	
Meal Preparation	What do you have in place to ensure cross-contamination is minimised? How do you prepare meals for children with specific requirements relating to allergies?	

Procedure	Details	Notes
Food labelling	How do you label food to indicate potential allergens? What do you do to ensure the labelling is correct?	
Customer information	How do customers know what allergens are included in your menus? What do you do if there is a need to change or substitute the menu item?	
Staff training	How do you train staff to recognise and respond to allergic reactions?	
Emergency procedures	What are the emergency procedures in case of an allergic reaction?	
Cleaning procedures	What cleaning procedures are in place to avoid cross-contamination?	

Signed Catering Manager: _____

Signed Principal: _____

Appendix B – Catering Manager Musts with regards to Allergens:

All catering managers must:

All catering managers must:	Complete
Have quick access to an up-to-date list of all students with allergens. Those with severe allergies must be highlighted and any specific meal plan identified	
Ensure that when food is received on delivery it is inspected to check any cross contamination	
Food is stored in a way that removes the risk of cross contamination – e.g. closed boxes to separate allergens	
Prepare special meals separately from other meals ensuring appropriate cleaning and washing of utensils before and after prep	
Have a complete allergy matrix identifying all of the 14 food allergens within the menu. This should be accessible to all catering staff	
Review the allergy matrix on a regular basis in case menus change and include “may contain” items within the matrix	
Providing easy access to the matrix for users of the kitchen to access (i.e. customers requiring allergen information should be referred to the matrix)	
Display notices showing the 14 food allergens	
Ensure that ALL pre-packaged food is labelled appropriately and clearly with ingredients and allergen information	
Know the contact details of the person in charge of medication at the Academy and the procedure to follow in the event of a medical emergency	
Ensure all members of staff are appropriately trained on food allergies and internal procedures	

Appendix C: Casual Staff – Induction Checklist

Shireland Collegiate Academy Trust

Casual Staff – Induction Checklist

Please complete this form for all Casual Staff prior their first working shift.

Position	Name
Name of Casual Worker	
Name of Manager Completing Induction	

Topic	Notes	(Tick when completed)
Welcome and Introduction		
Start / Finish Times and Breaks		
Tour of College (including facilities: Kitchen/Toilets/Changing rm)		
Fire exits and Fire Assembly Point Location		
First Aid procedures		
Rota System & payment		
Uniform & Hygiene		
Allergen Information Pack (copy given to casual worker)		
Cleaning procedures		
Smoking policy		
Mobile phone		

Date Completed	
Signed by Casual Worker	
Signed by Manager	

Appendix D: Agency Staff – Induction Checklist

Shireland Collegiate Academy Trust
Agency Staff – Induction Checklist

Please complete this form for all Agency Staff prior their first working shift.

Position	Name
Name of Agency Worker	
Name of Manager Completing Induction	

Allergen Control	(Please tick to agree)
You must have knowledge of and comply with the requirements of the Allergen legislation 2014.	
You must take instruction from your Line Manager or Supervisor and adhere to the requirements regarding allergen control.	
You must not use a product unauthorised or change a recipe which has not been checked and approved for use by the Executive Chef.	
During food production you must use the recipes in place in the department for all food production without exception.	
You must complete an Allergen Matrix and ensure that you have completed an Allergen Briefing on the products produced prior to food service.	
Hygiene	(Please tick to agree)
You are expected to wear a uniform and keep it as clean as possible at all times and wear a hat or head covering (and snood for any facial hair).	
You are expected to comply with personal hygiene standards, particularly after using toilet facility.	
If you are suffering from any stomach disorder you must inform the Line Manager or Supervisor immediately.	
You must remove earrings and any jewellery (with the exception of a plain ring).	
You must not wear nail varnish.	
Long hair must be tied back.	
You <u>may only smoke</u> in the external designated areas, during official breaks and you must change out of your chef whites (if working in the kitchen).	
You are expecting to comply with all food regulations with regard to the storage and handling of goods.	
Safety	(Please tick to agree)
You must not use dangerous equipment if you have never been trained in its operation	

or its cleaning.	
You must be able to demonstrate your awareness before undertaking any task.	
It is the interest of everyone in the Catering environment that any spillage of food or liquid is cleaned up immediately to avoid any possible hazard.	
You should be informed about the Fire Evacuation and First Aid Procedures.	
You must only use cleaning materials as instructed.	

Date Completed	
Signed by Agency Worker	
Signed by Line Manager	

Appendix E: Allergen Information Sheet for casual and agency staff

Shireland Collegiate Academy Trust

Allergen Information Sheet – for casual and agency staff

Please issue this information sheet to all Casual and Agency Staff prior their first working shift.

Shireland Collegiate Academy Trust is committed to reducing the risk to members of the Academy and visitors with regards to the provision of food, and the consumption of allergens in food which could lead to an allergic reaction.

As a casual worker it is essential that you understand the key role that you have on serving safe food. We are required by law to provide to customers the information regarding allergens.

You should never serve food if you haven't been told by a Supervisor, or Catering Manager, the allergen information regarding the dish.

1. Definitions: Food Intolerance and Food Allergy:

FOOD INTOLERANCE:

Is difficulty digesting certain foods and having an unpleasant physical reaction to them.

It causes symptoms, such tummy pain, bloating, wind and/or diarrhoea, which usually happen a few hours after eating the food.

For more information: <https://www.nhs.uk/conditions/food-intolerance/>

FOOD ALLERGY:

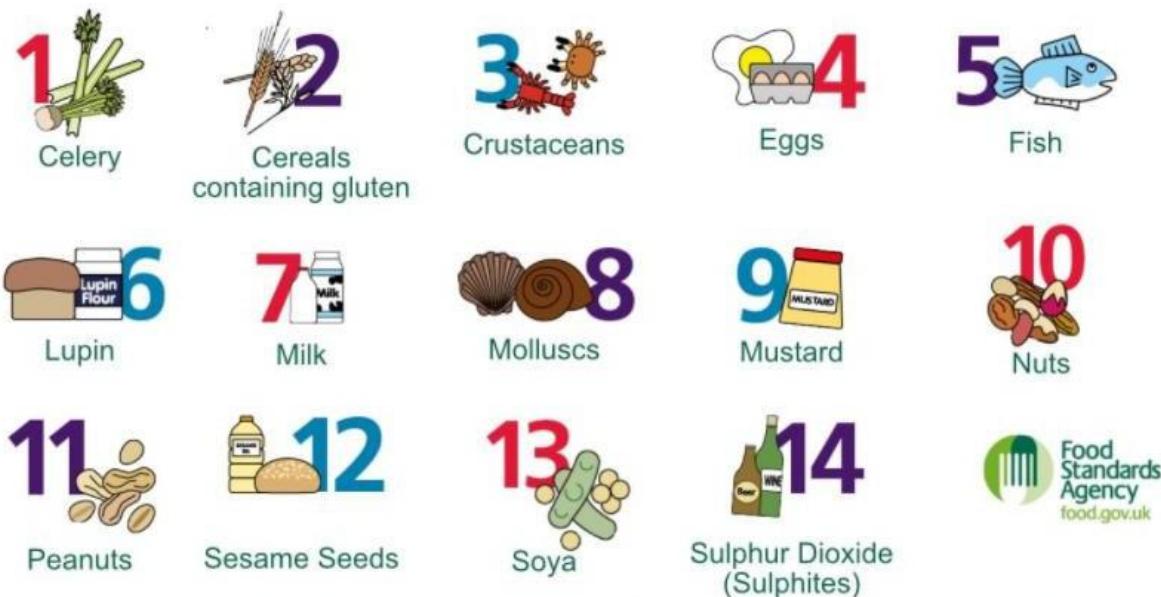
Is when the body's immune system reacts unusually to specific foods. Although allergic reactions are often mild, they can be very serious.

Symptoms of a food allergy can affect different areas of the body at the same time. Some common symptoms include:

- tingling or itching in the mouth.
- a raised, itchy red rash (hives) – in some cases, the skin can turn red and itchy, but without a raised rash.
- swelling of the face, mouth (angioedema), throat or other areas of the body.
- difficulty swallowing.
- wheezing or shortness of breath.
- feeling dizzy and lightheaded.
- feeling sick (nausea) or vomiting.
- abdominal pain or diarrhoea.
- hay fever-like symptoms, such as sneezing or itchy eyes (allergic conjunctivitis).
- **In the most serious cases, a person has a severe allergic reaction (anaphylaxis), which can be life threatening.**

For more information: <https://www.nhs.uk/conditions/food-allergy/>

The 14 food allergens



Since December 2014 The Food Information Regulation requires that food businesses must provide information about the allergenic ingredients in any food sold or provided.

These 14 major allergens must be mentioned (either on a label or through provided information such as menus).

Food Service and hygiene

- Before your shift starts, you should be correctly dressed (with your hair tied back if long) and always before starting to work to wash your hands.
- **You will always receive a briefing at the start of your shift, and you will be given all the information regarding allergens (allergen briefing). Please make sure you understand and ask any questions you may have. There are no stupid or silly questions!**
- On buffets always keep serving utensils separate to avoid cross contamination.
- We will use labels on the tables whenever possible to identify dietary needs or table plans. Always inform the customer that you are serving by saying for instance: *"this is the gluten free option that you have ordered"*. This is an extra step to ensure that you are giving the correct food to the right person.
- **Good communication is key to ensure that safe food is served and it is important to pay extra care regarding the allergen information.**
- **Never assume the ingredients or allergens on the food always read the information given and/or ask questions to the line manager.**

Emergency procedures - Severe allergic reaction

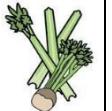
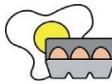
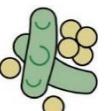
In case of a severe allergic reaction always inform the Catering Manager as soon as possible and follow internal Academy procedures.

Example Allergy Matrix for Dishes/Menus

Notes:

State the name of the cereal(s) containing gluten** in that column AND/OR the name of the nut(s)* in that column

Use M/C in any column to reference May Contain and add anything else or specific information in the last column

DISHES															
Celery	Celery	Cereals containing gluten**	Crustaceans	Eggs	Fish	Lupin	Milk	Molluscs	Mustard	Nuts*	Peanuts	Sesame seeds	Soya	Sulphur dioxide	'May Contain' Ingredients
e.g. Tuna Salad	✓			✓	✓		✓		✓						

Example Allergy List for Catering Manager Folders:

Order so severe cases are at the top and highlighted

Photo	Name	Year Group	Conditions / Preferences (not food allergies)	Food Allergy / Intolerance	Medication	Meal Action Plan	Risks
	Pupil A	3	n/a	Peanuts	Epipen (held with student)	Separate meal prepared with ingredients that are fully nut free. Meal prepared in separate area and stored in the allergy fridge/storage area Plated and covered with cling film and labelled before handing to student.	Severe High risk
	Pupil B	6	Eczema	Dairy	Antihistamine (available in first aid room)	Dairy free meal, prepared using dairy free ingredients. Stored in separate area. Plated and covered with cling film and labelled before handing to student.	Mild/Moderate Medium risk
	Pupil B	6	No Fish (Preference) Vegetarian (Preference)	n/a	n/a	Uploaded onto Cunninghams / Meal Manager	Low