

## **Special Diet Policy**

### Dietary requirement guidelines

The City of Edinburgh's Children and Families Department, in partnership with our catering providers Direct Catering and Cleaning (DCC), Amey and Mitie recognise the need to provide special diets where required on the basis of religious requirements, cultural/ethical reasons or on the basis of medical conditions (as recommended by a doctor or dietician). Please note, requests for certain items not based on the reasons above will not usually be catered for.

### Responsibilities

Parents/carers, young people, staff from the Children and Families Department and catering each have a role and responsibility in ensuring awareness and provision of a special diet. These can be identified as follows:

#### Responsibilities of parents/carers or young people

The parent/carers or young person should request a special diet form from the school where available or put a request in writing to the appropriate establishment.

All completed forms or written requests should be given to the establishment as soon possible.

In the case of a request based on a medical condition, a letter must be attached from a registered dietician or doctor.

#### Responsibilities of Children and Families Department staff

Staff within Children and Families establishments should ensure that information relating to the dietary requirement policy is contained within any relevant information literature available for where a food service is provided.

Staff should ensure that supplies of the special diet form are available.

Staff should ensure that on receipt of a completed form or written request that a photocopy is made and sent to the kitchen and catering head office, where applicable. A copy should be retained by the Children and Families establishment.

Where necessary other staff within the establishment must be informed of severe food allergies.

#### Responsibilities of Caterers

Catering provider must have documented policy and procedures in place relating to special dietary provision.

On receiving the special diet referral form from the school/ parent the provider should record details of special dietary needs and follow company procedures.