



## SPECIAL DIET REQUEST FORM

School .....

Child's Name ..... Class: .....

Please specify type of diet requested:

**Medically prescribed diet** (food intolerances, allergens, e.g. egg, gluten, nuts).....

**Religious** (e.g. Halal, Hindu) .....

**Ethical** (e.g. vegetarian/vegan).....

**Please print specific details and note this section relates to the diet type listed above.**  
**It is not to be used for general likes or dislikes. Please identify food that the child is / is not allowed to eat.**

<i>Non Suitable Foods</i>	<i>Suitable or Substitute Foods</i>

**DOES YOUR CHILD HAVE A SIGNIFICANT OR LIFE THREATENING FOOD ALLERGY?**  
**(PLEASE CIRCLE) YES NO**

The following is required for medical diets only and should be copied by the school representative (who signs below) from the pupil's Care and Treatment Plan. N.B. This is essential to avoid misinterpretation.	
<b>EMERGENCY PROCEDURES FOR USE OF A PRELOADED ADRENALIN INJECTION</b>  <b>WHERE IS THE PRELOADED ADRENALIN INJECTION LOCATED?</b>  <b>ADMINISTERED BY WHOM?</b>	<b>Details: (school to complete)</b>
<b>LOCAL ARRANGEMENTS FOR IDENTIFICATION OF CHILD TO CATERING STAFF AND IN DINING HALL AGREED AND EMERGENCY PROCEDURE IN PLACE</b>	<b>Details: (school to complete)</b>

**Terms & Conditions**

Please be aware that there is always a risk that traces of allergens may be transferred to items from the menu during processing, storage or preparation in the kitchens. For this reason Surrey Commercial Services is unable to guarantee that any item on any of the menus is free from trace allergens.

It is the responsibility of the parent/carer to inform the school in writing of any changes to the pupil's allergy/intolerance.

Surrey Commercial Services reserves the right to decline a request to provide a special diet if it considers that the medical risk is too great or insufficient evidence/support has been provided.

## GDPR Statement for Special Diet Request Form

Special Diets is an area of school meals provision where personal data of pupils is provided before any special diet can be safely served. This information can include the pupil's name, name of school, name of class, parent name, medical information and photograph of the child. This information is given willingly and with consent from the parent / guardian. Personal data is not stored by any member of Surrey Commercial Services central team or by Catering Services at Strictly Education 4s but held locally at the school for operational reasons.

Please be assured all information is held in accordance with data security and data retention policies and most importantly is held with the sole purpose of attending to pupils dietary needs to ensure the health and safety of the children and young adults to whom meals are served.

- **Pupil photographs on kitchen walls:**  
Photographs are not displayed in public view; they are provided with consent from the parents and placed in a discreet place behind the counter so only visible to catering staff.
- **Pupil photographs in folders:**  
Photographs may also be stored in folders within the kitchen or catering office. These are stored in a secure manner and only available to the catering staff.
- **Allergy information including special diet request form and medical notes:**  
All special diet pupils should have a special diet request form, along with any medical correspondence, submitted before a special diet can be served. This information is provided with consent from the parent and stored in a secure folder within the kitchen or catering office and school office.
- **Retention of Personal Data**  
The data referred to will be retained only for the purposes of providing a special diet and will be confidentially disposed of when no longer required for this purpose.

Further information on how we ensure compliance with GDPR can be found at

<https://www.surreycc.gov.uk/council-and-democracy/your-privacy>

<https://www.strictlyeducation4s.co.uk/privacy>

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I confirm that I have read and understood the above:

<b>Signature:</b> .....	<b>Print Name:</b> .....	<b>Date:</b> .....
<i>Parent</i>	<i>Parent</i>	
<b>Signature:</b> .....	<b>Print Name:</b> .....	<b>Date:</b> .....
<i>School Representative</i>	<i>School Representative</i>	
<b>Signature:</b> .....	<b>Print Name:</b> .....	<b>Date:</b> .....
<i>Unit Caterer</i>	<i>Unit Caterer</i>	

Updated April 2019

**Whilst every effort will be made to meet the requirements identified on this form no liability can be accepted.**

***Termly Review Record***

<i><b>Date of review meeting</b></i>	<i><b>Signature of school representative</b></i>	<i><b>Signature of SCS Caterer</b></i>	<i><b>Comments</b></i>

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