



## SPECIAL DIET REQUEST FORM

School/Academy .....

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

Please specify type of diet requested:

**Medical** (e.g. Nut/Gluten Allergy).....

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

**Ethical** (e.g. vegetarian = eats no meat or fish).....

Please print specific details. Identify food that the child is / is not allowed to eat. **This is not to be used for likes/dislikes but for medical or cultural requirements only**

<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

**SPECIAL DIET AGREED (e.g., EGG Free, Allergen Aware etc)**

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The following is required for medical diets only and should be copied by the School/Academy representative (who signs below) from the pupil's Care and Treatment Plan. N.B. This is essential to avoid misinterpretation.

**EMERGENCY PROCEDURES FOR USE OF A PRELOADED ADRENALIN INJECTION**  
**WHERE IS THE PRELOADED ADRENALIN INJECTION LOCATED?**  
**ADMINISTERED BY WHOM?**

**Details: (School/Academy to complete)**

**LOCAL ARRANGEMENTS FOR IDENTIFICATION OF CHILD AGREED AND EMERGENCY PROCEDURE IN PLACE**

**Details: (School/Academy to complete)**

**Signature:** ..... **Print Name:** ..... **Date:** .....  
*Parent* *Parent*

**Signature:** ..... **Print Name:** ..... **Date:** .....  
*School/Academy Representative* *School/Academy Representative*

**Signature:** ..... **Print Name:** ..... **Date:** .....  
*Twelve15 Representative* *Twelve15 Representative*

***This form should be held with the child's Care and Treatment Plan within the School/Academy office and a copy passed to the Team Twelve15 kitchen.***

Sept 2022

## GDPR - Special Diet Request Form

Special Diets is an area of School/Academy 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/Academy, 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 Twelve15 central teams but held locally at the School/Academy 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.
- **Pupil photographs in dining hall**  
Some School/Academys choose to use photographs and detail dietary requirements on a child's place mat. Please check with your School/Academy if this practice is in place.
- **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/Academy 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>

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I confirm that I have read and understood the above:

**Signature:** ..... **Print Name:** ..... **Date:** .....  
*Parent Parent*

**Signature:** ..... **Print Name:** ..... **Date:** .....  
*School/Academy Representative School/Academy Representative*

**Signature:** ..... **Print Name:** ..... **Date:** .....  
*Twelve15 Representative Twelve15 Representative*

### Termly Review Record

[illegible]