

Meals Served Outside of School

From 1st October 2021 Pre Packaged For Direct Sales (PPDS) Law came into effect which now requires food businesses to provide a full ingredient list and allergen labelling on prepackaged foods for direct sale on the premises.

As a result, we have performed a thorough risk assessment in conjunction with our Food Safety Primary Authority (Wigan Metropolitan Borough Council) to ensure you receive a safe and compliant service.

Across Dolce's primary schools the use of our pre-ordering and cashless system (SchoolGrid) ensures that all allergen information is available to pupils, parents and carers at the point of ordering. The use of SchoolGrid therefore negates any need for packaging and or packaging labelling displaying ingredient information for our core service.

However, meals served outside of the core service (for example, packed lunches for school trips) need to undergo the same risk assessment and have the same information available at the point of ordering. As this part of the service is not pre-ordered through SchoolGrid we will be implementing a new ordering process to strengthen our current policy and ensure accurate information continues to be available to all stakeholders.

The ordering process for **school trip packed lunches** should be as follows:

1. Contact your Area Manager to discuss your trip date and packed lunch requirements.
2. Dolce will issue the school with the packed lunch options, and relevant allergy information (please find attached).
3. This information must be passed from the school to the parents at the point that the school requires a pre-order from a parent, or carer, for a pupil.
4. We request that the school collects that pre-order information from the parent or guardian, collates the information and passes a pre-order summary to the school cook or kitchen team 1 week prior to the school trip. This will ensure that the kitchen gathers the correct stock to fulfill the order of pre-ordered packed lunches.
5. Our kitchen team will prepare the correct food for every pupil, taking into account allergies and choices. Our kitchen team will label the bags to indicate the content choice and write the names of pupils with allergies. This will assist the school with the distribution process.
6. The packed lunch bags containing food for pupils with allergies will be sealed by the kitchen team before distribution to avoid cross contamination.
7. It is the schools responsibility to ensure that the correct packed lunch is given to the correct pupil.
8. To assist the safe distribution of packed lunches the school staff should use the 'tick list' on SchoolGrid which can be printed off in the school office by the office team.
[Food] - [Portions] - choose the relevant day - [Tick List].



The tick sheet contains details of all pupil allergies and can be used as a final fail safe when distributing meals.

Distributing **meals in classrooms**:

1. Meals served in classrooms must be ordered on SchoolGrid.
2. The school must ensure that SchoolGrid is kept up to date with pupil allergy information. Parents should register their child's allergies on their pupil profile page of SchoolGrid. If the pupil allergy isn't listed as one of the 14 main allergy risks, the school can put the allergy in the dietary notes section, or speak to Dolce Customer Care who will input the information on behalf of the parent.
3. Main meals and desserts that are sent from the kitchen to the classroom will be labelled to indicate choice options and a name label will be placed on items for pupils with allergies.
4. Meals that are distributed in the classrooms by school staff or by our kitchen staff must be checked against the 'tick list' printed off that day from SchoolGrid. The 'tick list' contains allergy information and special care must be taken to cross check food parcels/boxes/bags with the allergies listed on the 'tick list'.
5. Desserts served in classrooms will not contain one of the 14 allergens, however, some pupils may have a rare, unlisted allergy, for example citric acid. In which case the kitchen will bag and label the dessert item before distribution,

Although you probably currently follow a process very similar to this, we ask that you take the time to ensure that all the school staff involved within the distribution of packed lunches / classroom distribution have full training on the above procedure. We would also recommend that your first aider is trained in the use of an EpiPen or alternative adrenaline auto-injector, and that the kitchen staff are introduced to the schools First Aider.

We thank you in advance for your understanding and cooperation in our revised policy and are confident that by working together we will vastly reduce any unnecessary incidents.

Should you have any questions or queries please contact your Area Manager or Customer Care and we will be happy to discuss this with you.

Best Regards

Caroline Turner

Food Services Manager