

CHARTWELLS SPECIAL DIET REQUEST FORM

This form is to be completed by the parent / guardian or unit manager once a special diet menu is required and sent to the Chartwells special diet team

To ensure ultimate transparency this request form must be supported with medical correspondence or the request will not be processed. Parents / guardians should attach an up to date photograph of their child to help with identification. All information will be kept strictly confidential.

Please note there is a 3 week turnaround for all new special diet requests

PUPIL INFORMATION	
Pupil Name:	
Year Group/School:	
Allergies / Intolerances:	
PARENT INFORMATION	
Parent / Guardian name:	
Contact Telephone:	
CHARTWELLS INFORMATION:	
Unit Name & Number:	
Unit Manager:	
Contact Telephone:	
Regional Manager:	
Date Requested:	

SPECIAL DIET MENU APPROVAL

Once a proposed menu is received the parent / guardian should sign & date below to confirm approval of menu:

PRINT:

SIGN:

DATE:

Please attach a photograph of your child alternative a copy can be emailed.

GDPR & Special Diets

We confirm that Chartwells has been pursuing a detailed programme to ensure compliance with GDPR.

Special diets is an area of our provision where personal data of our pupils is provided before any special diet can be safely served. This information can include the pupils name, parent name, contact number, 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 Chartwells central team 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 ensuring the safety of the children and young adults to whom we serve meals.

1) 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.

2) Pupil photographs in folders.

Photographs may also be stored in folders within the kitchen or catering office. These should be stored in a secure manner and only available to the catering staff when requested.

3) Allergy Information including special diet request form and medical notes.

All special diet pupils should have a special diet request form and 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. These are only available to catering staff when requested.

For further information please refer to the Compass Group privacy policy

<https://www.compass-group.co.uk/about/privacy-policy/>