



Cornbank ELC Procedures for Ordering and serving Lunches.

(Updated September 2022)

Aims

The purpose is to ensure all staff are aware of the procedures for ordering lunches for learners to ensure all children have a positive lunch time experience and children with allergies have measures in place to ensure their allergy requirements are met.

Procedure

- Each Key group has a laminate for ordering the lunches **Group Lunch Order Sheet**. (appendix one)
- Children with any allergies or dietary requirements are highlighted a different colour on the laminate.
- The staff member responsible for taking lunch orders for the group will give the child two options from today's menu.
- Children with allergies or dietary requirements will have their own adapted menu to choose from. Parents will be given the option to choose from this for their child 3 weeks in advance if they like.
- Children make their choice and the staff member is responsible for updating the sheet.
- Children with Allergies or dietary requirements should have written in the **additional/ allergy requests** information box exactly what they are having from their menu.
- The laminates go to the ELC kitchen area no later than 9:15 am and the person on snack is responsible for transferring the information on to the **Lunch Order Sheet** (appendix 2)
- The totals should be checked against the register to ensure the correct number of lunches has been ordered.
- Children with allergies are detailed on the back of the sheet. These children must have their choice written next to their name providing exact details of what they are having from their menu.
- The ELC Lunch order sheet must be taken up to the school kitchen by 9:30am
- The School Kitchen have a copy of the allergy menus and this should be checked again before plating food.
- All children will self- select their lunch, supervised by a member of staff who will use the laminate to check orders against what the child is getting.
- Children with allergies are served on a purple plate which is pre plated and wrapped in foil clearly labelled with the child's name.
- The staff member supporting the group at lunch time is responsible for ensuring all children have the correct plate of food on returning to the table.

All Steps highlighted in yellow must be completed and checked every day to ensure children with allergies or dietary requirements are safely catered for.



Appendix 2 ELC Lunch Order Sheet

Date:	Red	Green	Blue	White	Purple	Mint	Yellow	Orang	Sky	Total
Hot meal /including staff										
Hot meal Allergy										
Baked Potato										
Baked Pot Allergy (Or Dietary requ)										
Sandwich										
Sandwich Allergy (Or Dietary requ)										
Pudding.										
Pudding Allergy (Or Dietary requ)										
Milk Cartons										
TOTAL										

****Allergies/ Dietary requirements Requests See Overleaf****



Appendix 2 ELC Lunch Order Sheet continued.

Requests for children with allergies/ dietary requirements.	NAME	Allergies/ Dietary requirements/	Meal & Pudding
(Please state what exactly is required for each individual child even if they are able to have the hot meal on offer that day.		Allergy	
		Allergy	
		Allergy	
		Allergy	
		Dietary requirement	

Do not send this up to the kitchen without checking the overall number of children against the register and checking that the allergy information is detailed and filled out correctly.