

PART B: Process & Responsibilities**(to be completed in partnership between Chartwells and Chartwells' client)**

School Name

School Address

Postcode

Chartwells Unit Number/
Contract Name

Please complete the below process flow detailing how lanyards will be distributed, used, collected and returned at each meal service and who is responsible:

1 Lanyard Preparation and distribution

Chartwells will prepare lanyards for all children with confirmed medical diet menus and distribute lanyards to the school.

Receiving person at the School
(role eg. School Secretary):

2. Before Daily Service

Lanyards will be stored (location in school):

When and where will lanyards be given
to relevant pupils (eg. in classroom
immediately prior to lunch)?

School staff member(s) responsible for
giving lanyards to relevant pupils to wear
prior to meals (role eg. class teacher(s)):

3. In the Lunch / Dining Hall

School staff member(s) responsible for
ensuring lanyards are worn up to the
service point (role eg. midday supervisor):

4. At the service point

Chartwells kitchen team will look out for lanyards to support with identifying pupils with confirmed medical diets. The Unit Manager is responsible for ensuring the kitchen team are prepared to identify pupils with lanyards.

5. After Service

When are lanyards collected (eg. as pupils
deposit used lunch trays or as pupils leave
the lunch hall)?

Person(s) responsible for collecting
Lanyards after service (role eg. midday
supervisor):

Person(s) responsible for returning lanyards
to storage location (eg. School Secretary)

6. In Case of Emergency

The school will arrange for the administration of any emergency medication by authorised persons as agreed in the school's emergency plan. Please refer to section 8 of the Chartwells Medical Diet Policy for further information (<https://loveschoolmeals.co.uk/medical-diets>)

PART C: Confirmation of Agreement

By completing this Identification System Agreement Form, Chartwells and Chartwells clients are confirming their understanding and agree to fulfil their responsibilities in relation to the lanyard identification system as detailed in Parts A and B above and in accordance with Chartwells medical diet policy.

Please read Chartwells full medical diet policy here: <https://loveschoolmeals.co.uk/medical-diets>

I confirm that I have read and understood the above.

Chartwells Area/Regional Manager (print name)

Signature

Date

Chartwells Client/School Representative (print name)

Job Role/Title (please print)

Signature

Date

For any medical diet queries, or for a hard copy of the Medical Diet Policy, please contact:

chartwells.medicaldiets@compass-group.co.uk