







# **Data sharing**

The information provided by the parent/carer on the registration form is required by the School for the purpose of delivering a school meal service. The school will need to share this information with Children, Young People, Education & Skills (CYPES) and a third party online catering provider, Blue Runner, in order for school meals / free school meals to be allocated, where appropriate and payments to be processed, where appropriate. For further information regarding data sharing, please see the School Privacy Notice published on their school website.

By registering with Blue Runner, the parent/carer agree to their terms and conditions, these can be found at <a href="https://www.bluerunnersolutions.com/privacy-policy">www.bluerunnersolutions.com/privacy-policy</a>. Blue Runner will have access to information including full name, year group and food allergies. All information is held within the EEA and adheres to appropriate retention schedules found at gov.je.

Please note that all information is stored and processed in accordance with the Data Protection Law (Jersey) 2018.

#### **Cancellation policy**

If you would like to cancel your order for a school lunch you must do so within 5 working days of the meal being prepared and served to your child, in order to receive a refund to your account. Any cancellations outside of this period will mean a forfeit of the fees paid.

Parents / carers should be mindful of the school calendar and it is the responsibility of the parent to ensure a meal is not ordered when their child is out of school at lunchtime on an offsite visit or for any other reason.

#### Allergies and dietary requirements

Special diets will be catered for, provided requests for these are supported by a medical report such as a letter from your GP or hospital consultant. No allergy meals will be provided unless a medical report has been received. Requests for special diets should be made on the enclosed registration form and submitted to your school along with the supporting letter. The menu will then be adapted to accommodate the child's special diet and parents will be advised directly by Caring Cooks. Parents should update the school of any changes in their child's dietary needs as they happen and schools will follow their own procedures for dealing with an allergic reaction in line with the child's care plan.

Caring Cooks will do all that it can to minimise risk to children with allergies and special dietary requirements. We operate a nut free kitchen and comply with food allergen labelling legislation and can also provide nutritional analysis of all dishes and the ingredients of all meals on request to <a href="mailto:flourish@caringcooksofjersey.com">flourish@caringcooksofjersey.com</a>. You can also contact us by phone on 01534 710917. All special dietary meals are cooked and labelled separately to minimise risk.

All staff, including Lunchtime Serving Assistants in schools, understand the importance of food and allergies and special dietary requirements and will be trained accordingly.

The Wellbeing Dietetics team at Government of Jersey can also provide further advice about nutritional content of meals through email at communitydietician@gov.je

### **Income Support**

Where a family is in receipt of Income Support there is no charge to access the school meal service. The parent / carer is required to provide evidence that they are in receipt of Income Support. It is the responsibility of the parent / carer to ensure that any change of circumstances is communicated with the school, in the event of this information not being shared with the school the parent / carer will be charged for the service.

No specific details about the Income Support claim will be shared with Caring Cooks and this information will be used solely to confirm that a child may access the free meal service.

# **Use of Images**

Caring Cooks would like to take photos and videos of, and collect comments from your children from time to time for the purpose of being retained by the school in your child's file or for use on the school display board, as well as on social media channels or in other communications issued by the charity. There will never be reference to a child's name alongside their photograph or attributed to their comments.

If at any point you would like to opt out please email the school directly <a href="mailto:admin@janvrin.sch.je">admin@janvrin.sch.je</a>