Allergen Policy

Date of last review	Sept 2026	**Reviewed by**	Head of Foundation
Date of next review	Sept 2027	**To be reviewed by**	Head of Foundation

1. Purpose

This policy sets out how Cambridge United Foundation (CUF) will manage requirements to protect those with allergies when consuming food prepared and provided by CUF at sessions and holiday clubs. Its purpose is to:

- Protect children, families, staff, and volunteers from foodborne illness.
- Reduce the risk of allergic reactions.
- Ensure legal and safe practice in line with UK food safety and allergen regulations.

This policy supports the Food Management Policy

2. Scope

a. This policy applies to:
   i. All participants attending programmes provided by CUF
   ii. All staff, volunteers and visitors
   iii. Any food provided, prepared, consumed, or brought into the setting

3. Roles and Responsibilities

a. The Head of Foundation is responsible for approving and reviewing this policy.
b. Briefing will be provided by CUF'S Designated Safeguarding Officer who also has responsibility of allergy safety and will contribute to approving and reviewing this policy.
c. The Lead staff member of the session or programme is responsible for implementing this policy, including risk assessment and briefing.
d. All staff and volunteers are responsible for following the procedures and reporting any concerns immediately.

4. Allergy Awareness

a. CUF recognises the 14 major allergens identified in UK food law:
   i. Celery
   ii. Cereals containing gluten
   iii. Crustaceans
   iv. Eggs
   v. Fish
   vi. Lupin
   vii. Milk
   viii. Molluscs
   ix. Mustard
   x. Peanuts
   xi. Sesame
   xii. Soybeans
   xiii. Sulphur dioxide/sulphites
   xiv. Tree nuts
b. Staff must be familiar with these allergens and understand how exposure can occur through ingestion, cross-contamination, or airborne particles (in rare cases).

5. Identification of Allergies

a. Programme Registration Process
   i. All individuals, both programme participants (Parents/Carers for children and vulnerable adults.) and staff, must disclose all allergies, intolerances, or dietary restrictions during registration. Information collected will include:
      1. Specific allergen(s)
      2. Severity of reaction

3. Required medication (e.g., antihistamines, EpiPen)
4. Emergency action plan

6. **Documentation**
    a. All allergy information will be:
        i. Recorded in the person's "Individual Health Care Plan" provided by a health care professional.
            1. Communicated discreetly and available with immediate access to all programme staff.
            2. Included in daily registers and activity plans.

7. **5. Food Provision**
    a. 5.1 Food Provided by CUF
        i. All food will be checked for allergen content before being served.
        ii. Ingredient lists will be kept on-site and available for inspection.
        iii. Allergen-free alternatives will be provided where possible.
        iv. Staff will avoid offering any food containing allergens that pose a risk to individuals present.
    b. 5.2 Food Brought from Home
        i. Individuals present (Or their parents/carers) must clearly label lunchboxes if allergens are present.
        ii. Individuals will not share food under any circumstances.
        iii. Staff will monitor eating areas to prevent accidental exposure.

8. **Prevention of Cross-Contamination**
    a. Separate preparation areas will be used for allergen-free foods.
    b. Hands must be washed before and after handling food.
    c. All surfaces, utensils, and equipment will be cleaned thoroughly between uses, including eating areas as well as preparation areas.
    d. Allergen containing foods will be stored separately from allergen-free items.

9. **Staff Training**
    a. All staff and volunteers will receive training in:
        i. Recognising symptoms of allergic reactions
        ii. Safe food handling and cross-contamination prevention
        iii. Reading ingredient labels
        iv. Emergency response procedures
        v. Correct use of EpiPens and other medication
    b. Training will be refreshed annually or when new participants and/or staff with allergies join the programme.

10. **Emergency Procedures**
    a. If a staff member or participant is exposed to an allergen or shows signs of a reaction:
    b. Stay with the person and assess symptoms
    c. Administer prescribed medication immediately (e.g., EpiPen)
    d. Call emergency services (999)
    e. Where appropriate, inform the person's parent/carer
    f. Record the incident in CUF's incident log (Patronus)
    g. Review procedures to prevent future occurrences

    Note!
    Emergency medication will be held in the programme first aid kit for use in emergency situations.

11. **Communication**
    a. Allergy information will be shared with all staff at the start of each day.
    b. All staff will be briefed on any food-related risks associated with planned activities (e.g., baking, sensory play).
    c. Where appropriate, parents/carers will be informed of any food-based activities in advance.

12. **Review**

a. This policy will be reviewed:
    i. Annually
    ii. After any allergen-related incident
    iii. When legislation or best practice guidance changes

Cambridge United Foundation is committed to promoting equality of opportunity for all staff, volunteers and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, sex, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.