



ELEVATED UP CIC

Food Safety & Allergen Management Policy

Policy	Food Safety & Allergen Management Policy
Organisation	Elevated Up CIC, Unit 2 Winster Grove, Birmingham, West Midlands, B44 9EG (Company No. 16143711)
Version	1.0
Approved by	Board of Directors
Date approved	June 2026
Date of next review	June 2027
Policy owner	Director (Operations)

1. Purpose

Elevated Up CIC provides food at our holiday clubs and some activities. This policy makes sure the food we serve is safe, meets school food standards, and is managed carefully for allergies, dietary needs and cultural requirements.

2. Scope

This policy covers all food and drink we provide, and applies to our staff, volunteers and any food partner we work with.

3. Working with our food partner

Our meals are prepared by a registered food business that cooks off-site and delivers to us. We only work with food partners that hold a Food Hygiene Rating of 4 or 5, and we keep their rating and registration on file. We make sure our delivery venue is registered as a food business.

4. Food hygiene

- At least two staff on site hold current Level 2 Food Hygiene and Allergy Awareness training.
- We keep hands, surfaces and serving areas clean, and store and serve food at safe temperatures.
- We follow good hygiene practice when receiving, holding and serving delivered meals.

5. Allergens and dietary needs

- We collect information on allergies, medical needs, dietary requirements and cultural preferences at registration, and record it clearly on our registers.
- We share this with our food lead before delivery and check every meal against it.
- We follow Natasha's Law: pre-packed items are clearly labelled with ingredients and allergens.
- We plan menus to include vegetarian and halal options and suitable alternatives, and avoid common allergens where we can.



6. Healthy eating

All meals meet school food standards, with a balance of carbohydrate, protein, vegetables and fruit, limited fried and high-sugar foods, and water or milk rather than sugary drinks. We link mealtimes to simple, positive messages about healthy eating.

7. Responding to a reaction

Staff are alert to the signs of an allergic reaction. If one occurs we act immediately, give any prescribed emergency medication, and call 999 for a serious reaction, in line with our First Aid Policy. We record any incident and review it.

8. Review

This policy is reviewed every year.

Approval

Approved on behalf of the Board of Directors:

Emma Hobbis

Director, Elevated Up CIC

Date approved: June 2026