Packed Meal Distribution

Staff and groups get packed meals for some excursions. Everybody gets packed lunches at weekends in most centres, and some groups get packed meals on arrival/departure

Packed meal distribution is usually carried out by the Activity team with supervision from the AM, PM and SWO

Procedure Overview

1. Collect a list of groups from your AM/PM/SWO. This will tell you how many meals are required for each group
2. Take spare paper and a marker so you can label meals
3. Collect trolley/trays of packed meals from the canteen (ensure the total matches what you expect)
4. Transport the trolley/trays to the distribution area (ask your AM/PM/SWO if you’re not sure where this is)
5. Set aside packed meals for people with special dietary requirements - these should be labelled as such
6. Count the paper bags into the right amounts for each group (taking into account the different types of sandwiches - ensure a fairly even distribution). Make sure to set aside packed meals for staff too
7. Label each group clearly so when the group leader comes to collect, you know which is the right pile of bags
8. Give the group leader their packed meals.⚠ Don’t give packed meals to unaccompanied students
9. Clear up the distribution area of any paper/empty bags etc

All special dietary requirements must be clearly indicated on the groups list. In case of any doubt regarding allergies/intolerances, consult the AM/PM/SWO and liaise with the relevant group leader

The groups list must also include staff as a group - at weekends residential teachers and those on time off may not be present in the canteen to collect their packed lunch in person

The overview above will be different for arrival; likely the AM/PM/SWO will ask for packed meals to be placed in fridges in the students' flats

> The overview above will be different for departure; likely the AM/PM/SWO will ask for packed meals to be distributed at the coach pick up point

Dietary Requirement Abbreviations

V = Vegetarian

Vn = Vegan

LF = Lactose free

GF = Gluten free

H = Halal

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