

Bake Sale Guidelines

Bake sales have previously provided good fundraising opportunities in school. Legislation around Natasha's Law means certain guidelines need to be followed now however, it would be a shame if these had to stop therefore this document provides guidance moving forward.

The aim of the guidance is to ensure that where food is being prepared and offered for sale to staff / students / visitors in school, the food has been prepared in a hygienic environment and that it is safe to consume.

Process

Bake sales plans must be agreed by SLT as soon as possible, and at least a week in advance, in order to ensure that such an event does not adversely affect the sales of the on-site third party contract caterers.

Although some bake sale foods such as bread, cakes, pies, cookies and sweets rarely cause illness, it is important to remember that under the right circumstances any food can cause foodborne illness.

Organisers should maintain a list of names along with what they prepared. A sign indicating that these items are "Home Baked" should be posted, along with ingredients and allergens.

All food must be individually wrapped in plastic, foil, or waxed paper.

Not acceptable for bake sales:

- Cheesecake
- Pastries
- Fresh cream, meringue, custard, or pumpkin pies
- Fresh cream-filled cakes, cupcakes, muffins, or doughnuts
- Frosting and fillings made with cream cheese
- Home-canned foods
- Hot foods that require heating or cold foods that require refrigeration

As long as it doesn't contain any of the above items, acceptable bake sale items are:

- Breads
- Cakes
- Cookies
- Bars
- Muffins
- Sweets
- Dried fruits, herbs and spices
- Cupcakes (except cream-filled)
- Non-potentially hazardous fruit-based pies not requiring refrigeration
- Pre-package food items purchased from a supermarket still in original packaging and unopened
- Pre-package multibuy food items purchased from a supermarket with individual packaging still in place

Food Allergens

Individuals who are allergic to particular foods can have reactions from touching or even smelling a product containing that food. Ingesting a food containing the allergen can be extremely dangerous and some allergic reactions can be life-threatening. The eleven most common food allergens are: **milk, citrus, eggs, soy, peanuts, wheat, tree nuts, melon, strawberries, shellfish, and fish.**

To ensure those with allergies are fully informed before they choose to purchase at a bake sale, please consider the following:

- Labelling of home bakes to identify ingredients and allergens (see checklist section).
- If you cannot guarantee that a product is free from allergens/traces of allergens, then you must ensure that your labelling states this.
- Position foods containing known allergens away from other items or use a separate table.
- Designate separate people to handle the sales of allergen containing and allergen-free foods.

Transportation

- Vehicles used for transport should be clean and maintained in good sanitary condition.
- Food should be tightly wrapped to protect from dust, dirt and insects.
- Food should not be transported with pets.

Checklist

- All foods must be protected from unnecessary handling, airborne contamination and pests. Home baked goods should be placed in food storage bags or containers, wrapped with new food grade plastic, wax paper or foil or dispensed from a covered food storage container.
- Food is transported to school following the guidelines.
- Individuals shall thoroughly wash their hands before conducting the sale and after any act that could contaminate their hands, such as coughing, eating, or using the restroom.
- Bare hand contact with the food items should be avoided through the use of plastic gloves, tissues, bags or utensils (tongs/spoons).
- A sign or placard stating "Home Baked" must be posted along with a list of ingredients.
- Donors must identify/label any product that contains any of the eleven major allergen. Major allergens often used in baking include peanuts (peanut butter), eggs, wheat, soybeans, milk and milk products (e.g. butter, buttermilk, cheese) and tree nuts (e.g. almonds, pecans, walnuts, cashews).
- If you cannot guarantee that a product is free from allergens/traces of allergens, then you must ensure that your labelling states this.
- The event organiser should retain a list of who donated what food items or wrapped baked items should be labelled with the baker's name in order to identify the source of the product.
- Good standards of housekeeping and hygiene are expected of persons operating the bake sale. All foods should be displayed on clean counters and the bake sale area maintained in a clean and sanitary condition.