

Laugh Live Love CIC

Volunteer Home Bakers Policy and Procedures

As an organisation where food is a big part of what we do, food safety is our No. 1 priority. We serve our food to older adults some of whom are more vulnerable to food allergies or unable to digest certain ingredients and as an organisation we need to be mindful of their needs.

Volunteer Agreement

A volunteer agreement and guidelines are in place which all Volunteer Home Bakers are asked to sign up to. Our insurance covers all volunteers whilst carrying out work on behalf of Laugh Live CIC.

Registered Volunteer Home Bakers are 18+. Anyone who wishes to volunteer under 18 years of age **MUST** always be supervised by a LLL registered Volunteer Home Baker to ensure that all procedures are followed as required.

Induction and Training

Volunteer Home Bakers are asked to do Food Safety training which includes allergens. As an induction Volunteers will meet with the Kitchen Manager to agree terms and conditions and expectations.

How often can volunteers bake from home?

To meet legislation requirements our Volunteer Home Bakers will not be asked to bake for us more than 12 times per annum at home.

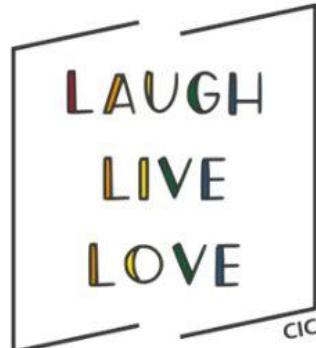
Home Kitchen

Home kitchens are not liable for inspection by the Environmental Health Department if volunteers only bake for LLL up to 12 times per annum, but we expect that any baking for us is done in a clean environment with any potential allergens out of the way to reduce the risk of contamination.

If a volunteer wishes to bake more than 12 times per annum then the home kitchen will need to be registered with Fylde Council Environmental Health Department and will be liable for inspection at a mutually convenient time. This will involve a friendly meeting between the EH Officer and the volunteer at their home by appointment.

Resources

Volunteers will be given recipe cards or links to recipes, the ingredients, cake boxes and a Home Baking Form. A list of ingredients and any allergens must be recorded in line with Natasha's Law.



Promoting the physical, mental, social, emotional and spiritual health and wellbeing of older people on the Fylde

Each time a registered volunteer bakes for us they will be asked to complete a Home Baking Form to include a list of allergens and be returned with the baked goods and any out-of-pocket expenses claim form.

Baked goods containing butter or cream must be kept refrigerated until delivery or collection. A cool bag will be provided for this purpose. It may be agreed beforehand that any fillings that need to be kept refrigerated will be done at base eg St Paul's Church Hall Kitchen or St Johns Court Kitchen, before service.

Any ingredients left over will be returned to LLL with the baked goods in the bag they came in.

Out of Pocket expenses

Should home bakers need to purchase the ingredients themselves, as agreed in advance with LLL, they can put in an Expenses Claim form with receipts.

Mileage / travel expenses can also be claimed.

Transporting Baked Goods

Baked goods should be delivered to the agreed location within 48 hours of being baked. However, if baked good are to be frozen they should be delivered within 24 hours of being baked. The Volunteer Home Baker can claim travel expenses at .45 pence per mile by completing the expenses claim form.

Alternatively, we may be able to arrange collection.

Data Protection

As an organisation the only information we require from you is your name, address and contact details. If expenses are to be claimed, then we will ask for bank details to carry out bank transfers. These details will be held in confidence in line with our data protection policy.

We will keep a record of what Volunteer Home Bakers bake for us; when they were baked; when they were received at base and a list of ingredients including allergens.