



TACKLEY PTA

Homemade Food & Allergen Guidance

For cakes, bakes and other homemade food donated to PTA events

Before you donate

- Please make food in a clean kitchen, with clean hands, utensils and surfaces.
- Keep pets away from food preparation and packaging.
- Use ingredients within their use-by/best-before dates and follow the recipe and packet instructions.
- If you have prepared other foods containing allergens, take care to avoid cross-contact where practical.
- Bring the food in a clean, covered container or suitable packaging.

Allergen information — please provide it

For every homemade item, please provide a complete list of ingredients. This is particularly important for anyone with a food allergy or intolerance. Do not describe food as “allergen-free”, “nut-free” or similar unless you can genuinely substantiate the claim.

- Keep the ingredient list with the food at the event.
- Use the ingredient information from packets/labels when making the list.
- If an ingredient has a “may contain” warning, please copy that warning onto the information supplied.
- Tell the PTA if you are unsure whether an ingredient contains an allergen — do not guess.

Storage & serving

- If the food needs refrigeration, keep it chilled and tell the PTA.
- Do not leave perishable food at room temperature for longer than is appropriate for safe storage.
- Keep food covered/protected until it is ready to serve.
- If you have concerns about the safety or condition of the food, do not serve it.

For PTA organisers

- Keep the ingredient information alongside each donated item.
- Make allergen information easy for customers/parents to see or ask about.
- Do not make assumptions about whether a food is safe for someone with an allergy.
- If you cannot establish the ingredients or relevant allergen information, consider not serving the item.
- This sheet is practical PTA guidance and does not replace the PTA’s own food-safety arrangements or any advice from the local authority.

Thank you for helping us keep Tackley PTA events welcoming and safe for everyone.



Please complete this for each item

FOOD / ITEM	
FULL INGREDIENT LIST	
“MAY CONTAIN” / CROSS-CONTACT WARNING	
CONTAINS ANY OF THE 14 ALLERGENS?	☐ No ☐ Yes — see ingredients below
NEEDS REFRIGERATION?	☐ No ☐ Yes
DATE MADE	
DONATED BY	

The 14 regulated allergens

Please check the ingredients for these allergens:

☐ Celery	☐ Molluscs
☐ Cereals containing gluten (e.g. wheat, rye, barley, oats)	☐ Mustard
☐ Crustaceans	☐ Peanuts
☐ Eggs	☐ Sesame
☐ Fish	☐ Soya
☐ Lupin	☐ Sulphur dioxide / sulphites
☐ Milk	☐ Tree nuts
☐ None of the above, to the best of my knowledge	