

SECTION 5: POLICIES

LOCAL GROUP FINANCE, FRAUD AND FUNDRAISING POLICY

Local Group Finances

1. Overview

1.1 All money raised in the name of the charity and held by the Local Group in its bank account, is part of the charity's general funds. To comply with requirements laid out by the Charity Commission and the Board of Governors, Coeliac UK must be able to demonstrate that money raised and spent by the charity's local groups is spent on furthering the Charity's objectives.

1.2 Coeliac UK is committed to providing ongoing support to its volunteers. Such can be accessed through the Volunteer team (volunteering@coeliac.org.uk) or the charity's Finance team (finance@coeliac.org.uk)

1.3 The local group must:

1.3.1 be self funding

1.3.2 comply with all legal requirements and codes of practice applicable to the chosen method of raising funds (for further guidance speak to Fundraising at Coeliac UK)

1.3.3 refer to the Handbook and comply with the charity's guidance about the use of the charity's registered number and logo

1.3.4 not to raise funds for or promote other charities under the local group name

1.3.5 not make a donation to other charities out of the local group funds

1.3.6 not apply for grants from any other bodies

1.3.7 not raise funds for any specific purpose unless the charity has approved, in writing, the wording of the appeal

1.3.8 return any funds raised on behalf of Coeliac UK to the High Wycombe office within two months of the funds being raised

1.3.9 not claim Gift Aid on the donations they raise

1.3.10 not commit to invoices to be paid by the charity, unless the local group has obtained written permission for such from the Coeliac UK Finance department

1.3.11 not engage in taxable trading.

2. Managing the Local Group finances

2.1 Local Groups can only use a Lloyds charity bank account, set up by Coeliac UK, to manage the local group's funds.

2.2 Each local group bank account must have at least three signatories, one of whom should be the Treasurer.

2.3 Local group signatories cannot be related or live at the same address.

2.4 All signatories must have completed and returned the Declaration of Eligibility form and, if appropriate, the Declaration of Interest form.

2.5 All cheques and payment orders must be signed by two signatories.

2.6 The local group must not incur a bank overdraft or commit expenditure beyond its resources.

2.7 Debit cards are currently not available as they do not require two signatories and as such expose the local groups to fraud.

2.8 Paypal, Apple Pay and other services cannot be used by the local group as they do not require two signatories and expose the local groups to fraud.

2.9 The Lloyds bank account includes dual authorization internet banking with the ability to make electronic payments.

3. Role of the Local Group Committee

3.1 The Local Group Treasurer is responsible for keeping account of the finances of the Local Group however the whole Committee has responsibility for Local Group monies.

3.2 At each Committee meeting, the Treasurer and/or the Local Group Organiser must present a statement (written or oral) of the accounts of the Local Group.

3.3 A financial statement must also be presented at the Local Groups' Annual General Meeting (AGM)

3.4 At the end of the financial year (31 Dec) the Treasurer must provide a summary financial return and



duplicate bank statement to the Coeliac UK Finance Department. The Charity will send a letter with further details at the time.

3.5 Any money held in the Local Group bank account which amounts to more than 24 months of average Local Group expenditure will be recorded as “excess funds” and the Local Group will be required to submit a Finance Plan to show how and when these funds will be spent and how they further the aims of the Charity and the Charity’s Local Groups.

3.6 The Finance Plan must be approved in writing by the Charity.

3.7 If the Local Group does not have a clear plan for spending these reserves locally they should be transferred to the Charity’s central bank account.

4. Local groups and Fraud

4.1 Coeliac UK is committed to the prevention of fraud and the promotion of an anti-fraud culture and operates a zero tolerance attitude to fraud.

4.2 Coeliac UK will investigate all instances of suspected, attempted and actual fraud and will seek to recover funds and assets lost through fraud. Perpetrators will be subject to disciplinary and/or legal action.

4.3 The Charity’s fraud policy is endorsed and supported by the Board of Governors and Chief Executive

4.4 The term “fraud” is used to describe the use of deception to deprive, disadvantage or cause loss to another person or party. This can include theft, bribery, embezzlement, collusion, the misuse of funds or other resources for more complicated crimes such as false accounting, money laundering and the supply of false information

4.5 Individuals can be prosecuted under the Fraud Act 2006 if they make a false representation, fail to disclose information or abuse their position.

4.6 Volunteers are responsible for:

4.6.1 ensuring that Coeliac UK’s reputation and assets are protected against fraud

4.6.2 identifying and assessing the risks of fraud involved in the operations they perform

4.6.3 adhering to agreed policies and procedures

4.6.4 reporting known or suspected fraud

4.6.5 assisting in the investigation of suspected fraud.

4.7 Volunteers must report concerns about suspected, attempted or actual fraud to the Volunteer team or the Director of Finance. They should not attempt to investigate the fraud themselves.

5. Local Groups and Fundraising

5.1 Fundraising: the law, key principles and behaviours

5.1.1 When raising funds the Coeliac UK charity registration number (1048167 for England, Wales and Northern Ireland, SC039804 for Scotland) must appear on all posters and advertising materials.

5.1.2 It is a legal requirement that all funds raised for a particular cause must be used for that particular cause and therefore any funds raised must go towards furthering the Charity's objectives.

5.1.3 all money raised must be used in a timely manner.

5.1.4 volunteers must not mislead, criticise, belittle, pressurize or take advantage of donors, individuals, or organisations.

5.1.5 when using donor information the Local Group must comply with Data Protection policy.

5.1.6 records should be taken for all donations made in sufficient details to identify the donor (unless given anonymously), the amount and the circumstances when the donation was made

5.1.7 no deductions can be taken from cash received unless with the express and explicit advanced agreement of the Group Organiser and Group Treasurer (There may be additional rules imposed by donors or third parties which must be honoured.)

5.1.8 cash should be collected, counted and recorded by two signatories in a secure environment with cash and cheques being banked as soon as is practical.

5.1.9 unsecured cash must never be left unattended and any cash or cheques not banked immediately must be placed in a safe and secure location

5.1.10 all Committee Members should know who is responsible for banking donations (usually the Group Treasurer) and be notified once donations have been paid in

5.1.11 records must be maintained for each fundraising event, in sufficient detail to identify gross receipts or takings and costs incurred

5.1.12 children under the age of 16 must not be given responsibility for handling, counting and collecting money

5.1.13 if using a collection tin or bucket at your events it must be secure and tamper proof with the Coeliac UK charity name and registered Charity number clearly labelled.

5.2 Raffles: raffles are a popular way to add to the Local Group's income line at every event and meeting.

Any Local Group holding a raffle must ensure that it complies with the following regulations:

5.2.1 the raffle cannot be the main focus of the event or meeting, rather it should be an incidental part of it e.g. at your AGM and coffee morning (this is termed as an 'incidental lottery')

5.2.2 tickets can only be sold at the event and the draw must take place at the event too

5.2.3 tickets can only be sold to people who are 16 years old or more and they must be present at the event

5.2.4 alcohol can only be given as a prize if all those participating in both the event and the raffle are 18 years old or over and if it is a sealed container

5.2.5 there must be no roll over of prizes from one raffle to the next

5.2.6 money cannot be given as a prize though vouchers are fine

5.2.7 deductions from the profits must not exceed £100 in costs and £500 in prizes (not including donated prizes)

5.2.8 tickets are non-transferable.

Local Groups MUST contact the Coeliac UK Fundraising team before organising general public collections, house-to-house collections or ticketed events who can provide further information on the required licenses etc.



coeliac uk | Thames South East
Local Group

Volunteering, campaigning and fundraising so people can
live well, gluten free

GET IN TOUCH

www.coeliac.org.uk/thamesse
thamesse@coeliac.org.uk
 Facebook: Coeliac UK SE Thames Group

Or find your nearest local group at
www.coeliac.org.uk/local-groups



coeliac uk
West Sussex Local Group

Volunteering, campaigning and fundraising so people can
live well, gluten free

www.coeliac.org.uk/westsussex



coeliac uk | Gwynedd
Local Group



Volunteers' update
February 2017

LOCAL GROUP BRANDING AND COMMUNICATIONS

Use of corporate identity and logos

Coeliac UK has brand guidelines to ensure the work done under its name is recognised to be part of the same charity. To ensure consistency we ask local groups to:

- use their local group logo on any posters, leaflets and newsletters
- use their local group logo on Twitter, Facebook and other social media accounts
- include the Coeliac UK charity number on any posters, leaflets and newsletters
- only use the Coeliac UK logo in conjunction with the local group logo.

Please note you can obtain your local group logo from the Volunteering team.

Local group webpages

All local groups are required to keep their webpages on the Coeliac UK website up to date with news and activities. The website offers a great (and free) way to communicate to your members and raise awareness of your local group so please do use it.

A website user guide is available to all local groups. The three Group Officers have automatic rights to manage the local group webpages. Local groups can choose up to two other committee members to also manage the local group webpages.

Social networks

A number of local groups are setting up Facebook pages and Twitter accounts as a way to update members and engage with a wider audience.

Being successful on social media requires a large amount of work including daily updates to keep the site relevant and engaging, monitoring posts and active promotion to help the site grow. We recommend that local groups make sure that they have the resources and ideally one committee member who is able to take this on as a role before setting up any social media accounts.

Please also note:

- you must use your own local group logo as your page image – you cannot use the Coeliac UK logo
- the name of your account cannot start with Coeliac UK rather should be the 'East Kent Coeliac UK Local Group' or 'Kent Coeliac Local Group'
- in the about us section you must clearly state that you are a local group run by volunteers (this ensures that people joining the page have the right expectations and don't think that managing the page is your full time job)
- you cannot give medical advice or act as a counselling service
- you must adhere to data protection principles
- you must obtain permission before posting any photos.

Local group newsletters

Local groups are encouraged to send at least three newsletters a year. These should be sent to all members on the local group mailing list with an email version going to those with an email account and a printed copy to those without.

Newsletters are an excellent way to keep members informed of the news from your local group. A well-written, interesting newsletter can help members of your local group feel that they belong to a strong and vibrant organisation, and act as a tool to attract new members and donations.

No one is expecting an award-winning magazine – a simple A4 sheet of your local group's current events and news will be well received by members. A guide to writing a newsletter can be found in the '**Supporting Documents**' section.

REPRESENTING THE LOCAL GROUP POLICY

There may be times when somebody from the local group is asked to act as a spokesperson liaising with local decision makers, other organisations or the media. Such may be the result of meetings or interviews that you have been invited to or that you have set up yourself.

In recent years there have been a number of incidences where local groups have been unfairly represented or misrepresented by the press and local decision makers to the detriment of members in their area, the reputation of the local group and the charity at large.

This policy is designed to:

- protect you in your role as local group committee member
- protect the integrity and reputation of the local group
- protect the integrity and reputation of Coeliac UK.

When representing the local group you are speaking on behalf of:

- yourself
- the local group committee
- members in your area who actively engage in the local group.

You are not speaking on behalf of:

- Coeliac UK
- all members either in your local area or in general.

This policy addresses representing your local group from the position of:

- raising awareness
- campaigning.

Raising awareness

Raising awareness is an important part of the charity's work and we actively encourage all local groups to undertake such activities over the course of the year.

For the purposes of the local groups, raising awareness refers to educating members of the public about coeliac disease. It does not refer to influencing policymakers or seeking to change policies or legislation.

Raising awareness includes:

- holding a stand
- giving a talk
- displaying posters and distributing leaflets
- liaising with the local media.

You will likely speak with:

- store managers
- chefs, caterers and restaurant staff
- GPs, dietitians and pharmacists
- schools and colleges
- other charities eg the National Osteoporosis Society, Diabetes UK, the Lion's Club and the Rotary club.

For more information on this topic please go to the **Raising Awareness** chapter.

Campaigning

For the purposes of the local group Handbook, campaigning includes advocacy and political activity and refers to seeking to influence and change public attitudes. This includes trying to secure a change in local and national laws, policies and decisions of central government, local authorities, the NHS and other public bodies.

Campaigning activities might include:

- seeking to influence political parties or candidates (including independent candidates)
- seeking to influence decision makers within local public bodies eg the NHS
- responding to consultations carried out by either of the above
- supporting or opposing the creation of a new law or seeking to change (or oppose the change) of an existing law.

This involves engaging with:

- MPs/AMs/MSPs
- councillors and local government representatives
- NHS management and administrators
- other policymakers and representatives.

When it comes to campaigning local groups and Coeliac UK must work as one. The issues surrounding gluten free foods on prescription, access to gluten free foods at home and eating out involve both a national and local approach.

We need to make sure that decision makers are fully up to date with:

- the latest research
- feedback from members
- national policies
- practices in other areas
- discussions in Parliament.

Those wishing to campaign can do so by taking part in Coeliac UK's Awareness Week or by becoming a member of the Charity's Campaign Network.

For any other campaigning activities the local group must inform Coeliac UK in advance and receive the support and consent of the charity before proceeding with any discussions, meetings, activities or events.

Contact us with information on:

- what you wish to campaign about
- who you are planning on speaking to
- what your campaign aims are.

To ensure the integrity and protection of the charity, local groups and our members you must secure the permission and support of Coeliac UK first.



SAFEGUARDING POLICY VOLUNTEERING WITH CHILDREN AND VULNERABLE ADULTS

Safeguarding is about empowering and protecting children and vulnerable adults. It is about respecting their right to make choices and ensuring a safe environment for them to meet. What's more it is about protecting our volunteers and ensuring that when you are running events or engaging with this group you can do so with confidence.

Please contact the Volunteering team for further information and advice if you want more information about running events or engaging with children or vulnerable adults.

Engaging with children

In reference to safeguarding, the term 'children' relates to anybody under the age of 18. The only exceptions to this are 16 and 17 year olds acting as volunteers or as employees.

Please go through the following checklist before proceeding in any activity or event involving children:

- does your activity involve those under the age of 18 who aren't taking part as volunteers?
- does the activity involve providing personal care, healthcare, registered child-minding or foster caring?
- is the activity or event regular? Meaning is it carried out by the same person on a frequent basis (either once a week or more or on four or more days in a 30 day period)?
- does the activity or event involve any one to one, unsupervised activity? This includes teaching, training, caring for, supervising, providing advice or guidance or driving a vehicle only for children?

If you answer YES to any of the above then you are engaging in what is regarded as a REGULATED ACTIVITY. This activity is outside of the Coeliac UK Safeguarding policy and Insurance policy. To continue you will need to seek permission from Coeliac UK and secure a DBS (Disclosure and Barring Service) check (if living in England and Wales) a Criminal Record Check (if living in Scotland) or the AccessNI service (if living in Northern Ireland).

Vulnerable adults

The most widely referenced definition of vulnerable adult is set out in the Government's No Secrets and In Safe Hands documents as:

'a person aged 18 or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

Please note that age, disability or physical illness does not automatically mean that an individual is vulnerable. A key defining factor lies in whether or not the individual engages with services or funding specifically relating to a learning or physical disability, physical or mental illness or a reduction in physical or mental capacity.

At the core is whether the individual is able to protect and promote his or her interests.

Engaging with vulnerable adults

Please go through the following checklist before proceeding in any activity or event involving vulnerable adults. Does the activity involve:

- providing health care (including that done under the supervision of a healthcare professional)?
- assisting an adult with eating, drinking, toileting, washing, bathing, dressing or teaching somebody to do such
- the provision of social care, including that done by a professional social worker
- assistance with money, bills or shopping because of an adults age, illness or disability
- assistance with the conduct of an adult's own affairs e.g. powers of attorney or deputy appointed under the Mental Health Act
- transporting an adult to or from their home and the place where they will receive health, social or personal care? (This does not include taxi drivers.)



If you answer YES to any of the above then you are engaging in what is regarded as a REGULATED ACTIVITY. This activity is outside of the Coeliac UK Safeguarding policy and Insurance policy. To continue you will need to seek permission from Coeliac UK and secure a DBS (Disclosure and Barring Service) check (if living in England and Wales) a Criminal Record Check (if living in Scotland) or the AccessNI service (if living in Northern Ireland).

What's more, at events with children and vulnerable adults you should never:

- engage in rough, physical, sexually or racially provocative games (or allow the children to)
- allow or engage in inappropriate touching of any form
- allow bullying behaviour to go unchallenged; bullying of any nature is unacceptable
- use, or allow children to use, inappropriate language or behaviour

- make sexually suggestive comments about or to a child even in fun
- do things of a personal nature to (or for) children or vulnerable adults that they can do themselves
- let allegations anybody makes go unchallenged or unrecorded
- spend time alone with children or vulnerable adults away from others.

If you fear any kind of abuse has taken place, record what has happened and report it immediately to the Volunteering Team. The process of reporting abuse will then extend internally to the Board of Governors and externally to social services and/or the police to conduct investigations and to decide on further action.

Children's events and activities

Insurance

Coeliac UK volunteers are covered by the charity's public liability insurance. For any events involving children you must:

- complete a risk assessment (use the Health and Safety Checklist)
- ensure the parent or carer is with their child **at all times**.
- If you are thinking about holding an event where it would be inappropriate or unrealistic for parents or guardians of all children to attend ie a meal out for teenagers you must get written permission from the Volunteer team at Coeliac UK first.

Event ideas for young children (eg those 12 years old and younger)

Ensuring space to run around in and plenty of gluten free food is really all you need to ensure a successful event for young children. Events which have proven popular in the past include:

- a children's party – hire a village hall for an afternoon and put on a range of activities such as baking, cookie decorating, designing a poster or child's quiz. Finish the event with party food and, if expenses allow, party bags for every child. You can theme your event in line with holidays like Easter, Halloween or Christmas
- a children's lunch – book a large table at a restaurant that offers gluten free pizza or fish and chips, add balloons, a children friendly raffle and enjoy the chaos!
- soft play and snacks – the children's version of coffee mornings! Make sure that your local soft play centre provides gluten free snacks (or that they will let you bring some) agree a date and time with parents and let the children run around whilst parents can talk, swap tips and share their experiences
- family picnic – find a big grassy spot, add sunshine (never a given), picnic hampers and some outdoor games and enjoy a relaxed gluten free afternoon

Event ideas for teenagers

Teenagers can be a very tough demographic to engage with. Many already have demands from school and packed social diaries and don't want attention to be paid to the fact they are on a gluten free diet. Events that appeal to teenagers need to focus on being fun, social and which allow parents to be kept at arm's length. Think of events and activities such as paintballing, go karting, canoeing or archery where they can be handed over to trained professionals for the day so that your role (and that of their parents) is concentrated on laying out gluten free food for when they are done.

Whilst the summer holidays are generally a quiet time for local groups they can be a good time to hold events for teenagers: you won't be competing with school events and parents will likely be keen to get the children out of the house!

Organising events for teenagers does require a fair amount of work and turn out won't be huge – largely because you will likely only have a small number of teenagers linked to your local group. If you want to organise an event for teenagers we recommend linking up with other Coeliac UK local groups in your area to help spread the work load and boost numbers.

Health and Safety

As with all events, make sure that you have completed your Health and Safety Checklist before the start of any event, have checked the venues public liability insurance and have a nominated first aider for the day.



DATA PROTECTION POLICY

The 1998 Data Protection Act controls the way personal and sensitive information about individuals is handled. Personal and sensitive information relates to anything of racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, Membership of a trade union, physical or mental health conditions, sexual orientation and criminal offences or proceedings.

Any person or organisation storing personal information must register with the Information Commissioner. The Coeliac UK registration extends to the local groups.

Any data held about members by local groups must comply with the eight principles of the 1998 Data Protection Act:

1. personal data shall be processed fairly and lawfully

- If I'm asked to pass on personal information, do I have written confirmation from the individual allowing to share their details?
- Is access to personal information limited to those with a strict need to know?

2. personal data shall be obtained only for one or more specified and lawful purposes

3. personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed

- Do I really need this information about an individual? Is this information essential to my role? Do I know what I'm going to use it for?

4. personal data shall be accurate and, where necessary, kept up to date

- Do I delete or destroy personal information as soon as I have no more need for it?
- Am I sure the personal information is accurate and up to date?

5. personal data processed for any purpose shall not be kept for longer than is necessary for that purpose

6. personal data shall be processed in accordance with the rights of data subjects under the Act

- Do the people whose information I hold know that I've got it, and are they likely to understand what it will be used for?

7. appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

- Am I satisfied the information is being held securely, whether it's on paper or on computer?

8. personal data shall not be transferred to a country or territory outside Europe.

Being able to answer 'yes' to every question does not guarantee compliance, and you may need more advice in particular areas, but it should mean that you are heading in the right direction.

Members have right of access to all data held by them. You must ensure that no offensive or insulting material concerning a member of any nature whatsoever is either recorded or retained. Failure to comply with the Act could have serious consequences for Coeliac UK, the local group and the person responsible.

Only the Group Organiser and Group Secretary (or Members' Secretary if the role is filled) should access the members' database.

We do know that a number of local groups hold information on members (obtained from Coeliac UK) and non members. You are responsible for ensuring that you treat all data properly and in line with the data protection principles regardless of where the information originated from.

Please also note that you cannot share non members' details with Coeliac UK unless you have the individuals' explicit written consent.

Data protection and email

Email addresses are personal data and must be treated with care. When sending an email to more than one person you must put the email address in the 'BCC' field rather than the 'To' field. BCC will ensure that the email address is kept private. If you need further information on this, contact the Volunteering team.

Check with all committee members that they are happy for their email addresses to be shared amongst the local group – do not take it as a given.

More information about complying with the Act can be found online at www.ico.gov.uk or you can contact the Volunteering team for help.

EQUAL OPPORTUNITIES POLICY

Coeliac UK and its local groups offer support to people who need to live gluten free, their families, carers and those struggling for diagnosis. All individuals are to be included and treated in a fair and equal manner regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age or disability.

Furthermore, the local group will ensure that no requirements or conditions are imposed on members without justification which could disadvantage individuals purely on any of the above grounds.

All volunteers are required to comply with the charity's Equal Opportunities Policy and act in accordance with its objectives.

Coeliac UK welcomes members from diverse backgrounds. No one should be turned away from the charity or refused membership to a local group because of their personal situation.

We ask all local groups to be proactive in ensuring that any events and meetings they hold, including committee meetings, are inclusive. This involves making sure that venues are accessible for wheelchair users, that out of town venues have good transport links and good parking facilities and that venues welcome children and adults alike. This also relates to ensuring that the location, date and time of meetings and events are varied so that you don't exclude people for example those who might work odd shifts or who live the other side of town, from taking part.





FOOD AT EVENTS POLICY

Local groups can provide a large range of foods at events: from cakes and cookies to accompany tea and coffee to party food like sandwiches and crisps at children's events.

Local groups do not have to follow food labelling regulations nor are volunteers required to have food hygiene certificates. However, you are responsible for making sure that any food made, handled and sold by the local group is safe.

Food prepared and provided by the local group

When you're making food for large numbers of people, it's important to keep food safe. You need to make sure the food you are providing is gluten free too and following these practical tips will help to minimise the risk of cross contamination:

- plan ahead – if you can prepare food in advance, this should make things easier later. The less you have to do at the meeting the less chance of cross contamination, cooking trouble etc
- wash your hands using hot soapy water
- make sure that surfaces, bowls, utensils, and any other equipment are clean
- make sure that you have facilities for keeping food refrigerated at your venue and only keep food out of the fridge for the shortest time possible
- always make sure food is properly cooked before you serve it
- do not use food past its 'use by' date
- don't use raw eggs in anything that won't be cooked thoroughly eg don't put them in icing sugar or mousse
- store cakes in a clean, sealable container, away from raw foods, especially raw meat
- make sure that cheesecake and any cakes or desserts containing cream or butter icing are left out of the fridge for the shortest time possible
- make sure you have the proper utensils for serving food eg tongs, a cake slice or large serving spoons
- cook all food in line with the cooking instructions – don't reduce cooking times just because hungry people are waiting to be fed!
- store pre prepared food in clean, sealable containers and keep away from raw foods, especially raw meat

- transport cakes in clean, sealable container
- know what is in the ingredients so information about allergens can be provided (eg provide a 'contains nuts' label for cakes).

Labelling your food

Although there is no legal obligation we recommend all local group's label food with:

- the product name
- a list of ingredients
- details of any ingredients that could cause an allergic reaction: cereals containing gluten, eggs, fish, peanuts, nuts, soybeans, milk, molluscs (eg clams, mussels, oysters), crustaceans (eg prawns, crab, lobster), celery (and celeriac), mustard, sesame, lupin and sulphur dioxide (expressed as SO₂).



If using packaged ingredients eg gluten free flour or cooking chocolate in your foods take the packaging to the event so members can refer to the ingredients if they want to double check. Any information that you do provide must be clear and accurate.

Take away meals

Gluten free pizza nights, fish and chip suppers and take away evenings are becoming increasingly popular. Just make sure you follow the advice above: wash your hands before handling food, make sure surfaces are clean and that you have the proper serving utensils. If you are collecting the food yourself, make sure it is transported in clean sealable containers.

Food stalls or cookery demonstrations provided by manufacturers

We know that talks and cookery demonstrations by gluten free manufacturers are popular local group events. These companies must comply with the food labelling regulations and it is their responsibility to ensure such. Since Dec 2014 food businesses must comply with new requirements in accordance with the Food Information for Consumers Regulation (EU 1169/2011). They must provide information on all allergens in the products or samples they are selling or serving.

Make sure you liaise with company prior to the meeting to ensure that your venue has the proper facilities they need for the day – or put them in touch with the venue directly.

Further information about the laws that registered food businesses must comply with, including links to guidance from the Food Standards Agency is available via the Coeliac UK website:

www.coeliac.org.uk/gluten-free-and-the-law.