

ACCEPTING DONATED GOODS

PURPOSE

This policy will provide guidelines for staff to ensure that any goods donated to the Bendigo Pre-school are thoroughly inspected prior to integrating them into the Preschool program

POLICY STATEMENT

1. VALUES

Bendigo Pre-School is committed to:

- Ensuring that the safety and wellbeing of children at the service
- Encouraging families to donate any unwanted toys or resources that could be used in the Learning curriculum.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, and parents/guardians who wish to donate goods to the pre-school.

3. BACKGROUND AND LEGISLATION

Background

Bendigo Pre-School is a not-for-profit organisation that relies on the generosity of the families involved with the Pre-School and the wider community. Sometimes current and past families may wish to donate toys and goods for the Pre-School to use. This policy is to give some guidance around what items can be donated, and the assessment process the items must undergo prior to being integrated into the Pre-School.

4. DEFINITIONS

Include definitions of words or phrases that:

- have a specific meaning in the policy or procedure
- may be unfamiliar
- may be open to misinterpretation.

Definitions of terms regularly used in policies for the early childhood education and care sector – e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. are provided in the *General Definitions* section of this manual and can be referred to as required.

5. SOURCES AND RELATED POLICIES

N/A

PROCEDURES

The Approved Provider is responsible for:

- Ensuring that the Nominated Supervisor, Certified Supervisors and other educators have clear guidelines around the procedures to be followed if they receive an item for donation during one of their session
- Making a decision on whether to accept or refuse (& arrange disposal of item in a safe manner) if the Nomination Supervisor, Certified Supervisor & other educators cannot make a uniform decision whether to accept or refuse a donation.

The Nominated Supervisor is responsible for:

- Ensuring that all donated goods are assessed for safety at the next staff meeting prior to them being included in the Pre-School activities. This assessment includes checking whether there are any hazardous substances on the item, whether there is any glass that may break and injure a child, hinges or sharp edges that children may get caught on.
- If the donated goods arrive without warning, gratefully accept them and assess later re the safety and appropriateness

Certified Supervisors and other educators are responsible for:

- Ensuring that all donated goods are assessed for safety at the next staff meeting prior to them being included in the Pre-School activities. This assessment includes checking whether there are any hazardous substances on the item, whether there is any glass that may break and injure a child, hinges or sharp edges that children may get caught on.
- If the donated goods arrive without warning, gratefully accept them and assess later re the safety and appropriateness

Parents/guardians are responsible for:

- Ensuring that any donated items are in full working order and do not pose any risk to other children.

EVALUATION

This is the process of actively monitoring and reviewing the policy to ensure it has achieved its values and purposes. A date for a formal review should be set and documented in each policy. If circumstances change e.g. new legislation is introduced, changes occur in the service environment etc., the review might need to be undertaken at an earlier date.

Evaluation involves:

- seeking feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness. This can be done via surveys, questionnaires and formal or informal interviews with stakeholders
- monitoring implementation, compliance, complaints and incidents in relation to the policy and procedures
- keeping up to date with current legislation, research, policy and best practice
- observing changes to the service environment e.g. increased/decreased enrolments
- revising the policy and procedures in light of the above
- notifying parents/guardians at least 14 days before making any changes to the policy or its procedures (this is a requirement under Regulation 172 of the National Regulations for policies mandated by law and would be considered Best Practice for all service policies and procedures).

ATTACHMENTS

List all attachments included in this policy.

AUTHORISATION

The policy was adopted by the Approved Provider of Bendigo Pre-School on 10/02/2020.

REVIEW DATE: FEBRUARY 2022