



### Written By

Narelle Myers

### Policy

The Nominated Supervisor/Responsible Person is responsible for monitoring supplies and equipment with the help of other staff members. The Nominated Supervisor/Responsible Person will take responsibility for this within Bermagui Preschools budget for purchases, which is determined at the beginning of each year in consultation with staff, Bermagui Preschool Board of Directors and Preschools financial advisor (refer to current Preschool budget).

The Nominated Supervisor/Responsible Person orders the supplies or delegates the responsibility to order to another staff member. If supplies or equipment need to be restocked, that are not included in the Budget, an application will be put to the Management Committee at the next meeting. As food is to be available for children at all times, approval to purchase is not required. The Director or delegate is responsible for this.

When goods are delivered, the items are checked against the delivery docket. The Nominated Supervisor/Responsible Person or delegate puts the items away. If equipment ordered is inappropriate, the Nominated Supervisor/Responsible Person or delegate returns goods.

Families are not to order any equipment using the preschool's name. Staff may do so, but must be at their own expense or reimburse the preschool.

The following guidelines will be used to support purchasing choices:

- Aim to purchase equipment that is eco-friendly where possible. Educators will reduce the amount of plastic and disposable equipment they purchase and select materials that are made of natural materials and fibres.
- Shop for products that are made from recycled content eg. paper, toilet paper.
- Shop for items that have low to no packaging.
- Discuss with staff the different kinds of materials you could provide for children's activities that have a lower environmental footprint eg. wooden, handmade, recycled and may be reused.
- Avoid purchasing single use items eg. disposable cups.
- Tell your families about the actions you're taking to reduce your environmental impacts when shopping. Include smarter shopping tips in your newsletter. It might inspire families to look at ways they can reduce their environmental impacts!
- Buy local/Australian made where possible.
- Try to purchase natural, organic products (<http://austorganic.com/>) and Fair Trade products (<http://fairtrade.com.au/>) where possible.
- Contact families or your local men's shed to see if they will repair items for you rather than purchase new items.
- Consult the star rating of new energy and water using appliances when replacing failed ones.
- Undertake staff training to identify greener alternatives to common cleaning products and how to use them most effectively.

As an education and care community, we can encourage and increase awareness of environmental responsibilities and implement practices that contribute to a sustainable future. Environmentally sustainable practices should be embedded into the operations of the education and care service and involve educators, children and families in order to be successful. The following suggestions can be used to encourage education related to sustainable purchasing:

- Seek to embed sustainable practice in the education and care service. The concepts of “reduce, re-use and recycle” will become part of everyday practice for both children and educators to build lifelong attitudes towards sustainable practices.
- Provide reusable shopping bags for dramatic play. Provide opportunities for the children to put away groceries.
- Discuss where your groceries items have come from using a world map and local maps to compare the distance travelled by different items.
- Discuss the impact of plastic bags on our environment.
- Involve children in simple green cleaning activities
- Discuss why it is better for the environment to make and repair items rather than buy new ones.
- Involve children in growing and preparing food and discuss the benefits of growing your own food.
- Partner with Moodji Project, Ozharvest and other community stake holders to minimise purchases.
- Organise a local grower to visit the centre to talk to the children about the food they produced and why it’s important to source local produce.

**Relevant  
Legislation**

Education and Care National Regulations 2011: Schedule 1.  
The National Quality Standard (2010). Elements: 3.3.1, 3.3.2. 6.1.2

**Resources &  
References**

Being, Belonging and Becoming: The Early Years Framework for Australia (2009)  
Early Childhood Australia’s Code of Ethics

**Relevant  
Documentation**

This policy is available in the Policies and Procedures Folder

**Date Adopted:**

August 2020

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August 2023