



### Written By

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### Policy

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

The Nominated Supervisor/Responsible Person makes the purchases or delegates the responsibility to purchase to another staff member. If purchases need to be made, that are not included in the budget, an application will be put to the Board of Directors at the next meeting. As food is to be always available for children, approval to purchase food is not required. The Nominated Supervisor/Responsible Person or delegate is responsible for this.

When items are delivered, they are checked against the delivery docket. The Nominated Supervisor/Responsible Person or delegate puts the items away. If purchases are incorrect, the Nominated Supervisor/Responsible Person or delegate organises their return.

Families are not to make purchases using the preschool's name. Staff may do so but must be at their own expense or reimbursed by the preschool if approved by the Nominated Supervisor/Responsible Person.

The following guidelines will be used to support purchasing choices:

- Aim to purchase supplies, resources, and equipment that are environmentally friendly and sustainable.
- Aim to reduce the amount of plastic, disposable and single use purchases, such as disposable cups and plates, balloons, straws, and glitter.
- Try to purchase natural, organic, and fair-trade products where possible.
- Try to purchase items that have low to no packaging where possible.
- Discuss with staff the different kinds of materials you could provide for children's activities that have a lower environmental footprint e.g. wooden, handmade, recycled and may be reused.
- Share information with families about the actions taken to reduce environmental impacts, including environmentally friendly and sustainable preschool activities, projects, and programs. Include smarter shopping tips in our newsletter. It might inspire families to look at ways they can reduce their environmental impacts!
- Buy local/Australian made where possible.
- Contact families or our local men's shed to see if they will repair items for us rather than purchase new items.
- Ensure consideration is given to storage and space requirements of items purchased.
- Ensure consideration is given to cleaning and maintenance of purchased resources.
- Consult the energy and water usage star rating when purchasing appliances.
- Undertake staff training to identify environmentally and sustainable alternatives to common purchases and how to use them most effectively, including cleaning products, craft materials etc.
- When introducing new resources to the children ensure there is strategic teaching to ensure appropriate use and respect for the resources.

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 Bermagui Preschool and involve educators, children, and families to be successful. The following suggestions can be used to encourage education related to environmentally friendly and sustainable purchasing:

- Seek to embed sustainable practice in the preschool program and practice. The concepts of “reduce, re-use and recycle” will become part of everyday practice for both children and educators to build lifelong attitudes towards environmentally friendly and 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 and microplastics on our environment.
- Involve children in environmentally friendly and sustainable 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 Farm, OzHarvest and other community stake holders to minimise purchases and promote environmentally friendly and sustainable practices.
- Provide incursions/excursions to promote environmentally friendly and sustainable practice such as organising a local grower to visit the preschool to talk to the children about the food they produce and why it’s important to source local produce.

#### Relevant Legislation

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

#### Resources & References

Being, Belonging and Becoming: The Early Years Framework for Australia  
Early Childhood Australia’s Code of Ethics  
<https://www.eeec.org.au/>

#### Relevant Documentation

This policy is available in the Policies and Procedures Folder

#### Date Adopted:

December 2023

#### Review Date:

December 2026