

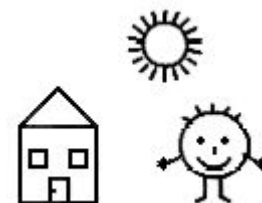
ESTRELLA

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DONATED GOODS POLICY

AUTHORISATION

Originally Adopted: June 2018

Most Recent Amendment: N/A

REVIEW DATE

Review every three years

Next review: June 2021

SCOPE

This policy has been created to ensure that all items donated to Estrella Preschool have passed standards and are genuinely wanted items. It applies to all donations and aims to ensure that donations which are accepted will support and enhance the educational program.

OVERVIEW

Estrella Preschool welcomes donated goods and appreciates the generosity and thoughtfulness behind all offers of items.

UNDERLYING PRINCIPLES

- Having a transparent and ethical process for the acceptance and management of donations
- Respecting the donors
- Compliance with the relevant regulations and other Estrella policies
- There will be a strategic and uniform approach to the acceptance of donations

PROCEDURES

- Two staff members will be nominated to manage all donations to the preschool. It is suggested that this be the Director and one other staff member.
- All offers of donations must be referred to the nominated parties before being accepted.
- Donations will only be accepted where they support and enhance the educational program.
- Estrella may decline a gift or donation at the discretion of nominated staff.
- Respect for and gratitude towards the donor will be a priority.

- Items must be reviewed according to the following criteria –
 1. Usability
 2. Safety
 3. Whether the item adds to the program
 4. If there is room to store it
 5. Is it necessary?

It is acknowledged that, at times, staff may be unable to assess items at the time of donation. Therefore, staff nominated to manage donations reserve the right to accept items on the understanding that if, after inspection at a later time the items are unsuitable, they will be donated to another organisation/individual. The donor will be asked for permission to do this prior to the donation being accepted.

Policy considered and accepted by Management Committee _____

Date: _____

Policy considered and accepted by Staff _____

Date: _____