



## Grocery Delivery Policy

Updated: 01.09.2025

### Responsibility of Procurement

- The **Practice Manager** is responsible for gathering a list of what is needed for the fortnightly grocery shop.
- The Committee has applied for and procured a pre-paid grocery account. At this time, the account is connected to **Tesco**. This was decided on the basis that there were children with allergies in the setting, and they provided the greatest variety of allergen-friendly items. The Committee reserves the right to change this at any point.
- The **Practice Manager** places a delivery order for a Monday (or the closest day if we are closed on any given Monday).
- **£50.00** monthly has been budgeted for craft items. Craft items (including messy play and baking) may be purchased using the grocery delivery. Staff should be aware of the budget monthly, as too many purchases using the grocery delivery may limit the amount of bulk items they can purchase elsewhere.
- **£15.00 per month** may be used on the purchase of hygiene and cleaning products. £50.00 per month is budgeted for this, but it can be purchased in bulk from other sources with Committee approval.
- **£50.00 per year** is budgeted to replace First Aid items. These can be purchased as and when they are required.
- **If a grocery delivery is likely to exceed £50.00 for that week, the member of staff shopping must seek *prior* approval from the Hanslope Pre-school Committee if they need to exceed this amount.**
- Staff members **MUST NOT** use the delivery to purchase bags.
- Receipts will be emailed to the Administrator as part of the grocery delivery subscription.

### Value for Money

- When considering value for money, this does not always mean price. The Practice Manager should consider the economy, effectiveness, and efficiency of the product.
- When considering an item for purchase, the health and safety of the children must be a top priority and must be in line with the Food, Drink, and Hygiene policy.
- Where children in the setting have been identified as having a severe allergy or intolerance, every effort must be made to accommodate the medical needs of the child; this will vary. Some children with allergies can tolerate foods within the setting, as long as they are not ingested. Others may have a skin reaction due to exposure, and staff should follow the risk assessments and Food, Drink, and Hygiene policy when these foods are in the setting. **Any allergens that will result in an airborne reaction SHOULD NOT be purchased to bring into the setting.**
- Hanslope Pre-School is a **nut-free setting**, and as such, nuts, nut butters, and products with nut contaminants or labelled 'May contain nuts' or 'processed in a factory containing nuts' should not be purchased for the children to consume.
- It is the responsibility of the **Practice Manager** to have up-to-date allergy information for children with allergies.

Achieving value for money does not always mean accepting the lowest price but making decisions based on the criteria above and the detailed criteria below:

- Price
- Quality of product
- Availability

- Amount
- 'Own' brand product from the store
- Use of a 'club card' or 'store card' can help reduce the price of some items
- Fit of the product with the needs of the children
- Reputation of the product
- Range of goods and services, and supplies available
- Reliability
- Environmental impact or risk


### **Discrepancies and Theft**

Hanslope Pre-school values all employees and their property. We trust that our employees will behave with integrity and responsibility when completing the grocery delivery. We expect that employees, in turn, value the Pre-school and its assets. Therefore, we will tolerate no employee theft or stealing of any kind. That includes theft of money, products, inventory, tools, or any item that belongs to the Pre-school or an employee or child within the setting.

Where an employee is unable to account for a discrepancy in the purchases, purchases a product wholly unsuitable for the setting, or engages in theft of items or funds from the grocery delivery, the following procedure will apply:

- A thorough investigation will take place of all accounts and receipts.
- Where all items and funds are satisfactorily accounted for, the investigation will be concluded.
- To prevent false accusations of theft, the Committee will investigate all accusations of theft thoroughly. False accusations may result in disciplinary action.
- Purchase of unsuitable products using the settings funds, e.g., alcohol, tobacco, over-the-counter medications, etc (this is not an exhaustive list) will result in sanctions and possible termination of employment without warning.
- Employees caught stealing, including employee theft of the Pre-school's property, which includes the grocery delivery, will be terminated with no warning given. In addition, a police report may be filed with a request for restitution of funds or products taken.

Signed on behalf of Hanslope Pre-school



Emma Courtney  
Committee Chairperson  
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