



# Staff Grocery Shopping and Snack Procurement Policy

Date updated: 28.09.2023

## 1.0 Introduction

Good procurement is essential for Hanslope Pre-school to deliver our aim in providing nutritious daily snacks for the pre-schoolers whilst remaining within a budget set by the Hanslope Pre-School Committee, conserving charity funds.

All staff involved in the procurement of the grocery shop have the responsibility to conduct the procurement legally and ethically and to secure value for money.

## 2.0 Responsibility of Procurement

- The **Practice Manager** is responsible for establishing a **half termly rota** of staff responsible for the **weekly** grocery shop. This is to be sent to the Committee.
- The Committee has applied 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 **Hanslope Pre-School Administrator** will issue the staff member responsible for the shop that week a code to be used when shopping for the Pre-school snack. They must give the code at the till when paying for the shop.
- The staff member responsible for the shop must stick to a budget of **no more than £25.00** for the snack shop.
- **£50.00** monthly has been budgeted for craft items. Craft items (including messy play and baking) may be purchased using the grocery code. Staff should be aware of the budget monthly as too many purchases using the grocery code may limit the amount of bulk items they can purchase elsewhere. Craft items purchased should be indicated on the receipt by writing a **C** beside the item as craft expenses come out of the fundraising account.
- **£15.00 per month** may be used on the purchase of hygiene and cleaning products. £50.00 per month is budgeted for this but 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 shop is likely to exceed £40.00 for that week, the member of staff shopping must seek *prior* approval of the Hanslope Pre-school Committee if they need to exceed this amount.**
- Staff members **MUST NOT** use the card to purchase bags if they do not have them. Bags will be provided to the Pre-school for the shop and will remain in the setting. The staff member on a rota to purchase the groceries that week must bring the bags

home with them for the shop and return the bags, along with the groceries for the weekly snack, to the Pre-school.

- Receipts **MUST** be obtained for every grocery shop.
- The **named** receipts (written at the top of the receipt) for the weekly shop **MUST** be submitted to the **Hanslope Preschool Administrator** on the day of purchase. As stated, craft items (including messy play, playdoh, and baking items) must be indicated by a **C** written next to the item.
- If you are unable to submit the receipt on the date of purchase, you **MUST** email the Pre-school Administrator and inform them of the date you will submit the receipt. These will be thoroughly checked against the account each time a shop has been completed.
- In the event a receipt goes missing, the member of staff **MUST** send an email or telephone the Pre-school Administrator immediately. The Pre-School Administrator can log in to the account and reconcile the purchase with the staff member.

### 3.0 Value for Money

- When considering value for money, this does not always mean price. The staff member 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. The Preschool staff **MUST** be aware of all children with allergies to complete the weekly shop effectively.

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 product with the needs of the children
- Reputation of the product
- Range of goods and services and supplies available
- Reliability
- Environmental impact or risk

### 4.0 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 shop. 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 to 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 shopping, 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 shop 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.

This policy was updated by Hanslope Pre-school on 28<sup>th</sup> September 2023

Date to be reviewed 28<sup>th</sup> September 2024

Signed on behalf Hanslope Pre-school B. Mudaliar

By Brittany Mudaliar

Chairperson on 28/09/2023