

DONATIONS POLICY

Policy Number	P-Q7-S003	Version Number	1.00
Drafted by	Director of Education	Approved Date: Review Date:	February 2024 February 2025
Responsibility	The Board of Bubup Womindjeka Family and Children’s Centre Association (Inc.) (See definitions)		
Related Service Policies	<ul style="list-style-type: none"> ▪ Code of Conduct Policy ▪ Privacy and Confidentiality Policy ▪ Food Safety Policy ▪ Anaphylaxis Policy 	<ul style="list-style-type: none"> ▪ Grievances and Complaints Policy ▪ Participation of Volunteers and Students Policy ▪ BWFCC Philosophy 	
Legislation and Standards	Relevant legislation and standards include but are not limited to: <ul style="list-style-type: none"> ▪ Australian Charities and Not for Profit Commissions ▪ Associations Incorporation Act 1981 and Corporations Act 2001 ▪ Education and Care Services National Regulations 2011 		
Sources	<ul style="list-style-type: none"> ▪ Australian Charities and Not for Profit Commissions https://www.acnc.gov.au/ 		

AUTHORISATION

This policy was adopted by the Bubup Womindjeka Family and Children’s Centre Board of Governance on November 11th 2020.

PURPOSE

To provide guidelines and procedures around donations to Bubup Womindjeka Family and Children’s Centre.

PRINCIPLES

Bubup Womindjeka Family and Children’s Centre Association is committed to ensuring that there are acceptable systems and processes in place to enable:

- appropriate donations of money, goods and time in line with our educational program and philosophy
- ethical and professional use of donations

SCOPE

This policy applies to the Approved Provider (Board of Governance), the Nominated Supervisor/s, Persons in day to day charge, Educators and other staff, and volunteers at Bubup Womindjeka Family and Children’s Centre and those in the wider community irrespective of their use of or association with the services provided by Bubup Womindjeka Family and Children’s Centre.

DEFINITION

The terms defined in this section relate specifically to this policy.

Donation: Money, item or goods that are given to help a person or organisation.

Ethical: Being in accordance with the rules or standards for right conduct or practice, especially the standards of a profession.

Not for profit: An organisation that does not operate for the profit, personal gain or other benefit of particular people.

BACKGROUND AND IMPLEMENTATION

Bubup Womindjeka Family and Children's Centre is grateful for the support of our generous donors. As a community run, not-for-profit organisation, we welcome donations from the public in the form of money, time and goods.

We commit to use donations ethically and professionally to support those associated with Bubup Womindjeka Family and Children's Centre and the wider community.

Bubup Womindjeka Family and Children's Centre accepts donations only for the purposes of the services we provide; we will not allow any donation to dictate our positions and priorities, nor compromise our dedication to our vision and our centre philosophy.

Bubup Womindjeka Family and Children's Centre will review the donated items and may refuse or refund donations at any time.

The acceptance of any donation by Bubup Womindjeka Family and Children's Centre does not imply endorsement of other activities, undertakings or processes of the donor.

Any donations accepted on behalf of Bubup Womindjeka Family and Children's Centre should be directed to Bubup Womindjeka Family and Children's Centre and not to individual board members, management or staff.

Monetary donations will be directly deposited into Bubup Womindjeka Family and Children's Centre's bank account.

PROCEDURES

Toys/furniture/books:

1. We ask that a photo of the item be e-mailed to info@bwfcc.org.au.
2. All donated toys and furniture items are to be reviewed by Program Coordinators and must align with our educational program and philosophy.
3. Items will be accepted or refused within 48 hours.
4. Once accepted, it is the responsibility of the donor to bring donated items to reception.

Nappies/wipes:

1. Nappies/wipes may be brought directly to reception.
2. All donated nappies and wipes must be unopened.
3. Items will be accepted or refused by the staff at reception on the spot.

Food items:

1. Food items may be brought directly to reception.
2. All donated food items must be unopened and in date.
3. All donated food items must align with our Food Safety Policy and Anaphylaxis Policy and must be egg and nut free.
4. Items will be accepted or refused by the staff at reception on the spot.

Clothes

1. Clothing may be brought directly to reception.
2. Clothing must be in good condition and age appropriate of the children attending our services.
3. Items may be refused if *Bubup Swap Shop* is currently full.
4. Clothing items will be accepted or refused by the staff at reception on the spot.

Once accepted, it is the responsibility of the staff accepting the donation to record the donated item(s) in the Donation Register (see Attachment 1)

ROLE RESPONSIBILITIES

The Approved Provider (Board of Governance) are responsible for:

The Bubup Womindjeka Family and Children’s Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy.

The Nominated Supervisor and Persons in Day-to-Day Charge are responsible for:

- ensuring goods are ethical, in good condition and appropriate for the use of Bubup and the wider community
- recording and reporting any monetary donations to the Approved Provider (Board of Governance)
- confirming volunteers have all necessary documentation to attend the service.
- Recording donation in the Donation Register (see attachment 1)

Educators and other staff are responsible for:

- ensuring goods are ethical, in good condition and appropriate for the use of Bubup and the wider community
- reporting any monetary donations for recording and processing to the Nominated Supervisor.
- Recording donation in the Donation Register (see attachment 1)

Volunteers, while donating their time at the service, are responsible for:

- ensuring they have provided all details required to complete the staff record
- undertaking a WWC Check and presenting a current WWC Check card or other notification, as applicable
- understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service (refer to Privacy and Confidentiality Policy)
- complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, including the Code of Conduct Policy, while at the service
- undertaking the induction process and completing the induction checklist prior to commencement at the service
- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service’s policy review cycle, or as required
- notify staff, parents/guardians and the greater community at least 14 days before making any changes to this policy or its procedures.

Relevant Forms/Documents

ATTACHMENT 1: Donation Register

Version History

Date	Version	Author/s	Details
November 2020	1.00	Director of Education	New Policy
February 2022	1.00	Director of Education	Policy reviewed and no changes made.
February 2023	1.00	Director of Education	Policy reviewed and no changes made.

Bubup Womindjeka Family and Children’s Centre



February 2024	1.00	Director of Education	Policy reviewed and no changes made.
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ATTACHMENT 1: Donation Register

Name of Person making the Donation	Item Donated	Value of Item Donated	Reason for Donation	Date Received	Name of Staff Member that received donation