

Policy Name: Management of Food Donations Policy

Policy No: 109

BOARD Approval Date: 09.04.2025

Review Date: As required

QB Policy Framework Area Reference: 9. Charitable Frameworks

This policy applies to Quantin Binnah Community Centre; herein to be referred to as The Organisation or The Service.

NQS

QA4	4.2	Professionalism	Management, Educators, and staff are collaborative, respectful and ethical
	4.2.1	Professional collaboration	Management, Educators, and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
	4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships
QA7	7.1.1	Service philosophy and purpose	A statement of philosophy guides all aspects of the service's operations
	7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.2.1	Continuous improvement	There is an effective self-assessment and quality improvement process in place.

National Regulations

Regs	168	Policies and procedures are required in relation to health and safety
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1. Policy Statement

Quantin Binnah will only source all food donations from registered and reputable food charity sources. In addition, Quantin Binnah will apply all food safety regulations, safe food handling approaches and respectful and inclusive distribution in the delivery of our Food Relief Programs. This policy aims to

provide guidelines for the donation of food items to ensure the safety, quality and proper use of food donations while also addressing legal, health and ethical considerations.

2. Who is affected by this policy?

Vulnerable people which can include:

- Children
- Seniors
- people living with impaired intellectual or physical functioning
- people living with mental health issues
- people living in family violence situations
- people from a low socio-economic background
- people who are Aboriginal or Torres Strait Islanders
- people who are from culturally and linguistically diverse backgrounds
- people with low levels of literacy or education
- people subject to modern slavery, which involves human exploitation and control, such as forced labour, debt bondage, human trafficking, and child labour.

In addition, other parties effected by this policy can also include:

Children
Families
Community Members
Employees
Suppliers
Food Charities
Partners
Volunteers and students
Management

3. Related Policies

Charities and Risk Management Policy
Code of Conduct Policy
Ethical Fund-Raising Policy
Financial Control of Charities Policy
Fraud Risk Management Policy
Privacy and Confidentiality
Safeguarding Vulnerable People Policy
Transparency and Accountability Policy

Volunteers Policy

Well-Being and Mental Health Policy

Work Health and Safety Policy

4. Implementation

4.1 Purpose

The purpose of this policy is to ensure:

- Donations are appropriately sourced.
- Food donation choices are based on health eating guidelines.
- Food donation choices are based the organisation capacity to store and transport food according to health regulation guidelines.
- Food is distributed in a respectful and non-Judgemental manner.
- Application of food relief distribution and sustainable waste management approaches.

4.2 Eligibility for Food Donations

- Food donations are to be sourced from food relief organisations such as Food Bank or Second Bite or from supermarkets.
- Donations should be free from contamination and in good condition.
- Perishable food donations (e.g. fresh produce, dairy or meat) must be safe for human consumption and delivered within an appropriate time frame, maintaining proper temperature control to prevent spoilage.
- Food donations from the general public is discouraged due to lack of quality control eg out of use by dates, stored incorrectly etc.

4.3 Quality Standards

- All donated food should meet health and safety standards, including being within their expiration date of having a reasonable shelf life.
- Food items must be in their original packaging and labelled appropriately, including ingredient lists, expiration dates and allergen warnings.
- Damaged, opened or expired food items should not be accepted.

4.4 Food Safety Procedures

- Food donors must follow safety procedures when handling and storing donated items, ensuring that food is kept at the correct temperature and is stored in a clean environment.
- All food donations must be transported in clean, sanitised vehicles to prevent contamination.
- Employees and volunteers handling food donations should be trained on food safety standards, including hand washing and proper food handling techniques.

4.5 Donation Process

- Food for donation will be ordered from reputable food relief organisations such as Food Bank or from an established supermarket chain.
- A receipt for all items is to be provided for tax/reporting purposes where applicable.
- The receipt should list the value or estimated value of the donated food.
- Food donations are to be collected and transported in a safe manner ensuring food is kept at the correct temperature in a clean environment during transportation.
- All food donations will be inspected by designated staff or volunteer members upon receipt to ensure they meet the quality standards set forth in this policy.
- Donated food should be sorted into categories (e.g. perishables, non-perishables, fresh produce) for easy storage and distribution.

4.6 Distribution of Donated Food

- Donated food should be distributed in a timely manner to individuals or community groups who are in need.
- All recipients must register with Quantin Binnah and provide Quantin Binnah with contact details to be eligible to collect food or other relief items.
- All recipients should be informed of any food allergens, ingredients or dietary restrictions in the donated food.
- Quantin Binnah may partner with local organisations to provide food relief who serve vulnerable populations.

4.7 Healthy Food Choices

- Quantin Binnah will source food items that meet healthy food standard choices and selection will be subject to seasonal availability.
- Any food donations that do not meet the healthy food standards will not be accepted or distributed.

4.8 Legal Considerations

- Food donors will not be held liable for food donated in good faith under applicable “Good Samaritan” laws.
- Quantin Binnah will adhere to local, state and federal regulations regarding food safety and donation practices.
- Any food donations that do not meet the legal or safety standards will not be accepted or distributed.

4.9 Ethical Considerations

- Quantin Binnah will ensure that all food donations are distributed equitably and fairly, without bias or discrimination.
- Donors and recipients will be treated with respect, and any contributions will be acknowledged in a manner that ensures dignity for all parties involved.

4.10 Monitoring and Compliance

- QB will regularly review and update this policy to ensure continued compliance with food safety and legal regulations.
- Audits and inspections will be conducted periodically to assess the quality and safety of food donations.
- This policy ensures that donations are handled ethically, legally and safely, providing a structured approach to contributing to the community and minimising waste.

4.11 Staff and Volunteers Responsibilities

All Staff and Volunteers of Quantin Binnah will:

- a) Familiarise themselves with the relevant laws, the Code of Conduct, policies and procedures for safeguarding.
- b) Follow the QB Line Reporting Flow Chart and related procedures.
- c) Comply with all requirements.
- d) Report any incident to the appropriate authority when it is reasonable to suspect that a person’s safety or welfare is at risk.
- e) Report any suspicion that a person’s safety or welfare may be at risk to the appropriate authority; and
- f) Provide an environment that is supportive of everyone’s emotional and physical safety.

4.12 Contractors and Partners Responsibilities

All partners and contractors of Quantin Binnah will:

- a) Implement the provisions of this policy and Quantin Binnah's procedures in their dealings with Quantin Binnah.
- b) Report any suspicion that an incident may have taken place, is taking place, or could take place.

4.13 Managing Safeguarding Risk

The way Quantin Binnah manages the risks of safeguarding will be:

- a) Holistic. Quantin Binnah and its stakeholders will work to prevent, detect and take action on incidents.
- b) Risk-based and proportionate. Quantin Binnah will regularly assess the risks to people in its operations and develop proportionate controls to mitigate those risks.
- c) Survivor-centric. Quantin Binnah will put survivors at the heart of its approach to safeguarding.
- d) Lawful. Quantin Binnah will ensure that it understands and complies with the law in everything it does, in all jurisdictions in which it works.

Quantin Binnah will manage the risk of safeguarding by:

- a) Having up-to-date and documented risk assessments.
- b) Maintaining a register of Quantin Binnah's legal obligations for safeguarding and workplace health and safety in all the jurisdictions in which it operates.
- c) Having an action plan that sets out how it will manage safeguarding.
- d) Adhering to this Safeguarding Policy and its Code of Conduct.
- e) Doing due diligence checks of staff, volunteers and third parties.
- f) Implementing policies, procedures and systems that introduce controls to reduce the likelihood and consequence of incidents.
- g) Conducting awareness-raising for stakeholders on risks, expectations, and individual responsibilities.
- h) Maintaining two reporting processes: the confidential reporting process, and the overt reporting process.
- i) Having an incident response plan.
- j) Monitoring and reviewing the effectiveness and proportionality of its safeguarding approach.

4.14 Privacy and Data Protection

All personal information considered or recorded will respect the privacy of the individuals involved unless there is a risk to someone's safety. Quantin Binnah will protect personal information through the application of Quantin Binnah's Privacy and Confidentiality Policy.

5. Sources

Australian Charities and Not-For-Profit Commission

<https://www.health.vic.gov.au/food-safety/donating-food#donating-food-to-charities-%E2%80%93-legal-obligations>

<https://www.foodbank.org.au/wp-content/uploads/FBA/Documents/Australia-Legal-Guide-6.22.22.pdf>

6. Review

The policy will be reviewed as required. Review will be conducted by:

- Management
- Interested parties

Document Version Control:

No.	Date	Status
1.0	23.01.2025	New policy
1.1	24.03.2025	Amended
1.1	09.04.2025	Approved by Board