



The Japanese School of Melbourne

Procurement Policy

If you need help to understand this policy, please contact school office on 0395281978.

Objective

The Japanese School of Melbourne (JSM) is committed to the implementation of this Procurement Policy (Policy) and its associated procedure. JSM will embark on a journey that supports its members in ensuring that these best-in-class procurement processes and good governance principles are applied as detailed in this Policy.

General

- This policy applies to all school staff, volunteers and contractors whether or not they work in direct contact with students. It also applies to school board members where indicated.
- The purpose of the Policy is to provide the principles and framework associated with the procurement of goods and services for all capital.
- The Policy aims to ensure that the schools governance requirements are adhered to at all times.
- The Policy aims to guarantee that all procurement processes are carried out in a manner which mitigates risk, is fair, transparent, and delivers value for money for the school.
- Through robust procurement processes resulting in the selection of suitable suppliers, JSM will ensure that its commercial, social and environmental objectives are achieved.
- This document details and provides specific requirements, objectives and principles which are to be applied when sourcing, tendering, procuring, ordering and the receiving of goods and services for the school.
- The decision as to whether goods or services are procured for the purpose of being used, performed in-house or as an outsourced service, is school board or the principal decision.

Contravention of this Policy

Failure by any JSM employee to act in accordance with the provisions of this Policy and/or failure to act with integrity during the conduct of any procurement activities on behalf of the JSM, may result in disciplinary action, in accordance with Child Safe Standard in particular standard 9.

Scope of this Policy

- The principal is responsible for the management of all procurement activities for goods and services required by the school.
- The administration manager will be responsible for the management and overseeing of all procurement activities.
- The principal will be responsible for the administering and facilitation of the procurement process.
- This Policy is applicable to all employees of JSM involved, in any way, with the sourcing and procurement of goods and/or services for the school's educational, operations and/or capital and/or building projects.
- Deviations from this Policy are only permitted once a policy deviation notice has been approved by board chief director and the principal.

Conflict and declaration of interest

- An annual declaration of interests will be completed by all members of the school board directors.
- All JSM employees who are involved in any way, in the procurement process, must declare upfront all interests, either direct or indirect, which they may have with any of the bidders on the bidders list, and recuse themselves from the evaluation process to avoid any perceived or actual favouritism in the procurement process.

Purchasing process

- The school principal and administration manager are to approve a purchase.
- For off-budget expenditure of \$3,000 or more, approval is to be obtained from the chair of the school board.

Contract creation

- Contracts will be created, negotiated, executed and managed by the principal or administration manager.
- A legal contract shall be concluded for the procurement of goods and/or services that are categorised as Capital/Building/Projects.

Risk assessment and management plans and actions

- Risk assessment and management plans are informed by and responsive to the views and concerns of staff, volunteers and children. Plans show that the school has balanced the need to manage the risk of harm and abuse against children's rights to privacy, access to information, social connections and learning opportunities.

- Staff and volunteers are provided with risk management plans so they are aware of risks of child abuse and harm and know what action they need to take to prevent and reduce them.
- Action is taken by staff and volunteers in the school to prevent and reduce risks of child abuse and harm when identified.
- Risk assessments and management plans are regularly reviewed to keep them up-to-date and include lessons from complaints, concerns and safety incidents.
- The principal and school board directors ensure risk assessment and management are focused on identifying, preventing and reducing risks of child abuse and harm.
- When negotiating contracts with third parties, contracts include terms that allow the school to take action if the third party does not meet expected child safety and wellbeing standards.
- When third-party contractors are engaged, action is taken by the school to assess whether, and the extent to which, the engagement of third-party contractors poses risks of child abuse and harm.
- Depending on the level of risk posed by third-party contractors, the school should take actions to prevent or reduce risks of child abuse or harm. Appropriate actions may include:
 - requiring third-party contractors to comply with the school’s policies and procedures
 - monitoring compliance by third-party contractors with the Child Safe Standards and/or the school’s policies and procedures
 - working with third-party contractors to identify, prevent and reduce risks of child abuse and harm
 - where the school is unable to adequately manage risks of child abuse and harm posed by third-party contractors, consider terminating the contract or taking other appropriate action to protect children.
- If appropriate, staff, volunteers, parents, carers and children are provided with information about online safety and risks in the online environment, such as online grooming, cyber bullying and sexting. Support is given to reporting negative experiences or concerns.

Approval

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| Created date | November 2024 |
| Consultation | Staff, School board |
| Endorsed by | School Board |
| Endorsed on | November 2024 |
| Next review date | November 2026 |

This policy was drafted in English, and translated into Japanese for reference purposes only. In the case of a difference in interpretation the English version will prevail.