



Ethical Procurement and Provision of Food Policy

Operational Owner	Farm Cook: Caroline Graves
Trustee Owner	Julia Aglionby
Effective date:	17/08/22
Review date:	17/08/24
Related documents	Food Safety Policy Health and Safety Policy Food Sales Policy Environmental Policy

Approval History

Version	Reviewed by	Amendment History	Approved by	Date
1	Jane Sullivan- General Manager	First draft	Management Committee Trustee Board	24.6.21 1/7/21
1.1	Emma Hughes	Updated with staffing changes	Chair of Trustees	17/08/22

Purpose

The purpose of this policy is to set out the ethos and expectations regarding how Susan's Farm procures food goods and uses these to provide meals to beneficiaries and visitors. It outlines our commitment to ensuring we promote where our food comes from and supports us to manage our charity in a sustainable way, so that we are confident our business activities meet our needs and expectations for ethical and social responsibilities, which go beyond legislative compliance.

Scope

Beneficiaries, staff and volunteers working on behalf of Susan's Farm, all visitors.

Policy Statement

At Susan's Farm we are aware of the negative impacts our food systems have on people, animals and the environment. What we eat and where we buy our food can have a huge impact on everything from animal welfare to climate change. This policy sets out how Susan's Farm will strive to ensure that everything we buy and eat has been adequately considered, thus ensuring the most appropriate choices are made whenever practically possible. We are committed to organic farming, ethical trading and human rights.

Policy Aims

This policy aims to:

- Provide guidance on how we can promote 'farm to fork' and 'field to fork' using the meals and learning activities we provide
- Provide a consistent approach to sourcing and buying products within an agreed framework, giving flexibility where needed for practical reasons
- Provide guidance for value-for-money food procurement to maximise the charitable income we receive
- Provide guidance on healthy meal options which support choice and dietary requirements
- Be consistent with our Environmental policy which states we will:
 - Use Fair Traded and organic goods wherever practicable
 - Use locally sourced or British goods wherever practicable
 - Minimise the need for unnecessary car journeys
 - Demonstrate good practice in minimising waste and practicing recycling
 - Raise awareness, encourage participation and train our employees in environmental matters
 - Expect similar environmental standards from all suppliers and contractors

Choosing a food supplier

Before choosing a food supplier the following criteria will be considered:

- Can the food product be procured from Susan's Farm? If not,
- Can the food product be procured from another organic provider? If not,
- Can the food product be procured from a Fair-Trade company, be British goods, or be sourced locally? If not,
- Can the food product be procured from a business that shares our ethical and social responsibilities?

If a procurement option cannot satisfy these criteria, then it is not bought. We also seek to apply this to non-food items when possible.

A final consideration will be the cost of the product and whether it can be sourced at a better value by bulk buying. Factors to consider when bulk buying:

- The above criteria for a food supplier are not sacrificed to save money
- Adequate and appropriate storage of the product can be managed
- Time is not wasted, or our carbon footprint increased, by ordering/collecting from multiple suppliers

Providing meals

Susan's Farm provides meals and snacks to staff, volunteers, Care Farmers, alternative provision students, school and community visitors throughout the year.

As part of our commitment to promote healthy eating Susan's Farm will:

- Provide a variety of nutritious meals and snacks that comply with the ['Eat Well Guide'](#) as set out by Public Health England
- Cater inclusively for dietary requirements, providing healthy and nutritious alternatives
- Provide meals and snacks to beneficiaries, staff or volunteers who attend the farm for full days (beneficiaries are not permitted to bring packed lunches unless required for dietary reasons)
- Provide meals and snacks for full day school visits if requested- schools to be able to utilise their free school meal options and provide packed lunches for any year group.
- Provide meals and snacks to community groups who attend the farm for full days (groups are not permitted to bring packed lunches unless required for dietary reasons)
- Promote organic produce and the 'farm to fork' or 'field to fork' ethos
- Ask for feedback from those to whom we provide meals for and adjust meals as practicably as possible

Meals and snacks will be provided at an agreed, fixed price for the year, which will be reviewed annually.

Mealtimes

Susan's Farm places great value in the shared experience of mealtimes as a means to develop communication skills, table manners and to enjoy sharing food together. Mealtimes can take various forms, both formally seated around a table or informally in a practical work setting to accommodate the day's working plan, but will always:

- Begin with giving thanks to food, farmers and friends
- Be collaborative and include beneficiaries in mealtime operations where appropriate and within the current health and safety guidance e.g. laying the table, serving, tidying away, loading dishwasher etc.
- Be an enjoyable occasion, encouraging conversation and inclusion of all around the table
- Include staff and beneficiaries eating together.

Supporting the development of independent living skills

Susan's Farm recognises the value that activities involving food can bring to the development of independent living skills, e.g. making healthy food choices, recognising healthy portion sizes, developing food preparation skills, understanding budgeting.

In order to develop these skills Susan's Farm will include activities that enable beneficiaries to participate in activities such as:

- Cooking and baking
- Menu design

