



Every Child Every Day Academy Trust

Environmental Sustainability Policy

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[Updated] Statement of intent

[Updated] At [Every Child Every Day Academy Trust](#) we are committed to educating our pupils about environmental concerns and the importance of living sustainably. We recognise our responsibility to ensure that pupils are prepared for a world impacted by climate change through learning and practical experience.

We encourage both pupils and staff to think about the environment and how their actions will impact upon their local surroundings, as well as the global environment.

Effective use of this policy will ensure pupils are taught about environmental sustainability, promote an eco-friendly attitude, and ensure that the trust itself is as sustainable as it can be.

1. **[Updated]** Legal framework

[Updated] This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Climate Change Act 2008
- The Ozone-Depleting Substances Regulations 2015
- Environmental Protection Act 1990
- Control of Pollution Act 1974
- DfE (2012) 'Top tips for sustainability in trusts'
- The Waste Electrical and Electronic Equipment Regulations 2013 (as amended)
- **[New]** DfE (2022) 'Sustainability and climate change: a strategy for the education and children's services systems'

[Updated] This policy operates in conjunction with the following trust policies:

- Healthy Eating and Drinking Policy
- Data Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Pupil Code of Conduct
- Parent Code of Conduct
- Travel to and from Trust Policy
- Health and Safety Policy
- Records Management Policy
- **[New]** Kitchen Food Waste Policy

2. **[Updated]** Roles and responsibilities

[Updated] The trust is responsible for:

- Developing a curriculum which promotes the need for environmental sustainability.
- Including and engaging staff, governors, pupils, parents and the local community to improve and sustain the world today for future generations.
- Sharing good practice with pupils, parents and the community, and encouraging them to adopt the initiatives outlined within this policy.
- Promoting awareness of climate change through cross-curricular activities.
- Sharing the responsibility with the wider community for promoting and practising policies which show concern and care for the future of the global environment.
- **[New]** Preparing pupils for a world impacted by climate change through learning and practical experience.

The Trust Facilities Manager is responsible for:

- The overall implementation of this policy.
- Ensuring that teaching staff have the necessary knowledge to teach pupils about environmental concerns.
- Ensuring that staff and pupils understand the importance of energy conservation, for example, ensuring that they turn lights off when not in use.

- Communicating with disposal companies regarding the disposal of recyclable and non-recyclable waste, so that the trust can implement a waste disposal procedure for all staff and pupils to follow.
- Ensuring that catering staff understand the importance of recycling and disposing of waste sustainably.
- Ensuring that the site manager understands their responsibility to maintain the cleanliness of the trust grounds.

The governing board is responsible for:

- Monitoring and reviewing the trust's energy usage.
- Identifying, with the site manager, energy waste and taking the necessary steps to rectify this, such as installing motion sensor lights.
- Checking the environmental standards of suppliers and contractors.
- Ensuring equipment purchased is made from sustainable resources, for example, biodegradable cups for water rather than plastic.
- Ensuring the heating systems are monitored by the site manager to ensure the trust remains at a comfortable temperature but does not exceed **23°C**.

Teaching staff are responsible for:

- Promoting the need for environmental sustainability in their lessons.
- Ensuring their classrooms are using energy sustainably, for example, ensuring that computers are turned off when not in use.

[Updated] The site manager is responsible for:

- Ensuring that outside lights are switched off when they are not needed.
- Recording energy use and reporting any waste to the governing board.
- Monitoring the cleaning staff and advising them on good energy practice.
- **[New]** Arranging and coordinating waste disposal from the premises and ensuring that all waste is disposed of correctly.
- **[New]** Maintaining the overall cleanliness of the trust premises.

Pupils are responsible for:

- Applying their learning at home and aiming to be sustainable outside of trust.
- Walking or cycling to trust, when possible.
- Using energy sustainably, for example, not leaving taps running.

Parents are responsible for:

- Promoting an eco-friendly lifestyle at home.
- Encouraging children to walk or cycle to trust, when possible.
- Recycling at home and ensuring that their children understand how to recycle.
- Reinforcing the learning that the trust implements in regard to the environment.

3. **[Updated]** Waste and recycling

[Updated] We will reduce the amount of waste we produce by:

- Writing and printing on both sides of paper wherever possible.
- Using emails, Using the trust's website and parent text messaging procedures when communicating with parents, to reduce paper waste.
- **[Updated]** Disposing of food waste in line with the trust's Kitchen Food Waste Policy at all times.
- Putting used paper in a scrap paper drawer and re-using it whenever possible.
- Only printing documents when it is essential.
- Making sure that all waste office equipment is correctly disposed of via re-use or recycling schemes.
- Where possible, encouraging pupils to share worksheets.
- Where possible, laminating frequently used documents, protecting them from damage and prolonging their use.

The trust will ensure that there are water fountains available for pupils to drink from and refill their water bottles. Pupils will be encouraged to bring reusable water bottles into trust, as opposed to disposable plastic bottles. Any disposable plastic bottles brought into trust will be recycled.

There will be clearly labelled bins located throughout the trust for recycling, food waste and general waste.

The trust will provide information explaining important environmental considerations, for example, what sort of waste can be recycled and how litter can be detrimental to the environment.

Any paper containing personal or sensitive information will not be re-used and will be disposed of in accordance with the trust's Data Protection Policy.

4. Waste electrical and electronic equipment (WEEE)

WEEE is regulated to reduce the number of devices and equipment that is incinerated or sent to landfill sites. To reduce the trust's carbon footprint and minimise the impact on global warming, the necessary steps are taken to ensure WEEE is disposed of properly.

The types of electrical and electronic equipment (EEE) the trust will safely dispose of include, but are not limited to, the following:

- Desktop computers
- Servers
- Laptops
- Monitors
- Printers
- Projectors
- Scanners
- Interactive whiteboards

The headteacher, in collaboration with the ICT technician, will find a suitable local partner, e.g. a producer of EEE that manufactures and sells EEE under their own brand, to dispose of WEEE safely.

Before choosing a partner to dispose of WEEE, the DFO review the potential partner's risk assessments and procedures to determine whether the trust's WEEE and any data stored will be handled and disposed of correctly.

Once a partner is selected and WEEE is ready to be removed from the trust, the ICT managers will undertake a risk assessment in collaboration with the partner to ensure all EEE is removed safely and securely from the trust.

WEEE which hold personal data, or data the trust needs to fulfil legal obligations, e.g. relating to safeguarding, are reviewed by the DPO to ensure the data is no longer needed or has been backed-up. Data is securely deleted or backed-up in accordance with the Data Protection Policy and Records Management Policy.

5. **[Updated]** Littering

The trust understands that, under the Environmental Protection Act 1990, littering is a criminal offence. It also understands that fines may be incurred where individuals deliberately litter the premises.

Every member of the trust community has a duty to dispose of waste properly. Specifically, individuals are responsible for:

- Putting litter in the appropriate bin, e.g. recycling bins.
- Using resources thoughtfully.
- Reusing resources where possible.
- Assisting the site manager and eco committee with the cleanliness of the premises.

[Updated] The trust will appoint an eco committee consisting of staff members and pupils, who are responsible for:

- Promoting awareness of anti-littering throughout the trust.
- Monitoring the trust's anti-littering procedures.
- Listening and responding to questions from the trust committee.
- **[New]** Organising and recruiting volunteers for litter picking groups.

To mitigate risks of littering, the trust will implement the following procedures:

- Designated eating areas – pupils and staff will only be permitted to eat in these areas to prevent unwanted litter.
- Waste disposal – bins will be provided throughout the trust, with additional bins provided in eating areas, to ensure sufficient availability for waste disposal.

The trust will raise awareness of anti-littering amongst pupils and staff through dedicated assemblies, PSHE lessons, staff training days and additional resources, such as leaflets and posters.

Any individual found littering will be disciplined in accordance with the trust's Behaviour Policy. Any staff found to be littering will be disciplined in accordance with the trust's Staff Code of Conduct. Cases of littering by parents or visitors will be handled in accordance with

the relevant code of conduct, and the individual may be barred from the premises. Any individual known to have littered the premises will be required to dispose of the litter correctly.

6. Transport

Pupils and staff will be encouraged to walk to trust, where possible.

The trust will organise a 'walking bus', where pupils will be asked to convene at a specified location and then walk to trust, accompanied by teachers. The benefits of daily exercise, such as walking to trust when possible, will be promoted throughout the trust.

The trust will encourage teachers and other members of staff to car share whenever possible, for example, when travelling to external training days.

The trust will produce informative material, such as posters and leaflets, regarding the impact of the carbon emissions produced by personal vehicles and public transport on the environment, which will be displayed and distributed around the trust. The trust will have suitable and safe storage for staff and pupils to store bicycles.

The trust will recognise that there are risks involved when individuals choose to walk or cycle to trust; therefore, road safety lessons will be organised in PSHE.

For those pupils and staff members who are unable to walk or cycle to trust, the trust will organise more sustainable modes of transport whenever possible – such as organising a trust bus rather than using personal vehicles.

7. Trust grounds

The governing board and the site manager will monitor the consumption of energy within the trust, recognising where the trust is wasting energy and implementing measures to reduce energy consumption, e.g. introducing motion sensitive lights.

Energy saving lightbulbs will be used throughout the trust.

The governing board will monitor heating within the trust, assessing whether it is at an appropriate temperature and frequency and adjusting it accordingly.

When new buildings or refurbishments are being planned, the trust will always consider any environmental impacts and the governing board will consult an expert.

8. Healthy living

The trust will promote an ethos of environmental understanding. Pupils will be taught to understand that their actions have a direct impact upon the environment. The trust will discourage environmental indifference and promote the importance of understanding the impact that each individual has on the environment.

The trust will encourage staff and pupils to adopt healthy lifestyles, as healthy lifestyles often lead to a sustainable lifestyle, for example, walking instead of driving.

The trust will ensure pupils get at least 60 minutes of moderate exercise a day, in line with NHS recommendations.

9. Sustainable farming and fishing

The trust will teach pupils where food comes from as part of the PSHE lessons, including giving them first-hand experience of growing their own fruit or vegetables. Teaching staff will organise educational visits to food suppliers and producers to aid pupils' understanding as to where food comes from.

Trust meals will be designed with due regard to seasonal produce and locally sourced food. Where possible, the trust will approach local food suppliers for their produce to be used in trust meals.

Pupils will be taught about the importance of sustainable fishing and farming, and any fish products used in trust meals will be sustainably sourced.

10. Energy

The trust will reduce our energy usage by:

- Switching off lights when they're not in use.
- Keeping doors and windows shut in cold weather and installing draught excluders so that warm air is retained.
- Turning off energy-draining appliances, for example, computers, projectors and interactive white boards, when they're not in use.
- Monitoring the temperature and frequency of heating in the trust and adjusting it accordingly.
- Conserving water by installing systems that reduce waste such as cistern dams and flow restrictors.
- Insulating hot water pipes to reduce water waste when running a tap, as well as reducing the likelihood of frozen pipes in winter.
- Ensuring all systems work efficiently, and any breakages or leaks are resolved as a matter of high priority by the site manager.
- Auditing the amount of energy used each term.
- Implementing reward systems for staff and pupils who comply with the trust's energy saving ethos – to raise awareness and prevent wasteful energy usage.
- Upgrading the trust's heating system to a modern, more efficient system, including a smart meter, to reduce emissions.
- Switching to high efficiency combined heat and power (CHP) (HE CHP) or CHP based on renewable energy sources, or gas-fired CHP only.
- Increasing the share of electricity from renewable energy sources or biomass.
- Displaying information around the trust and in classrooms to ensure that pupils understand the importance of switching off lights, computers and taps when they're not in use.
- Monitoring the environmental sustainability of suppliers and adjusting procurement arrangements accordingly.
- Making all members of the trust's community aware of the link between energy use and financial costs.

- Appointing an individual, e.g. the site manager, to ensure that these measures are carried out.

The trust will display our Display Energy Certificate in plain sight in the [trust entrance](#).

11. Reducing carbon emissions

The trust is committed to reducing our overall carbon emissions. Emissions will be reduced by:

- Implementing renewable technologies that export surplus energy to the national grid.
- Implementing a rewards system for pupils and/or staff who reduce carbon emissions by walking, cycling or taking public transport to trust.
- Advertising the benefits of being environmentally friendly around trust.
- Promoting the benefits of recycling.
- Sourcing trust supplies from UK suppliers as much as possible.

The trust will publish a carbon emissions plan of action on the trust website so that parents and other stakeholders can be informed of our current ethos towards reducing carbon emissions.

The trust will communicate with our LA and other trusts to enhance our provisions and continue to develop and implement best practice within the trust.

12. Sustainable procurement of goods

The trust will devote our time to ensuring all product procurement is done in the most sustainable way. The trust will dedicate a team to purchasing, this will include the SBM, the catering manager and the headteacher; they will be responsible for creating an inventory of current stock and ensuring that orders are not processed with unnecessary purchases listed on them.

The purchasing team will ensure that produce bought is cost efficient, sourced from within the UK where possible and bought from a company with an energy efficient ethos.

The purchasing team will avoid buying branded products where quality is not compromised. The purchasing team will obtain contracts with suppliers that stipulate their terms of purchase, paying particular regard to pricing, quality and their returns policy.

Paper

The trust is committed to:

- Purchasing paper that is 100 percent recycled and eco-certified.
- Purchasing paper that is produced through a process of low energy consumption and emissions.
- Avoiding certain substances in paper production, e.g. bleach.
- Purchasing paper based on recycled paper or paper based on sustainability harvested virgin fibre.
- Ensuring that manufacturers state 'ecological responsibility' wherever possible.

- Ensuring that paper is, at a minimum, Elementary Chlorine Free (ECF) or Totally Chlorine Free (TCF).

Lighting

The trust is committed to:

- Using lighting controls to reduce energy consumption.
- Replacing light bulbs with low energy alternatives.
- At the installation stage, ensuring the system works energy efficiently.
- Promoting the use of lamps with low mercury content.
- Recycling all waste products appropriately.

Transport

The trust is committed to:

- Purchasing low emission vehicles (GHG, other exhaust gases and noise).
- Procuring environmentally friendly tyres and regenerated lubricant oils.
- Ensuring the correct collection and management of used lubricant oils and tyres.
- Purchasing environmentally friendlier fuels.

Office equipment

The trust is committed to:

- Buying energy efficient models.
- Buying products which have a low impact on the environment through their life cycle.
- Buying recyclable products with a long lifespan and recyclable packaging.
- Buying products with a restricted amount of hazardous material.
- Buying products with restricted noise emissions.

Furniture

The trust is committed to:

- Buying furniture that is produced with environmentally friendly material and processes.
- Using materials which are partly or wholly made from recycled/renewable materials.
- Making sure that all furniture purchased is repairable and recyclable.
- Purchasing timber from legal and sustainable managed forests.
- Ensuring that packaging material is based on renewable raw materials and can be suitably recycled.
- Avoiding possibly hazardous substances in both production and surface treatment.

Food and catering

The trust is committed to:

- Purchasing organic food or food from partly organic sources.
- Purchasing livestock products with high welfare standards.
- Purchasing seasonable products.

- Purchasing marine products which are sustainably produced.
- Making sure the cutlery, crockery, tablecloths and glassware used are recyclable.
- Purchasing locally produced products and promoting local purchasing to parents.
- Making sure the kitchen appliances procured are water and energy efficient.

Cleaning products

The trust is committed to:

- Using products produced in the UK.
- Using the recommended amounts of products and minimising use where possible.
- Using products which can be used at lower temperatures.
- Minimising the use of hazardous chemicals in cleaning and dishwashing products.
- Avoiding phosphorous and limiting biocides.
- Making sure that packaging made from recyclable materials is recycled.
- Purchasing sprays without propellants.
- Ensuring that no substances in products are identified as 'volatile organic compounds'.

Gardening products

The trust is committed to:

- Buying peat-free products.
- Buying products which come in packages which are compostable, recyclable or biodegradable.
- Buying organically produced plants.
- Using alternative methods of pest control to pesticides.
- Using low-noise, low-emission and low-consumption machinery.

Textiles

The trust is committed to:

- Buying materials with an EU organic logo or the international gold standard for organic textiles.
- Buying fair trade textiles.
- Ensuring that clothes or materials purchased contain natural fibres or organic cotton.
- Buying textiles with lower residues of substances harmful to human health.
- Buying textiles with a reduced use of environmentally harmful substances in production.
- Buying textiles/materials that can be reused or which have been previously used.
- Reusing purchased items, e.g. uniforms, ties, and trust bags.

13. Curriculum

The trust will aim to provide pupils with knowledge, skills and understanding in biodiversity and sustainability, by embedding the topics within many areas of our curriculum.