

Families First Environmental and Sustainability Policy

1. Introduction

- 1.1 Families First aim to be a responsible and ethical organisation and as such place significant emphasis on managing and improving our environmental impact and performance.
- 1.2 Families First has a commitment to be net carbon zero and single use plastic free by 2030.
- 1.3 Families First no longer use clingfilm in their activities.
- 1.4 This document sets out Families First environmental ambitions.
- 1.5 Families First is committed to protecting the environment and ensuring that all staff, volunteers, children and their families have an awareness of the environmental impact of our work.
- 1.6 Families First will integrate sustainability into every aspect of our organisation's activities, whilst not compromising service delivery or business performance.
- 1.7 Families First will learn how to procure good responsibly to ensure unnecessary packaging and fuel miles are reduced.
- 1.8 The key concepts behind this policy are Reduce, Reuse, Recycle and Upcycle.
 - 1.8.1 Reduce – Families First recognise the importance of minimising waste at source and is committed to exploring alternative options before purchasing anything new.
 - 1.8.2 Reuse - Families First will reuse and repair products, when appropriate. Dispensing with the need to purchase new products that will undertake the same task.
 - 1.8.3 Recycle – When goods are no longer fit for purpose Families First will ensure the goods are disposed of in the most environmentally suitable way, including:
 - Plastic
 - Metal
 - Glass
 - Paper
 - Ink cartridges
 - Batteries
 - Equipment
 - 1.8.4 Upcycle – Families First will convert waste materials into new equipment or materials where appropriate.

2. Energy

- 2.1 As an office-based business Families First recognise the impact on the environment in terms of energy consumption.

- 2.2 Families First aim to reduce our environmental impact through better energy monitoring, and communication with users of the building, that encourage economical energy use whilst not compromising comfort.
- 2.3 Families First will seek to reduce the amount of energy consumed without compromising good health and safety practices.
- 2.4 Lights, computers, screens, copiers, and all electrical equipment will be switched off when not in use.
- 2.5 Heating will be adjusted with energy consumption in mind.
- 2.6 When purchasing new products, Families First will take into consideration their energy requirements.

3. Transport

- 3.1 Families First is committed to providing access to all its services by providing transport for its service users.
- 3.2 Families First will explore the most sustainable method of transport when planning routes and activities.
- 3.3 Families First will promote the use of public transport by staff, volunteers and service users, if appropriate to the task.
- 3.4 Families First will make additional efforts to accommodate the needs of those using public transport or bicycles.
- 3.5 When planning routes to services and activities Families First will ensure that all services logistically operate from one geographical area for each session to avoid complex multiple trips across north east Fife.
- 3.6 Families First will encourage car sharing when staff attend meetings and training.

4. Paper

- 4.1 As an office-based business Families First recognise the impact on the environment in terms of paper use.
- 4.2 Families First aim to reduce their environmental impact through better paper management, making good use of the electronic systems available to the organisation.
- 4.3 Families First aim to minimise the use of paper in offices and ensure IT systems are used appropriately.
- 4.4 Families First will reduce wastepaper for internal documents, by printing on the reverse side, wherever confidentiality allows, and printing only when necessary.
- 4.5 Families First will upcycle wastepaper for scrap and arts and crafts where confidentiality is not an issue.
- 4.6 Families First will recycle paper products at local recycling centres, incorporating the centre en-route rather than making additional journeys to centres.
- 4.7 When printing Families First default position is to print in black and white. Colour will only be used when necessary.

5. Office supplies

- 5.1 Families First will recycle printer cartridges and other office supplies wherever possible.
- 5.2 Families First will aim to purchase materials that are reusable or recyclable.
- 5.3 Families First will provide feedback to suppliers, on packaging, when excessive packaging has been used to deliver items.
- 5.4 Families First will upcycle packaging into craft materials when it is safe to do so.
- 5.5 Families First will create procurement lists to reduce carbon footprints in terms of multiple deliveries.

6. Refreshments

- 6.1 Families First will not use plastic cups, but will use washable mugs and cups, for staff and visitors to the centre.
- 6.2 When catering for large activities and events Families First will consider recyclable materials for serving and eating.
- 6.3 Families First will encourage the purchase of fair trade and environmentally friendly catering supplies within budget.

7. Toys, furniture and equipment

- 7.1 Families First will ensure that toys and equipment are stored appropriately to prolong their use.
- 7.2 Families First will encourage good and proper use of equipment to prevent waste.
- 7.3 Families First understand accidents will happen; Families First will aim to repair an item, before disposal, taking into account any health and safety concerns.
- 7.4 When purchasing new equipment Families First will aim to purchase items made from sustainable sources.

8. Maintenance, hygiene and cleaning

- 8.1 Families First will consider the use of toiletries and cleaning products that are environmentally friendly or biodegradable.
- 8.2 At times, due to circumstances outwith Families First control, health and hygiene will take precedence over packaging of goods to enable excellent service delivery to continue, such as outings and picnics. In these instances, staff will explore options for sustainable wrapping such as fruit in skins that can be unwrapped, sandwiches wrapped in greaseproof paper, or snacks wrapped in cardboard.