

## **Families First Sustainability Policy**

### **1. Introduction**

- 1.1 Families First are committed to providing a high-quality service to the families we work with, in a manner that ensures a safe and healthy workplace for our employees and minimises our impact on the environment.
- 1.2 Our aim is to reduce our carbon footprint, improve recycling, minimise waste and increase efficiency in our consumption of natural resources by integrating sustainability into our decision making and activities.
- 1.3 We will use the following objectives to measure progress and set targets for ongoing improvement.

### **2. Reduction of CO2 emissions from energy use**

- 2.1 Energy will be purchased from a low carbon energy supplier.
- 2.2 Lights and all electrical equipment, (computers, screens, copiers), will be switched off when not in use.
- 2.3 Heating will be adjusted with energy consumption in mind.
- 2.4 Insulation of the building will be considered.
- 2.5 Efficiency will be considered in all purchases (lighting, white goods and technology).
- 2.6 Energy use will be monitored, compared with baseline data, and reported to staff.

### **3. Reduction of CO2 emissions through transportation**

- 3.1 Families First is committed to providing access to all its services by providing transport for its service users where required.
- 3.2 When providing transport, Families First will ensure that services focus on one geographical area per session to minimise mileage.
- 3.3 Families First will promote walking, cycling and the use of public transport by employees, volunteers, and service users where possible.
- 3.4 Car sharing will be encouraged for employee meetings and training.
- 3.5 Business mileage will be recorded and compared with baseline.
- 3.6 The feasibility of moving to e-vehicles will be regularly checked.

### **4. Sustainability in the office setting**

- 4.1 Families First aim to reduce their environmental impact through minimising the use of paper by printing only when necessary and making good use of electronic systems.
- 4.2 Only 100% recycled paper products will be purchased where possible (or FSC approved where no recycled product is available).
- 4.3 The default position is to print in black and white. Colour will only be used when necessary.

## **5. Sustainable procurement**

- 5.1** Families First recognise the importance of minimising waste at source and is committed to exploring alternative options before purchasing anything new.
- 5.2** Single use plastics (cups, cutlery, wrap) will not be used in the Rose Lane Centre or for events. N.B. Under exceptional circumstances (e.g. covid pandemic), health and hygiene will take precedence to allow service delivery to continue.
- 5.3** Families First will ensure that toys and equipment are stored appropriately and will aim to repair a damaged item, before replacement, considering any health and safety concerns.
- 5.4** Families First will ensure that companies we source products and services from follow ethical and sustainable practices.
- 5.5** Families First will purchase and source locally where possible. Practicality and cost effectiveness will be factored in.
- 5.6** Families First will create procurement lists to reduce carbon footprints in terms of multiple deliveries. Families First will provide feedback to suppliers on packaging when excessive packaging has been used to deliver items.
- 5.7** When purchasing new equipment (such as toys), Families First will aim to purchase durable items made from sustainable sources.
- 5.8** Families First will encourage the purchase of catering supplies with reduced and recyclable wrapping. Sustainable (e.g. air miles) and ethical (e.g. fair trade) where possible.
- 5.9** Families First will move to the use of toiletries and cleaning products that are environmentally friendly.

## **6. Waste**

- 6.1** Families First will monitor the amount of waste disposed of (landfill, paper, mixed recycling and food waste) with the aim of reduction.
- 6.2** Families First will upcycle wastepaper and packaging for scrap and arts and crafts.
- 6.3** Families First will recycle printer cartridges and other office supplies wherever possible.
- 6.4** Families First will recycle paper and plastics/cans at local recycling centres, incorporating the centre en route rather than making additional journeys.
- 6.5** Food waste will be collected and sent for council composting.
- 6.6** When larger items are no longer fit for purpose, Families First will ensure the goods are disposed of in the most environmentally suitable way.

## **7. Communication**

- 7.1** Families First will promote sustainable behaviour within the organisation, encouraging employees, volunteers, and families to engage with this policy.
- 7.2** Volunteers will be informed about this policy during their Induction training and will be asked to encourage children and young people attending sessions to follow guidance, with explanation where needed.

**7.3** Children and young people will be encouraged to get involved and make suggestions.

**7.4** Employees will be updated on policy objectives and targets at monthly staff meetings.

## **8. Measuring progress**

**8.1** An Action Plan will be formed to monitor progress in each of the above objectives.

**8.2** SMART (Specific, Measurable, Achievable, Realistic, Timebound) targets will be set within each objective.

**8.3** Progress will be recorded and reported at staff meetings and Trustee meetings.

**8.4** An annual report of progress will be presented at Families First Annual General Meeting.