

**Children England recognises and understands the importance of protecting the environment and promoting best practice. We are committed to continual improvement in our environmental performance, and minimising adverse environmental impacts where reasonably practicable.**

**We demonstrate our commitment by:**

- Reviewing and understanding the range of environmental impacts arising from our activities
- Ensuring that we comply with and, where possible, exceed all applicable UK, European and international environmental legislation
- Reducing energy and resource consumption by implementing effective and efficient reduction methods consistent with best practice
- Influencing and managing our suppliers and contractors to ensure that goods procured and services undertaken comply with our environmental policy
- Developing green travel plans by encouraging staff to adopt greener travel practices.
- Ensuring that the policy is understood, implemented and maintained at all levels within the organisation
- Periodically reviewing the policy to take account of changes in organisation, legislation, government targets or other internal and external factors

**Reduce Paper Use**

- Use electronic rather than paper faxes and circulate documents by e-mail or avoid unnecessary emails altogether by walking over to a colleague and speaking to them!
- Print and photocopy onto the backs of used paper for drafts and internal notes
- Re-use envelopes
- Stop incoming junk mail by contacting the free Mailing Preference Service on 0345 034599
- Put documents on a central notice board instead of distributing multiple copies
- Edit documents on-screen rather than printing unnecessary draft copies
- Review mailing lists to ensure they are accurate and appropriate

**Conserve Energy & Water**

- Switch off lights when rooms are not in use and where security is not compromised it is more efficient to switch off all lights (including fluorescent tubes) even when rooms are being vacated for a minute)
- Use air-conditioning sparingly – running air-conditioning continuously will increase fuel consumption significantly
- Switch off computers and other powered equipment before leaving the office. switch off the monitor when away from desks for long periods of time (i.e. during meetings, lunchtimes, etc.); the monitor alone consumes over two-thirds of the total amount of energy used by a PC
- Locate desks where they will get most benefit from natural light
- Make the most of the natural light by keeping windows clean and free of obstructions

- Reduce water and energy use by filling kettles only with the minimum water needed, by mending dripping taps, and by ensuring that water saving devices work.
- Avoid washing crockery and cutlery under running taps
- Remind people not to leave lights on or taps running.

## Recycle and Waste Reduction

- We recycle printer cartridges and other office consumables whenever possible - many of our members are part of schemes collecting this items
- ALL rubbish collected from the office is part of a larger recycling scheme and is sorted at a main depot – no food waste at all should be placed in litter bins – please ensure ALL food wasted is placed in the bins with **red** bags – this is collected as a matter of priority to help with pest control.
- All batteries should be given to the Estate Manager who is part of a scheme to dispose of them in safe way.
- Fluorescent tubes must not be put in litter bins – there is specific area in the Estate where they should be placed and will be collected by a specialist company,
- Send used computers, printers, and other electronic office equipment for refurbishment and recycling (see Office Manager for process/collection dates)
- Recycle furniture - send for refurbishment or to another charity

## Purchasing

- To encourage purchasing from environmentally friendly suppliers.
- Choose equipment/models which have low energy use and an energy saving facility
- Children England publications should be: chlorine free (TCF) environmentally friendly paper. Where a mix virgin pulp is used, it should be made from sustainable forest sources. Printing should be double-sided
- Inks, laminates and varnishes which are low in toxicity and bio-degradable
- Paper packaging which is re-usable or bio-degradable and plastic which is UV degradable.

## Transport

- Cut down on travelling to meetings- by holding telephone or video conferences instead - for the price of driving 10 miles to a meeting you can have five hours on the phone!
- Locate meetings readily accessible to public transport
- Where possible use surface public transport before using cars; and if you have to use a car, share it with someone else
- Encourage visitors to come to the office by public transport by providing them with timetables and routes of buses and trains.

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