

Environmental Policy



Review schedule	Every two years
Last review	April 2024
Approved by Board of Trustees	19 th April 2024
Next review due	March 2026
Owner	Simon Collings/Natasha Richardson

BACKGROUND

In recent years, the children and young people at SELFA have identified the environment as issue of significant concern, and one on which they are keen to take action. In 2022 a Rank Foundation Golden Award enabled SELFA to work with Project Wild, a Yorkshire Community Interest Company, who are dedicated to educating and inspiring young people on environmental issues to learn more about biodiversity, sustainability and protecting and improving our environment. The project culminated in a residential attended by SELFA's Youth Council where they drew together the key elements of this policy and action plan.

INTRODUCTION

SELFA recognises that a healthy environment is fundamental to the prosperity and wellbeing of our local community. The Charity acknowledges that whilst our activities may have adverse effects on the environment, we can take steps to minimise those impacts and make a positive contribution to environmental growth by protecting and enhancing the local and global environment.

The aims of the SELFA Environmental Policy are:

- To carry out our work in an efficient way that minimises or eliminates its adverse impact on our environment.
- To promote the importance and value of a quality environment, and to support children and young people in their enjoyment of it.
- To inspire our children and young people to be good custodians of the environment and to become advocates/champions for positive change within our communities.

The Board formally commits itself to being an environmentally responsible organisation. To take this forward it commits to the actions outlined below.

COMMITMENTS

1. An Action Plan outlining the steps SELFA will take to reduce its carbon and environmental footprints will be drawn up and reviewed biennially (see below.).
2. A member of the Board (Simon Collings) has executive responsibility for monitoring the environmental impact of the Charity and will report biennially to the Board on progress made. They will monitor progress on all aspects of the Action Plan.
3. All staff contracts will include a clause stating that staff will be expected to help SELFA in carrying out its aim of being an environmentally responsible organisation, in how they carry out their day-to-day duties. Job specifications will be drafted to include relevant individual environmental responsibilities, and induction will cover information on the Charity's environmental practices.
4. All regular groups will have an Eco-Champion voted for by the group members who will be responsible for encouraging environmentally friendly behaviour among staff, volunteers, and peers. Eco-Champions will have an opportunity to meet termly with the responsible Trustee to discuss progress and ideas.
5. SELFA will comply with and, where possible, exceed all environmental regulations, laws and codes of practice, as applicable.
6. All staff will be required to follow the Green Purchasing Policy (see below).

Change Record

Date of change:	Changed by:	Comments (inc. ratified date)
17/01/2023	Rosie Hall	First draft of policy
April 2024	Simon Collings	Second draft of policy

ENVIRONMENTAL ACTION PLAN



Created date: 17/01/2023

Last review: 15/04/2024

Next review: April 2026

Area	Action	Details	Status	Who
Behaviour	Activities	<ul style="list-style-type: none"> • Session leaders to incorporate environmental themes into group activities e.g. <ul style="list-style-type: none"> • natural climate change solutions such as tree planting & rewilding, • supporting wildlife by developing habitats (bug hotels, birdboxes etc.) and planting to attract wildlife, • Growing our own food for use in the SELFA kitchen • Litter picking • Developing sustainable travel skills (cycling, using public transport) 	Ongoing	Service delivery staff
Behaviour	Minimising waste	<ul style="list-style-type: none"> • No groups will release balloons or sky lanterns. • Waste will be kept to a minimum by preventing, reusing or recycling waste. • Waste will be sorted, stored and disposed of appropriately. • Food waste will be composted. • Reusable bags will be used for shopping. • Printing to be kept to a minimum and be double-sided where possible. 	Ongoing	All stakeholders

Area	Action	Details	Status	Who
		<ul style="list-style-type: none"> • Leaflets, posters etc. should be created and distributed as digital versions where possible. • Email to be used in preference to hard copy mail. • Reduce the production of non-recyclable resources such as laminated or plastic based publicity material. 		
Premises	Chemicals	<ul style="list-style-type: none"> • Pesticides and damaging chemicals will not be used for maintenance and gardening. 	Ongoing	All staff & volunteers
Premises	Outdoor area	<ul style="list-style-type: none"> • Use water butts as source of non-drinking water. 	Installed June 2023	NR
Premises	Plumbing	<ul style="list-style-type: none"> • Install push taps where appropriate. 	Installed June 2023	RH
Premises	Signage	<p>Signage to encourage all stakeholders to:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Switch off electrical equipment and unnecessary lights when not in use. <input checked="" type="checkbox"/> Close windows and external doors when the heating is on. <input checked="" type="checkbox"/> Minimise the use of electric heaters & fans. <input checked="" type="checkbox"/> Use water efficiently. <input checked="" type="checkbox"/> Know which materials can be disposed of in waste water. 	Completed Dec 2023	NR/RH
Premises	Waste management	<ul style="list-style-type: none"> • Provide large recycling bins across the building with clear signage. 	Completed June 2023	RH

Area	Action	Details	Status	Who
Services	Partnership Working	<ul style="list-style-type: none"> Engage with organisations running environmental initiatives in the Craven area to seek opportunities for joint working. 	Ongoing	Service Delivery Staff
Services	Eco-Champions	<ul style="list-style-type: none"> Identify 'Eco-Champions' within our groups and encourage and support them in developing their interests and implementing environmental related activities. 	Ongoing	Service Delivery Staff
Services	Resources	<ul style="list-style-type: none"> Inventory of existing resources to be created, together with ideas for use. Staff to prioritise use of existing resources in planning activities. 	Completed June 2023 Ongoing	Service delivery staff
Sustainable travel	Active travel/public transport	<ul style="list-style-type: none"> Staff and volunteers should consider using alternatives to single-occupancy car use for journeys to work and for work. 	Ongoing	All staff & volunteers
Sustainable travel	Car-sharing	<ul style="list-style-type: none"> Staff and volunteers are encouraged to car-share if alternative modes of travel are not possible. 	Ongoing	All staff & volunteers
Sustainable travel	Meetings	<ul style="list-style-type: none"> Remote meetings/working should be considered where possible to avoid unnecessary travel. 	Ongoing	All staff & volunteers

Green Purchasing Policy



SELFA is committed to reducing the Charity's environmental impact, and our purchasing decisions make an important contribution.

All staff are required to judge any purchasing decisions on the basis of a green purchasing hierarchy:

1. Reduce: firstly question whether a purchase is strictly necessary and if it is, whether the amounts required could be reduced
2. Re-use: secondly seek to buy re-used items in preference to new items where practical
3. Recycle: if new items have to be purchased, see whether there is a feasible option of buying products made locally, from recycled materials or with a lower environmental impact

SPECIFIC PURCHASING COMMITMENTS

Electricals

- Electrical equipment must have maximum energy efficiency rating
- Lightbulbs must be LED
- Rechargeable batteries to be purchased where possible

Food & drink

- Water to be provided in jugs rather than individual plastic bottles
- Fruit and vegetables to be purchased loose rather than pre-packed
- Meals to be predominantly plant-based
- Fair trade products to be purchased where available
- Buy UK, ideally local, instead of overseas produced food and try to buy in-season foods
- Fish products to have MSC (Marine Stewardship Council) certification

Other

- No single-use plastics to be purchased
- Paper and wood products to have FSC (forest stewardship council) certification
- Consumables (such as cleaning products) to be eco-friendly
- Purchasing to be done in bulk to reduce the impact of transportation

Change Record

Date of change:	Changed by:	Comments (inc. ratified date)
17/01/2023	Rosie Hall	First draft of policy