



## **Woodbridge Trust Eco Strategy**

At Woodbridge Trust we are committed to being an environmentally responsible organisation and promoting 'green ethics' with our staff, pupils and students and how we run our buildings.

A thread of being environmentally aware runs throughout many of our policies and guidance and in our everyday actions across the Trust. Included within this is our aim to be a more sustainable organisation looking for opportunities to increase sustainability whilst reducing our carbon footprint when and where possible.

There is a commitment to making our world a greener environment and healthier place for generations to come. We endeavor to be a pro-active organisation that will continue to look for opportunities to become more 'green' and environmentally aware.

Within this document we will set out our 'green' workplace initiative to make our organisation and individual workspaces more eco-friendly. The following information is not in any order of priority and will illustrate our commitment to the initiative.

### **Becoming a 'Paper-lite' Environment**

Whilst we recognise that offices and classrooms are becoming increasingly digital there will always be a need for some forms of paper based recording systems. We recognise that reducing paper has more than just environmental benefits as it can improve efficiency and productivity. We encourage all reports and documents to be stored centrally on a server and shared via email. We encourage our staff and trustees to be increasingly paper lite by joining systems such as 'The Governor Gateway' and other online systems. There is the added benefit of security and compliancy to the principles of GDPR. Storing key documents on the websites for parents to view also promotes our 'Green Principles' and encouraging everyone to reduce their use of paper.

The facility to recycle paper in every office includes the use of 'Paper Chase' recycle services and 'Shred-It' confidential waste collection services support the 'paper-lite' office environment.

The inventory signing in system allows for paper books to be discarded as do our online registers and pupil recording systems eg CPOMs.

Within our training schedules we share the presentation information with delegates before hand instead of printing the training materials for them so they are able to store electronically when they attend training and encourage them to bring and use their I pads / Laptops in the training sessions.

Using recycled paper for elements of the curriculum and recycling ink cartridges is a strategy that we advocate across our trust also.

### **Smarter Technology**

We believe at Woodbridge that the use of smarted technology is key to being more sustainable. All staff have access to lap tops and Ipads to enable them to work away from the office and classroom in an efficient way.

The use of Zooms and Teams helps with reduced time in travelling to and from venues increasing productivity and reducing the need for transport – reducing carbon emissions.

Significant areas of each site across the trust have smart lighting and helps to drive down energy usage. The bulbs that are used are being systematically changed to LED lighting to reduce energy output and costs.

There are waters meters installed across the newer buildings within the Trust.

Solar Panels are being installed in some buildings across the Trust and there is a plan to secure electric chargers for cars across each elements of the Trust.

Any new builds are compliant with the latest green initiatives that are driven nationally and internationally.

There are visual reminders to turn off computers and lights when leaving rooms encouraging our children and young people to be energy aware and not to waste it unnecessarily.

### **Environmental Procurement& Tenders**

As we look to procure services across the Trust eg cleaning / building projects we will actively seek organisations and business that are deep rooted in 'Green Ethics' and we will seek to know and understand their stance on being environmentally aware and eco- friendly in their outlook.

As we know Environmental procurement' is the prioritisation of products and services that cause minimal impact to the environment. It includes products and packaging that is fully

recyclable or is designed to reduce energy or water consumption, such as LED bulbs or flush reducers. This is very much in our minds and we are aware of the companies we use and the services we look toward to ensure they have a long term sustainable strategy that fits with our moral core on this. We expect the businesses we use to act responsibly and to that end we try to look to local businesses that can meet our requirements.

### **Remote Working Strategy**

This area has been growing across the Trust over a number of years in that staff are allowed to take their planning and preparation time at home which has created more efficient and productive working practices and reducing time on the road and our carbon footprint.

Members of the Outreach Team have satellite bases in schools all over the local area and agree their timetables to be completed based on distance / time travelling with agreed caseload locations.

All staff have access to the technology to enable them to work remotely.

Parents and other stakeholders have the option to attend meetings remotely for meetings such as EHCps, parent's evening, multi-disciplinary team meetings and so on.

Training can be facilitated on line and the Outreach team have created a series of online training packages for professionals across the locality to access.

Student and pupil blended on line learning packages enable our children and young people to access their learning remotely if required.

Although we acknowledge that we can offer remote working for certain aspects of our core provision it is limited.

### **Water Conservation & Water Heating**

We are committed to saving water as an effective measure which makes us more 'green'. Across our new builds we have low-flush and dual flush toilets, we have tap aerators that have eliminated the need for water coolers / large plastic bottles. There are water heaters in communal staff rooms for boiled water reducing the need for kettles

### **Staff & Student Eco 'Warriers'**

Our curriculums are designed to promote being aware of our environment and challenge us all to be more eco-friendly both in our work places and across school and also at home.

Staff are encouraged to use different forms of transport to travel to school, bike, car-pooling.

We have environmentally awareness days and discussions about being green and use any local, national agendas for promoting this.

Our children and young people will go on litter picking sessions and clean their immediate environment and know the importance of this

This strategy sets out to evidence how Woodbridge Trust is committed to protecting public health by conducting our operations and activities in an environmentally responsible and sustainable manner. We are committed to complying with all applicable laws and regulations. We recognise that reducing and, where possible, eliminating the environmental impacts of our activities is an important part of our role as an environmentally aware organisation.

### **We will endeavor to:**

- ✓ Comply with mandatory requirements and conduct our activities and operate our facilities within applicable environmental laws and regulations
- ✓ Conserve energy and other natural resources
- ✓ Encourage employees to be environmentally aware.
- ✓ Reduce, reuse, and recycle to reduce waste

- ✓ Adopt green procurement practices
- ✓ Continue to review and minimize the impacts of our activities

**It is the responsibility of our employees and / or children, young people to :**

- Turn off lights when not in use and use natural light when possible.
- Turn off, not just log off, all computers, terminals, speakers and other office equipment at the end of every work day.
- Turn off the power strip at the end of every work day.
- Activate the power down features on the computer and monitor to enter into a low-power or sleep mode when not in use.
- Unplug equipment that drains energy even when not in use (e.g., phone chargers, fans, desktop printers, radios).
- Use the stairs when possible.
- Utilise remote meeting and conference calls as an alternative to travel when possible.
- Avoid using paper by distributing and storing documents electronically.
- Print and photocopy only what you need and double side your jobs when possible.
- Tell staff and colleagues that you prefer double-sided documents.
- Use durable reusable beverage containers, plates, and utensils.
- Reduce the amount of toner in documents that will be printed when possible.
- Print documents in black and white or grayscale whenever possible.
- Recycle paper, paper products, plastic, binders, folders, catalogs, boxes, bottles, cans, batteries, electronics, toner and ink cartridges
- Donate used furniture and electronics.

