



## **Sustainable procurement policy**

### **Introduction**

At St Aidan's we are committed to minimising our carbon footprint as much as we can. As a small school, budgets are always tight so when purchasing products or services, value for money has to be our main priority, however, we will carefully consider environmental aspects (listed under separate headings) before making our final decisions.

Through this policy we will endeavour to ensure that, where finances allow, the products we purchase do as little harm to the environment as possible and includes, where we can, buying locally, buying recycled and recyclable and minimising the use of chemicals.

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## **1 Packaging**

In all cases where packaging is involved we will do our best to ensure that there is as little as possible and that it is:

- biodegradable or can be recycled;
- preferably made from recycled material.

### **1.1 Action**

- Children wrote to suppliers to complain about the use of excess packaging.

## **2 Paper and books**

- Paper based on recycled/recyclable paper or sustainably harvested virgin fibre.
- Low energy and emission production.
- Manufacturer states 'Ecological responsibility'.

### **2.1 Action**

- All exercise books use paper from sustainable sources.
- A premium is paid for our chlorine free copier paper at £1 per box to contribute to the maintenance of sustainable forests.

## **3 Office and school equipment**

- Energy efficient models.
- Products with minimal hazardous materials.
- Take back options.
- Long-life products.
- Potential for re-use or recycling.

### **3.1 Action**

- All new kitchen equipment is energy efficient.

## **4 Batteries**

- Rechargeable batteries wherever possible.
- Recycle non rechargeable batteries.

### **4.1 Action**

- We are a community collection point for used batteries; batteries are recycled through Haringey's waste depot in Wood Green.

## **5 Electricity**

Where we have control, increase the share of electricity from renewable energy sources or biomass.

### **5.1 Action**

- The new roof is fully insulated which reduces energy required for heating.

## **6 Lighting**

- New systems to be as energy efficient as possible.
- Recycle waste products where possible.

### **6.1 Action**

- All lighting in the school has been replaced with an energy efficient, long lasting LED system.

## **7 Furniture**

Once consideration has been given to the suitability, safety, robustness and longevity of furniture we will do our best to ensure that:

- we source locally;
- materials are recycled or based on renewable raw materials and any timber used comes from legal and sustainably managed forests;
- furniture is repairable and recyclable.

### **7.1 Action**

- Timber used in converting the Learning Bus and making its furniture was from sustainable sources.

## **8 Textiles**

When dealing with things like clothing, bags/rucksacks, carpets, curtains etc, our preference is for:

- Fair Trade textiles;
- materials containing recycled fibres;
- clothes or materials containing organic cotton or other natural fibres;
- products displaying the EU organic logo or the international gold standard for organic textiles ([www.global-standard.org/](http://www.global-standard.org/));
- reuse: hand on or sell on school uniforms, PE kits, bags etc.

### **8.1 Action**

- School t-shirts are made from cotton.
- School uniform is recycled through second hand uniform sales.

## **9 Food and catering**

Where we have control we will, or, where we haven't the subcontractors will, give consideration to the following:

- seasonal products;
- UK, preferably locally produced, products;
- organic or partially organic food;
- Fair Trade products;
- sustainably-produced or caught marine products;
- livestock products with high welfare standards;
- bulk purchasing;
- reusable cutlery, crockery, cups and tablecloths;
- environmentally friendly paper products;
- full waste collection of food stuffs;
- water and energy efficient kitchen appliances.

9.1 **Action**

- The catering manager uses seasonal products where possible.
- Children participate in growing vegetables in the school garden.
  - These vegetables are used in the school meals.
- The school has Fair Trade status and we hold an annual Fair Trade fortnight.
- Tea, coffee and sugar used by staff are Fair trade.
- Waste food from the kitchen and staff room is recycled through our in-house composting facilities (including a wormery) for uncooked waste and the council's facilities for cooked waste.
- Autumn leaves are collected by the children and stored in bags for 2 years to provide a mulch for the garden.

## **10 Cleaning products**

We will endeavour to minimise the amount of cleaning products used, by training staff and monitoring cleaning plans and techniques. Where we have control we will, or, where we haven't the subcontractors will, give consideration to the following:

- products made in the UK;
- cleaning products effective at low temperatures;
- products that have not been tested on animals;
- avoid hazardous substances in products (COSHH) including phosphorus and biocides and products based on petro chemicals.

10.1 **Action**

- The cleaning contractors use mainly environmentally friendly cleaning products.

## **11 Gardening**

- Avoid products containing peat.
- Limit chemical pesticides by using alternative pest control techniques.
- Organically produced native plants.
- conserve water by using water butts;
- Compost green waste to limit the need to buy.

11.1 **Action**

- No chemicals are used in the growing or maintenance of plants in the garden.

## **12 Building repair and decorating materials**

- Before buying new, use up any previously purchased materials.
- Sustainably produced materials where possible.
- Eco-friendly paints and decorating materials.

12.1 **Action**


- Bike and scooter shelters made from recycled pallets.

## **Monitoring and review**

This policy is reviewed by the Care and communication committee every two years.



Date of policy: JUNE 2023

Policy ratified: .......... (Signature) ..... 3<sup>rd</sup> July 2023 ..... (Date)

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