



ENVIRONMENTAL SUSTAINABILITY PROCEDURE

Policy Hierarchy link			
Responsible Officer		Vice-President, Human Resources	
Contact Officer		HR and Early Years Operations Director	
Superseded Documents		None	
Associated Documents			
Version	Authorised by	Approval Date	Effective Date
3.0	Early Years Management	April 2018	May 2018

1. Purpose and Scope

UNSW Early Years Centres are committed to fostering an awareness of and sensitivity to our environment in children, families and staff attending our centres.

We aim to create patterns of behaviour at the Centres which support environmentally friendly and sustainable practices for now and for the future.

2. Definitions

3. Procedure

3.1 Practical Ideas to Support Environmental Sustainability

1. Responsible recycling
2. Conserve water
3. Conserve energy
4. Efficient use of natural resources
5. Responsible cleaning practices
6. Native plants
7. Vegetable gardens

3.2 Implementation

Biodiversity: Where possible plant native trees and shrubs and a vegetable/herb gardens. Educators will work with children to teach respect for the environment with the aim that animals, insects and plants are not harmed when the children are playing near or with them.

Waste: Use recycle bins for paper, cardboard, plastics, aluminium and glass; re-use envelopes; buy in bulk; use re-usable containers; where possible only buy products with recycling symbol; avoid using food as play materials and encourage families to be involved in recycling.

Energy: Turn off all appliances including lights, fans, air conditioners etc. when not needed; check energy efficiency of appliances before purchasing; use energy efficient low wattage light bulbs; wash in cold water where possible; use ceiling fans to circulate air; clean filters regularly; use air conditioners only for extreme temperatures; keep all appliances cleaned and serviced regularly; ensure that doors are kept closed to conserve heat ; ensure that small fridges in rooms are regularly defrosted and that lint filters in driers are cleaned after each use.

Chemicals: Buy unbleached/recycled toilet paper if possible; use biodegradable detergent as the main cleaning product and use detergents sparingly.

Water: Conserve water through reducing outflow in toilet cisterns and taps; fix leaking taps promptly; only use the dishwasher when full; empty water from water troughs back into the garden or flower pots and use a washing machine where you can select water levels according to load.

Administration: Use recycled paper when possible for notices and children's play; re-use envelopes and return printer cartridges for re-cycling. Access from UNSW old paper, letter heads, envelopes etc, as much as possible.

Family participation: encourage families to bring in recyclable resources for play e.g. paper, boxes, material, wool, wood and plumbing off cuts; excluding egg cartons and toilet rolls. Provide families with information to support sustainable practices at home eg. compost heaps, alternative cleaning agents.

Kitchen: Washed aluminium, glass, plastic containers are reused or recycled; environmentally friendly cleaning agents are used in preference to commercial cleaning products; food is purchased in bulk and in reusable/refillable containers to reduce packaging waste; fruit and vegetables are washed in a bowl of water then rinsed under a running tap quickly; waste water is used in the garden; when cooking ensure pot size matches hot plate size, lids are used on pots to conserve heat, steamers are used to reduce both water usage and the risk of manual handling injuries. Use low simmering rather than vigorous boiling whenever possible; avoid frequent opening of the oven door; keep fridges maintained at between 3 and 5 degrees and freezers between -15 and -20 degrees. Have door seals repaired promptly; appliances regularly cleaned and serviced, and use the dishwasher only when full. Where possible use composting/ worm farms for food scraps.

Play: Recycled materials are used for creative play and collage; recycled paper bin is placed near children's creative area; discarded art/craft work is collected for recycling and powder paints are used as much as possible. Waste water is used on the garden; paint pots are soaked prior to cleaning to minimise water usage; equipment is repaired rather than replaced; materials are washed in a sink or container rather than under running water; outdoor areas are swept rather than hosed and gardens watered early or late in day to reduce evaporation loss.

Training and resources: Provide resources and training for staff and families to increase knowledge and understanding of environmentally friendly practices and how to implement them.

4. Review & History

5. Acknowledgements

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	
2.0	Early Years Management	11 November 2014	12 December 2014	
3.0	Early Years Management	April 2018	May 2018	