

# Acorn Trust Green Procurement Policy



Written by:	J Buckley, Trust Business Manager
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Next Review Date:	Summer 2022
CEO Signature	

## **Mission Statement**

The Acorn Trust is a Multi-Academy Trust established with the aim of providing outstanding learning and opportunities for the children within its care.

Children are our nation's most precious resource. Their school life and learning experience will shape them for the whole of their lives

## **Safeguarding Statement**

At the Acorn Trust we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

We work to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The procedures contained in the Safeguarding Policy apply to all staff, volunteers and governors

## Version Control

### Change Record

Date	Author	Version	Section	Reason for Change
1.05.19	J Buckley	2	Lighting	Addition of project works
			Textiles	Addition of standards for organic material
			Policy Review	Addition of Policy review date

## **Aims**

Green procurement is the purchasing of goods and services that have a reduced impact on human health and the environment.

The Acorn Trust is committed to ensuring that environmental aspects, costs and impacts are considered while procuring goods and services. Procurement decisions may include, but are not limited to, the consideration of the following matters:

- Paper.
- Lighting.
- Transport.
- Electricity.
- Office equipment.
- Furniture.
- Food and catering.
- Cleaning products.
- Gardening products.
- Textiles.

This Policy aims to:

- Define a clear procurement policy which is environmentally-friendly.
- Fulfil a social duty and safeguards the environment.
- Ensure that purchases provide value for money.
- Make the most efficient use of the School's financial and material resources.
- Make all members of staff, governors and associated persons aware of the Policy and their duty towards making decisions that minimise the impact on the environment.

### **Paper - where possible the Trust will endeavour to**

- Purchase paper that is 100% recycled and eco-certified.
- Purchase paper that is produced through a process of low energy consumption and emissions.
- Avoid certain substances in paper production (for example, bleach).
- Ensure the paper is at least Elementary Chlorine Free (ECF) or Totally Chlorine Free (TCF).
- Recycle all waste paper and confidential waste paper.

### **Lighting - where possible the Trust will endeavour to**

- Use lighting controls to reduce energy consumption
- Replace bulbs with low energy alternatives.
- On all projects, ensure the system works energy efficiently
- Promote the use of lamps with low mercury content.
- Recycle all waste products appropriately.

**Transport- where possible the Trust will endeavour to**

- Share the use of vehicles where possible when attending training courses/meetings

**Electricity – the Trust will**

- Display the Energy Certificate / Energy Award.
- Increase the share of electricity from renewable energy sources or biomass if possible

**Office Equipment - where possible the Trust will endeavour to**

- Buy energy efficient models eg. Washing machines, fridges
- Buy products which have a low impact on the environment through their life cycle.
- Buy recyclable products, that have a longer life and whose packaging can be recycled where possible
- Buy products with a restricted amount of hazardous material.
- Buy products with a restricted noise level.
- Make sure that all waste products are correctly disposed of via re-using or recycling.
- Ensure photocopier use saves paper use and ink (eg. hold and release in place, auto-delete, black ink default)

**Furniture- where possible the Trust will endeavour to**

- Buy furniture produced with partly or totally environmentally friendly material and processes.
- Use material which is partly or wholly made from recycled/renewable materials.
- Make sure that the furniture purchased is repairable and recyclable.
- Purchase timber from legal and sustainably managed forests.
- Ensure that the packaging material is suitably recycled.

**Food and Catering**

- To ensure that the catering contractor is committed to ensuring that environmental aspects, costs and impacts are considered while procuring food and equipment – eg. Organic goods, sustainably produced marine products, locally produced products, efficient kitchen appliances, seasonal produce, high welfare livestock standard, environmentally friendly paper products, re-usable cutlery etc

**Cleaning products- where possible the Trust will endeavour to**

- Use products produced in the UK.
- Use the recommended amounts of product and minimise use where possible.
- Use products which can be used at lower temperatures.

- Minimise the use of hazardous chemicals in cleaning and dishwashing products.
- Avoid phosphorous and limit biocides.
- Try to make sure that less packaging is used and these are made from recycled material and can be recycled.
- Purchase sprays without propellants.
- Use refills for trigger sprays
- Ensure no substances in the product should be identified as a 'Volatile Organic Compound'.

**Gardening products- where possible the Trust will endeavour to**

- Take action with invasive plants/animals.
- Buy products which come in packages which can be compostable, recyclable or biodegradable.
- Ensure selective waste collection and organic waste treatment are used for composting and mulching.
- Buy organically produced plants.
- Limit the use of pesticides.
- Use rain water collected from water butts when possible.
- Use low-noise, low-emission and low-consumption machinery.

**Textiles- where possible the Trust will endeavour to**

- Buy materials that are organic (EU organic logo or international gold std), contain natural fabrics or are labelled as fairtrade items.
- Buy textiles/materials that can be reused or which have been previously used.
- Reuse purchased materials. (Sell uniforms, ties, school bags etc.)

**Policy Review**

This policy is reviewed every three years by the Trust Business Manager