

Rationale:

To plan, develop and commit to the provision of an environmentally sustainable workplace that will foster sustainability values and principles to educators, students and volunteers.

Aim:

This policy provides a framework for environmentally sustainable and responsible work practices, activities, and operations at Kyabram P-12 College after school care programs.

Implementation:

The outside school hours care coordinator will ensure that the following procedures are implemented:

- **Thermal Control**

Heating and cooling will be set to a predetermined temperature that will ensure a comfortable working environment. This will also ensure a minimal discharge of Green House gases.

- **Photocopying and Printer Cartridges**

When used cartridges are replaced they are to be placed in the recycle container provided by Close the Loop for disposal. (with School ICT support)

- **Paper usage**

All workers will ensure that documents are proof read prior to printing.

Documents, whenever possible are to be double sided.

Used paper whenever possible will be utilised for note taking or to be utilised in the outside school hours care area.

Unwanted confidential paper and documents will be sent for shredding (College office) and distributed for usage by other persons. Eg. use as garden mulch.

- **Chemicals**

Cleaning products purchased for usage will be bio-degradable and environmentally friendly and stored out of reach of children.

- **Recyclable Products**

Educators will ensure that recyclable items are placed into the recycle bins provided and not in waste bins.

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	August 2023 College Council August 2023 College Newsletter
Approved by	College Council
Next scheduled review date	June 2026