

Sunbeams

ENVIRONMENTAL POLICY

Document Control Sheet

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Approved By	Jessica Zwiebel, Safeguarding Officer and Trustee
Signature	

Revision History

Version	Date	Author	Description of Change	Approved By
1.0	Sep 2020	Admin	Initial release outlines environmental commitments and sustainability principles.	Board of Trustees
2.0	Sep 2021	Admin	Review	Board of Trustees
3.0	Sep 2022	Admin	Minor update to waste reduction section.	Board of Trustees
4.0	Sep 2023	Admin	Review	Board of Trustees
5.0	Sep 2025	Admin	Comprehensive review; strengthened sustainability practices; refreshed layout.	Board of Trustees

1. Purpose and Scope

Sunbeams recognise that protecting our environment is part of our ethical and social responsibility.

As an organisation dedicated to promoting wellbeing and connection, we understand that a healthy environment supports healthy minds and communities.

This policy applies to all staff, mentors, volunteers, trustees, and anyone working on behalf of Sunbeams across our centre, school-based programmes, and offsite activities.

2. Statement of Commitment

Sunbeams is committed to minimising the environmental impact of our operations and activities, and to promoting environmental awareness throughout our organisation and the wider community.

Our commitments include:

- Using resources efficiently and reducing waste.
- Preventing pollution and unnecessary consumption.
- Considering sustainability in all procurement and purchasing decisions.
- Encouraging staff and service users to act responsibly towards the environment.
- Embedding environmental awareness within our wellbeing, creative, and mentoring work.

We aim to lead by example, demonstrating that small community organisations can contribute meaningfully to environmental responsibility.

3. Environmental Objectives

Our objectives are to:

1. Reduce waste by cutting paper, plastic, and single-use materials.
2. Use energy efficiently within our premises and encourage behavioural change.
3. Promote sustainable travel for staff, volunteers, and participants.
4. Encourage reuse and recycling throughout the centre.
5. Work with environmentally responsible suppliers.
6. Raise awareness of environmental issues among staff, young people, and the wider community.

4. Roles and Responsibilities

- Director (Ruchi Ostreicher): Overall responsibility for implementing and reviewing the Environmental Policy.

- Staff and Volunteers: Responsible for following good practice in daily operations, such as recycling, energy conservation, and responsible printing.
- Facilities and Admin Team: Maintain recycling systems, monitor waste and energy use, and ensure suppliers meet environmental standards.
- Trustees: Oversee the policy’s effectiveness and review progress annually.

Environmental performance is reviewed at least once per year and included in the annual governance report.

5. Key Actions and Targets

Area	Action	Responsibility	Review Frequency	Target/Measure
Energy Efficiency	Switch off lights and equipment when not in use; use natural light and ventilation; reduce heating when rooms are unoccupied.	All staff	Quarterly	5% reduction in electricity usage by May 2026.
Waste Reduction	Minimise printing; promote digital communication; use double-sided printing when necessary; purchase recycled paper.	Admin Staff	Ongoing	Reduce paper use by 25% per year.
Recycling	Maintain recycling bins in all areas; clearly label bins; ensure collection contracts are followed.	Admin & Cleaners	Monthly	90% of recyclable waste correctly separated.
Procurement	Choose eco-friendly suppliers; avoid single-use plastics; prioritise fair trade and sustainable goods.	Director / Office Manager	Annually	All new suppliers reviewed for sustainability.
Travel	Encourage walking, cycling, public transport, or car sharing; consider	All staff & mentors	Ongoing	Reduce car travel by 10% by May 2026.

Area	Action	Responsibility	Review Frequency	Target/Measure
	remote meetings where suitable.			
Water Conservation	Ensure taps are turned off; report leaks immediately.	All staff	Ongoing	No avoidable water wastage incidents.
Digital Sustainability	Reduce data duplication; use shared drives; minimise unnecessary printing.	All staff	Ongoing	Full transition to digital storage for admin files by 2026.

6. Community and Wellbeing Link

Environmental care reflects Sunbeams' core values of responsibility, connection, and creativity.

Through our mentoring and group work, we encourage girls and families to experience the benefits of nature and sustainable living — for example, through outdoor group sessions, creative recycling activities, and our gardening and nature-based wellbeing groups.

7. Equality and Inclusion

Sunbeams ensures that all environmental practices are inclusive, practical, and accessible to everyone, including those with additional needs.

No individual will be disadvantaged in accessing services or employment opportunities as a result of environmental adjustments or targets.

8. Monitoring and Reporting

- Progress against this plan is monitored termly by the Director and reported to Trustees annually.
- The report includes key achievements, energy use, waste reduction, and staff engagement.
- Feedback from staff and volunteers informs the next year's targets.
- Lessons learned are shared through staff meetings and induction sessions.

9. Communication and Awareness

- This policy is displayed in staff areas and available on the shared drive.
- Environmental updates and reminders are included in staff briefings and volunteer training.

- Awareness campaigns (e.g. “Switch Off Week”) are run periodically to reinforce good habits.

10. Review

This policy and plan are reviewed annually by the Director and Trustees to ensure it remains relevant, achievable, and aligned with both organisational priorities and environmental best practice.

Signed: _____ Position: Trustee

Date: _____