

POLICY/PROCEDURE NAME & REVIEW PROCESS	SUSTAINABILITY POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 3 PHYSICAL ENVIRONMENT 3.2 USE 3.2.1 Inclusive environment. 3.2.2 Resources. 3.2.3 Environmentally responsible.
NATIONAL LAW AND REGULATIONS	170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> Sustainability action plan record Physical environment policy
SCOPE OF POLICY	This policy applies to all children, educators, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding sustainability by caring for the environment, promoting sustainable practices through educating, and working with the children, families and wider community. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	Implementation Research shows that exposure to experiences in the early years help establish lifelong behaviours and values. This reinforces the value of sustainability education in early childhood programs. The service will promote sustainability education to invoke a sense of responsibility and respect for the environment for all children who attend the service. The aim is to promote enquiry as to why we need to respect the environment and how we can so that sustainable practices become embedded in children's values and behaviours for the future." This policy supports the outcomes of the Early Years Learning Framework V2.0, particularly Outcome 2: 'Children are connected with and contribute to their world', and Outcome 4: 'Children are confident and involved learners', through engaging with sustainable practices." We recognise and respect Aboriginal and Torres Strait Islander peoples as the original custodians of the land. The service will incorporate traditional ecological knowledge and practices into learning environments, such as native bush tucker gardens, storytelling, and caring for Country." Suggestions for Sustainability <ul style="list-style-type: none"> Maximise the use of natural light and ventilation throughout the day – turn off the air conditioners as much as possible especially in spring and autumn open windows if possible and allow for fresh air. Place signs near all light switches, air conditioners and power points to act as reminders to turn off when not needed. Ensure that staff are not leaving rooms with fans and air conditioners still running. Implement a checklist at the end of each day to make sure all unnecessary lights and electric appliances are turned off (at the power point). Use correct temperature settings on air conditioners- turn on at 24 degrees. Ensure children are appropriately dressed each day requiring less use of heating and cooling at different times of the year. Include energy saving tips in the newsletter and on social media. Think about reusing, recycling, rethinking, and repurposing of resources, furniture, and equipment to promote an awareness of sustainable practices. Always use cold water for washing, wait for a full load before running the machine and use the eco cycle function where available. Minimise the use of clothes dryers. Use the clothesline rather than clothes dryer in all but wet weather. Switch to more energy efficient lighting.

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Owner	Fishbowl Pty Ltd				
Policy published	June 2019	Last review date	August 2025	Next review date	August 2026
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- When purchasing new or replacement electric appliances, consider the need before purchasing, then look for ones with high energy star ratings. The more stars the more energy savings.
- Assess whether you need to increase the number of recycling bins.
- Identify families who will take excess organic waste home for their own compost or worm farm.
- Introduce a worm farm and/or compost bin to your service and provide training for all staff in how to use it.
- Use worm juice from your worm farm on your vegie garden.
- You may also like to consider gifting worm juice to families and produce from the garden.
- Plant a range of native plants in your garden to provide shelter and food for native animals and birds.
- Plant a range of native bush tucker so that it can be incorporated into the menu.
- Buy locally sourced and organic food to reduce the carbon footprint.
- Encourage children to only use the half flush by placing a smiley face above it and explain what it is all about.
- Teach children not to waste water when washing hands.
- Encourage children to tip unwanted water onto garden beds or plants.
- Implement digital documents and communication to reduce paper use.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will ensure sustainable practices become a part of daily practice in the service commencing with office practices for the service such as monitoring overuse of printing.
- Liaise with council to see if there are any programs being run that support, encourage sustainable practices in the community, and partake in grants that offer a reward system to encourage practices in the service.
- Will email statements and newsletters rather than printing masses of paper.
- Will ensure the service is involved in special events in the community such as Clean up Australia day.
- Will recycle old paperwork rather than throwing out for drawing and craft activities in rooms.
- Source products that are not necessarily brand new.
- Will include sustainability goals and reflections in the Quality Improvement Plan (QIP) and evaluate implementation through staff meetings, audits, and child participation feedback.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.

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- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Will use the program time and opportunities when in the playground as a time to promote learning opportunities to discuss with children's practices and ideas of sustainability such as having children participate in 'garden to plate' activities i.e., seed sprouting, weeding, vegetable gardens, cooking amongst other activities.
- Will use recycling bins throughout the service – encouraging children to use them correctly.
- Will use the internet to involve children in research about the environment and sustainable practices.
- Will promote Refuse, Reduce, Reuse, Repair and Recycle practices such as encourage children to draw on both sides of the paper.
- Will turn off lights, fans and air conditioners when leaving the room.
- Will open windows and doors when weather permits rather than using electrically cooling and heating processes.
- Will teach children to recycle water from water play into the gardens and to empty children's drink bottles onto the garden.
- Will encourage children to draw on both sides of the paper.
- Will encourage outdoor play, to promote an affinity and a love of the outdoors and the earth and promote sustainable outdoor play and practices.
- Will reflect sustainability practices in program documentation, learning stories, observations, and the QIP, where relevant.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

Families

- Will be encouraged to supply recycled goods to use in the service. The nominated supervisor will seek a list of sought-after goods from educators rather than just bring in anything so that it is planned and is useful for the children to use as a resource.
- Will be encouraged to mirror practices taught in the service at home.
- Can encourage their children to talk about sustainable practices that they are learning at the service.

REGULATION IMPLEMENTATION

The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.

In regard to regulation 170- Policies and procedures to be followed.

Approved Provider will

- Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process.
- Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.

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	<ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	Approved Provider will <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	Approved Provider will <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> Conducting regular reviews and updates of this policy with all stakeholders. Actively seeking feedback from children, families, and staff members. Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> Environmental sustainability- The responsible use and management of the planet's resources to ensure that they remain available and uncompromised for future generations to use and enjoy.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children's Education & Care Quality Authority. ACECQA Australian Association of Environmental Education-http://www.aaee.org.au/ Code of Ethics Education and Care Services National Law Act 2010. Education and Care Services National Regulations. Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. Guide to the National Quality Framework. National Quality Standard. Queensland-Queensland Early Childhood Sustainability Network South Australia-Early Education for Sustainability SA Tasmania-Sustainability Centre Hobart United Convention on the Rights of the Child Victoria-Early Childhood Environmental Education Western Australia-Little Green Steps WA

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