



Environmental Impact Policy

Approved by Board of Trustees (June 2026)

Our aims: It is of paramount importance that, as an organisation, we help to safeguard the natural world in every aspect of our charitable work and this is even more important when thinking of future generations too. The Papillon Project staunchly advocates greater environmental awareness for young people and it is therefore vital that we set a clear and positive example of safeguarding the natural world and also show that we are mindful of this locally and also globally. We want to help create a future where people and nature succeed and live harmoniously together.

In order to fulfil our responsibility to help safeguard the environment, we are committed to:

- Protecting the environment by minimising the impact our core and additional charitable work set by our AEG (Annual Environmental Guidelines).
- Continually improving our environmental impact by developing new strategies and amending our AEG if required.

Management commitment: This environmental policy, including the AEG, is endorsed by The Papillon Project's Leadership Group and responsibility for execution of this policies lies with the Schools' Project Lead who will be responsible for the day-to-day management of the AEG. Ultimate approval of this environmental policy, along with the AEG, lies with the Board of Trustees who will review and approve our environmental policy and AEG on an annual basis.

Managing and reporting our environmental impacts:

We will monitor and manage the environmental impacts of our charitable work, including business travel, energy and water usage, waste and recycling, and paper purchases. We will remove all avoidable single-use plastic from our operations and products (i.e. The Pap Up Shop). The Schools' Project Lead, with the support of the Leadership Group, will regularly review our environmental impacts to ensure we are following the AEG, operationally speaking. An annual audit will also be completed by the charity's core team who will complete a site survey of every school allotment that we are actively supporting. This is to ensure that any upcycled, recycled or reused materials that we have used in the physical creation of any school allotment is not causing any negative impact on the environment.

It is the responsibility of the Schools' Project Lead to communicate a review of environmental performance and communicate this, along with on how the AEG is being met, to the Board of Trustees four times throughout an academic year.

Annual Environmental Guidelines (AEG)

The AEG is essentially the 'rule book' of what The Papillon Project must do to ensure we are fulfilling the aims of our environmental policy and protecting the environment:

We will take all possible measures to:

- 1) Reduce our carbon emissions from energy consumption at our charity's operational office (City Academy Norwich, 299 Bluebell Road, Norwich, Norfolk, NR4 7LP) by switching off lights when a

room is not in use and using recycled paper if required. The Papillon Project aims to be as administratively paperless as possible.

- 2) Prevent or minimise pollution by having adequate recycling bins provided at our charity office, but, as a gifted office, it is ultimately the responsibility of City Academy Norwich to support The Papillon Project with this responsibility.
- 3) Minimise staff and volunteer travel time from getting to and from schools (if using a non-electric motor vehicle) ensuring that the most direct route is always chosen and creating a seasonal operational plan for staff that does not involve excessive travelling time. If it is possible for staff and volunteers to travel to schools using more sustainable methods of transport, this should then become the recommended option. In-person meetings must also be regularly evaluated to assess the environmental impact of the incurred travel time unless an in-person meeting is critical. It is of paramount importance to make clear to potential funders that The Papillon Project requires more employed staff to support the core of the charity's work from different geographical districts of Norfolk. This is a long-term goal that would ultimately lessen the need of existing staff to travel long distances across and throughout the county. It is also crucial that unpaid volunteers are sourced and safely recruited as local as possible to schools to prevent excessive non-electric car journeys.
- 4) The Papillon Project will not invest in companies whose business operations significantly conflict with, or detract from, the objectives of our organisation. The Papillon Project also reserves the right, as an educational charity, to campaign against legislation that counters our charity's objects, mission, vision and values.
- 5) The use of pesticides, of any kind, are strictly forbidden and will never be used in any aspect of our charitable work in schools.
- 6) All materials that are sourced and used in the creation or development of school allotments, must be mindfully chosen (e.g., recycled, upcycled or reused) by volunteers and staff with notion that they will not leave a long-lasting negative impact on the environment and, if necessary, can be removed and disposed of correctly. Special attention and awareness must also be given to the following materials used upcycled (creatively reused) materials:
 - a) Only tyres that have been fly-tipped or knowingly prevented from irresponsible destruction (e.g., burning) have been used on school allotments. Although the use of tyres, of any size, has been paused since February 2021, all existing tyres must be annually inspected by charity staff who will decide if a tyre has reached its end of life and needs to be correctly recycled, with a cost, by a [Envirotyre UK Limited](#). A tyre, of any size, will be determined 'end of life' if it reaches the charity's set criteria (see appendix).
 - b) Only wooden pallets that have the following treatment codes should only be used at school allotments debarked (DB); heat treated (HT); kiln-dried (KD) or have a European Pallet Association Logo (EPAL). Pallets have treatment codes methyl bromide (MB); Old European Pallet Association Logo (EUR) or any coloured pallet (using **blue** or **red**) should **not** be used at school allotments.
 - c) Any electrical appliances, especially fridges and freezers that contain gases, should not be used as an upcycled material at any school allotment.

Criteria for determining the end of life of a tyre:

- 1) Tyre shows signs of disintegration (i.e., tyre is crumbling, has cracks and/or surface is powdery).
- 2) A school has determined tyre(s) must be removed.
- 3) A school allotment project is terminated.