



Sun Safety Policy

Approved by: C. Scott
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R. Fisher

Signed by: Roy Fisher (Chair of Governors) Signed by: Jonathan Clucas (Head Teacher)

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Minimising risks
4. Clothing
5. Sunscreen
6. PE and outdoor activities
7. Hot weather procedures
8. Pupils and staff at greater risk
9. Ill health
10. Curriculum
11. Monitoring and review

Appendices

Appendix A – Parental Consent to Apply Sunscreen

Statement of intent

At Layton Primary School, we are committed to ensuring our school community is kept safe at all times. The school recognises the risks to health posed by overexposure to the sun's ultraviolet (UV) radiation. The school also recognises that children are at greater risk of ill health from heat than adults as they cannot control their body temperature as efficiently because they do not sweat as much.

This policy outlined the framework in which our school will identify, manage and minimise the risks of hot weather and UV rays to our staff and pupils. The procedures outlined in this policy will be adhered to by all staff members, pupils, parents and visitors whilst on the school premises or attending a school event.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- UK Health Security Agency (UKHSA) (2023) 'Looking after children and those in early years settings before and during hot weather: teachers and other educational professionals'
- UKHSA (2023) 'Adverse Weather and Health Plan'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Supporting Pupils with Medical Conditions Policy

2. Roles and responsibilities

The headteacher is responsible for:

- Ensuring consent is sought from parents to ensure staff have permission to apply sunscreen to pupils.
- Ensuring staff have received appropriate training and guidance on the stipulations in this policy, and ensuring staff act in accordance with this policy.
- Determining if the school should be closed and pupils should be sent home due to hot temperatures.
- Ensuring classroom temperatures are maintained at an appropriate level.
- Ensuring that staff model good practice in terms of sun safety.
- Ensuring that staff understand the precautions for pupils in terms of sun safety, e.g. wearing sun-safe hats.
- Ensuring that the relevant staff sign up to receive Weather-Health alerts from the UKHSA and the Met Office.

Staff members are responsible for:

- Adhering to this policy.
- Modelling good practice in terms of sun safety.
- Ensuring that pupils have the appropriate sun-safe clothing and sunscreen on.
- Encouraging pupils to stay appropriately hydrated.
- Ensuring sunscreen is only applied to pupils where consent has been provided and in line with this policy.
- Recognising and being alert to the signs of heat stress, heat exhaustion and heatstroke.

Parents are responsible for:

- Sending their children to school with the necessary sun safety precautions, e.g. sunscreen, hats and water bottles.
- Completing the Parental Consent to Apply Sunscreen form on induction.
- Encouraging their children to practice sun-safe precautions.

3. Minimising risks

The school is committed to ensuring the welfare and wellbeing of pupils. To minimise the risk of ill health during high temperatures, the school will:

- Encourage staff and pupils to keep as much of their skin as possible covered up during the summer months.
- Encourage staff and pupils to use sunscreen of at least sun protection factor (SPF) 30 with UVA protection on any part of the body that they cannot cover up.
- Use sunscreen in accordance with the product's instructions.
- Encourage staff and pupils to take their breaks in the shade, if possible, rather than staying out in the sun.
- Reschedule work/outdoor lessons to minimise UV exposure.
- Situate water points and rest areas in the shade.
- Encourage staff and pupils to eat normally and drink plenty of water to avoid dehydration.
- Encourage staff and pupils to check their skin regularly for any unusual moles or spots and refer themselves to a qualified medical practitioner where necessary.
- Ensure all staff members, pupils and visitors are aware of, and adhere to, this policy.
- Where pupils have suffered from a sun-related illness, e.g. sunstroke, a trained first aider will provide appropriate support in accordance with the school's First Aid Policy.

The following measures to protect staff and pupils indoors will be considered:

- Opening windows as early as possible in the morning before pupils arrive – where the outdoor air is warmer than the air indoors, windows will be closed whilst considering the need to maintain adequate ventilation and air quality
- Minimising the use of electrical lighting and electrical equipment, e.g. computers, monitors and printers, including switching anything off that is not in use
- Using teaching spaces with a cooler temperature that are less prone to overheating wherever possible and adjusting the layout of classrooms to avoid direct sunlight on people
- Using outdoor sun awnings where available, and closing indoor blinds or curtains without blocking window ventilation
- Using oscillating mechanical fans to increase air movement if temperatures are below 35°C. Above this temperature they may be counterproductive
- Adjusting school start and finish times, and break times, e.g. extending the morning break and shortening lunchtime, to minimise time spent at school and outdoors in high temperatures
- Encouraging pupils to eat normally and drink plenty of water

Where relevant to their role, staff members will be provided with training on the dangers of high temperatures, including how to recognise and respond to heat illness. All first aid training provided to staff members will cover heat illness.

4. Clothing

During the summer months, when temperatures reach above 25°C, everyone working at or attending the school will be encouraged to protect their face, neck and ears using a sun-safe hat with a wide brim. Baseball caps or visors are not considered sun-safe hats.

Pupils without sun-safe hats will only be permitted to play in an area protected from the sun, unless a sun-safe hat has been provided.

Everyone working at or attending the school during daylight hours will be required to wear sun-safe clothing that covers as much of their skin as possible. This includes wearing:

- Light-coloured and loose-fitting shirts and dresses with sleeves and collars or covered necklines.
- Longer style skirts, shorts or trousers.
- Tops that cover the shoulder area.

During hot weather, lightweight clothing will be required to reduce the risk of overheating.

Pupils will be advised not to wear their jumpers during hot weather.

Staff will encourage pupils to wear UV protected sunglasses.

5. Sunscreen

Everyone working at or attending the school will be required to apply at least SPF 30 broad-spectrum water-resistant sunscreen 20 minutes before going outside and reapply every two hours.

School will provide sunscreen for all pupils. Where parents have made school aware of an allergy, it is expected that parents provide their child with suitable sunscreen from home in a bottle labelled with their name.

A reserve supply of sunscreen will be stored in each classroom for pupils. Sunscreen will be stored in a cool, dry place and the expiry date will be monitored. Sunscreen will be self-administered, under supervision, where possible.

Teachers and other staff members will not be encouraged, and will not be required, to apply sunscreen to pupils, due to the potential for allegations of abuse. Any allegations will be handled in line with the school's Allegations of Abuse Against Staff Policy.

Where a teacher or other staff member agrees to apply sunscreen to pupils, such as to our youngest pupils or a pupil with SEND, another member of staff will witness the application and parental consent will be obtained beforehand.

Teachers and other staff members will only apply sunscreen to pupils' faces, necks and arms.

Letters will be sent home during the spring term asking for parental permission for school staff to apply, and supervise the application of, sunscreen to pupils.

6. PE and outdoor activities

On days above 25°C, PE lessons will only involve activities that are not overly strenuous.

Appropriate clothes, hats and sunscreen will be worn during PE in hot weather, and participants will remain suitably hydrated. Where appropriate, PE uniform rules will be relaxed to allow pupils to wear loose, light-coloured clothing.

All outdoor activities will be planned to take place in shaded areas as much as possible. Activities will be set up in the shade and moved throughout the day to stay in the shade.

On days above 28°C, PE lessons and outdoor activities, including play times, will be held indoors to prevent any kind of illness resulting from physical activities in hot conditions. The headteacher will decide if a school trip needs to be cancelled for safety reasons due to high temperatures, with regard paid to weather forecast, the age of pupils attending, and the extent of physical activity required.

7. Hot weather procedures

The Education (School Premises) Regulations 1999 stipulate the temperatures that classrooms should be kept at, which are detailed below:

Area	Temperature
Where there is a below normal level of physical activity due to ill health or physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Windows will be opened where possible to allow natural ventilation; where windows cannot be opened or it is unsafe to do so, alternative means of artificial ventilation will be available.

A sufficient number of thermometers will be available to ensure temperatures can be measured in any part of the school. The site manager will ensure appropriate and effective ventilation procedures can be implemented to address school days where the indoor working temperature risks exceeding 24°C.

The headteacher will text, phone or email parents reminding them to send their children to school with appropriate clothing, sunscreen and a sufficient amount of water.

Where the indoor temperature exceeds 26°C and ventilation measures are unable to address this, the headteacher will decide if the premises are unsuitable for working. In this event, a

statement will be issued to parents via phone, text message or email, stating that children must be sent home, specifying the timeframe by which children need to be collected.

The school will ensure that relevant staff, including teachers, [sign up to receive Weather-Health Alerts](#) from the UKHSA and the Met Office.

8. Pupils and staff at greater risk

Pupils

The school recognises that some pupils will be more susceptible to high temperatures. This includes:

- Pupils who are overweight
- Pupils taking certain medications
- Pupils with disabilities, complex health needs, and specific medical conditions or disorders, e.g. albinism.

The school nurse or relevant professionals involved in the pupil's care will be asked to advise on particular needs for a pupil. The school will follow any medical advice and all relevant members of staff will be made aware of the risks and how to manage them.

The school's Supporting Pupils with Medical Conditions Policy will be adhered to at all times.

Staff

Members of staff who are more susceptible to high temperatures will be asked to consult their GP or other relevant professionals and share with the school advice on additional precautions to take.

General precautions, e.g. being excused from outside playground duty, will be implemented where appropriate for staff members with medical conditions, including those who are pregnant.

9. Ill health

The most common risk to health from heat is dehydration and sunburn. The school will take all sensible precautions to prevent adverse effects, including ensuring pupils wear sunscreen, limit their time exposed to direct sunlight, and are drinking enough fluids.

Relevant staff members will be made aware of how to recognise the signs that a pupil may be suffering from ill health due to the heat. This includes the following:

Heat stress – Pupils may appear out of character or show signs of discomfort and irritability, including the symptoms listed below for heat exhaustion. These signs will worsen with physical activity and if left untreated can lead to heat exhaustion or heatstroke.

For children and pupils who use nappies, dark urine or dry nappies may indicate dehydration and the need for more fluids.

Heat exhaustion – Symptoms can vary but typically include one or more of the following:

- Tiredness
- Dizziness
- Headache
- Nausea
- Vomiting
- Excessive sweating and pale, clammy skin

Where a pupil is suffering from heat exhaustion, the following steps will be taken immediately:

- Moving the pupil to as cool a room as possible and encouraging them to drink cold water
- Cooling the pupil as rapidly as possible, using whatever methods possible, e.g. sponging or spraying the pupil with cool water, placing cold packs around the neck and armpits, wrapping the pupil in a cool, wet sheet, and assisting cooling with a fan.
- Where the pupil does not respond to treatment within 30 minutes, an ambulance will be called.
- If the pupil loses consciousness or has a fit, they will be placed in the recovery position and an ambulance called immediately; treatment to cool the pupil will continue until the ambulance arrives.

Heatstroke – This can develop when heat stress or heat exhaustion is left untreated, but it can also occur suddenly and without warning. Heatstroke is a medical emergency and can be fatal. Symptoms include:

- High body temperature (at or above 40°C is a major sign)
- Red, hot skin that can be sweaty or dry
- Fast heartbeat
- Fast shallow breathing
- Confusion or lack of co-ordination
- Seizures or fits
- Loss of consciousness
- Diarrhoea

Where a pupil is suspected to be suffering from heatstroke, 999 will be called immediately and the pupil will be cooled down in line with the procedures for managing heat illness outlined above whilst awaiting medical assistance.

Where a pupil loses consciousness or experiences a fit, they will be placed in the recovery position, 999 will be called immediately and staff will follow the operator's instructions.

10. Curriculum

Pupils will be taught about the dangers of the sunlight, including sunbeds, and information about sun protection will be incorporated into the curriculum for all ages.

Sun protection will be actively promoted to pupils at key points of the year, such as before and during the summer term, through assemblies, workshops and lessons.

Information regarding sun protection will be sent to parents in the spring and summer terms.

11. Monitoring and review

The headteacher is responsible for reviewing this policy annually.

When evaluating the effectiveness of this policy the following methods will be considered:

- The completion of a sun safety questionnaire by pupils, measuring changes in pupils' knowledge, attitudes and behaviour.
- Gathering feedback from staff, parents and pupils.
- Monitoring incidences of sunburn to see if these are decreasing.

The next scheduled review date for this policy is March 26.

Any changes to this policy will be communicated to all members of staff, parents and pupils.

