



## Sun Safety Policy & Guidance

### Aim

*The aim of our sun safety policy is to protect children and staff from potential skin damage caused by the effects of ultra-violet radiation from the sun and the effects of extreme heat.*

### Responsibilities

#### To help achieve this aim the school will:-

- Teach children about the dangers of excessive exposure to the sun's rays and how to protect themselves.
- Encourage children to wear clothes that provide adequate protection and to use sun screens, where appropriate.
- Remind children and parents about sun safety periodically through the weekly newsletter/School PING.
- Ensure there is provision of shade around the school site and at events (e.g. Sports Days)
- Encourage children to limit their exposure to the sun on particularly hot days by spending part of the time in shady areas during breaks, lunch hour, sports activities and school trips.
- Where possible avoid scheduling outdoor activities during the hottest part of the day or curtailing the amount of time outside.
- Keep under review the pupils' ability and willingness to make sensible decisions about staying in the sun and take action accordingly.
- Regularly remind to sit in the shade, wear their sun hats and drink more water on hot days.

#### Parents will:

- Provide their child with a sun hat on hot and sunny days, and suitable clothing which keeps their skin covered. This may be kept in their PE bag until they feel they need it.
- **ENSURE THEIR CHILD HAS ADEQUATE SUN PROTECTION BEFORE ARRIVING TO SCHOOL (8HR CREAMS ARE READY AVAILABLE).**
- Provide their child with a drink of water to bring to school.

#### Children will:

- Look after their sun hats and water bottles whilst in school.
- Follow instructions by members of staff and act upon reminders about shade clothing and drinks

### **Dealing with exceptionally hot and sunny days**

When the weather is particularly hot and sunny;

- Children will be encouraged to play in the shade where available.
- Outdoor breaks and activities will be limited.
- Children may be brought inside or kept inside (just as during wet weather) for their own comfort and protection.
- Additional opportunities will be provided for children to have drinks.
- Parents can provide their child with a labelled bottle of long durability sun cream if there is particularly hot weather. This should be given to the class teacher in the morning. The class teacher will provide a suitable opportunity for the child to apply this during the day.

### **General use of sun cream**

- Parents are requested to apply high factor/long durability cream before arriving to school.
- Parents (or other named adult) may come to school midday to apply more cream if they wish.
- Staff will not apply cream to children but will supervise and advise children whilst they apply sun cream to themselves.
- School keeps a stock of 'sensitive', factor 50 sun cream for exceptional cases/one off events, i.e. school trips, for those children who do not have their own. Parental permission will be sought before children are given the school sun cream to apply
- Children should not share sun creams with others in case they have any allergies.

### **Residential**

- Parents should provide a labelled bottle of long durability sun cream for their child if they are attending a residential. This should be given to the visit leader on the morning of the visit.
- During the residential, children will be given their sun cream to apply in the morning and, if needed, at suitable points during the day.

### **With some more severe conditions, supported by medical advice, the following may apply**

- A parent may provide a child's own specialist sun cream along with the usual medicine advice slip, giving application advice and frequency
- Staff will supervise the child administering cream themselves
- Cream will be kept away from children, as with other medicines
- If requested, the child can be kept inside during the lunch break on particularly hot days, supervised at the first aid post.

### **Dealing with Heat Waves**

- School will monitor weather forecasts and closely monitor any updates linked to any heat wave, communicating information to parents/carers and keeping them updated of the situation.
- School will ensure any current government/public health guidance is considered and implemented, where required.
- Changes to school uniform may be put in place for a fixed period of time to ensure children are dressed in cool, comfortable clothing.
- Additional opportunities for children/staff to refill water bottles throughout the school day so that they always have access to water.

- Where rooms are too hot to use due to extreme heat, alternative spaces around the school building will be used instead. (e.g. a class might relocate to the school hall/ICT Suite, etc).
- Adaptations to the school day may be introduced, depending on the temperature; for example, break/lunch times may be amended; PE lessons will not take place; school trips may be rearranged; events may be postponed/cancelled/rearranged (e.g. Sports Day, meetings, etc).
- If the outdoor spaces are used (e.g. break times), children/staff should use shaded areas and should limit physical activity.
- Where necessary, if the outdoor heat is too excessive, breaks will take place indoors.
- Reminders will be sent to parents/carers about procedures for heat waves, including reminders about water bottles, sun cream, sun hats/clothing.
- In extremes of heat, School Leaders will continue to monitor heat levels in school; should these become unmanageable and are deemed to be unsafe for children/staff, the decision may be taken to shorten the school day; in exceptional circumstances, school may also be closed for a fixed period of time.
- The situation will continuously be monitored by senior leaders, with decisions taken immediately if it is deemed that there is a risk to the health and safety of pupils, staff and the wider school community.

Should school need to close due to extreme heat, the following procedures will be used:

#### **PROCEDURES FOR SCHOOL CLOSURE DUE TO EXTREME HEAT**

##### **Procedure for school closure – Informing Staff**

Once the Headteacher has made the decision to close the school due to severe heat, they will use the agreed waterfall system to filter down the information to staff. It is the Headteacher's responsibility to ensure all staff are kept updated. During a period of school closure, particularly where this may be prolonged, staff should ensure they check their emails/School PING regularly as updates, and work activities which should be completed will be given via email communication.

##### **Procedure for school Closure – Parents/Children**

###### **Outside of school hours**

If the Headteacher makes the decision to close the school, every effort will be made to ensure parents are informed as soon as possible. In such instances, parents will be informed via the following methods;

- A message will be sent by the Headteacher, Deputy Headteacher, Assistant Headteacher or Member of the Admin Team using School PING to inform parents of the closure.
- The front page of the school website will be updated by the Headteacher, Deputy Headteacher or Member of the Admin Team to inform parents of the closure.
- In addition to this, the Headteacher will inform the Local Authority, who would normally update any school closure information on their own website.
- The Headteacher will also inform the Chair of Governors.

###### **During school hours**

If the decision is taken to close the school during school hours, as well as the methods noted above, the school may also contact parents via telephone to ensure all parents are informed and that all children are able to be collected safely. Once this decision has been made, school ask that parents make every effort to collect their children as soon as possible to ensure that children and staff can get home safely.

### **Partial Closure**

There may be a need for partial school closure; for example, if large numbers of staff are unable to get to/from work safely. Under these circumstances, the Headteacher will make the decision as to how staff and children will be organised across the school; this may mean that children are working in classes/spaces around school and with adults that they would not normally work with and lessons will be adapted appropriately to ensure that learning continues. Parents/carers will be informed of any partial closures as soon as possible.

### **SAFEGUARDING**

If there is a school closure while children are still in the building and parents are asked to collect them as soon as possible, we understand that sometimes parents made need to make alternative arrangements if they are unable to get to school themselves. If parents/carers make arrangements for alternative provision (e.g. a different family member will collect/they are to go home with a different parent from the school) parents **MUST** inform the school as soon as possible who this will be so that school can follow our safeguarding procedures to ensure children are collected by the correct people; failure to do so may result in school not allowing the child to leave the building until we have obtained confirmation of the arrangements from parents/carers.

### **REOPENING THE SCHOOL AFTER CLOSURE**

#### **Staff**

If the school has been closed due to severe heat, staff will be updated regularly via the waterfall system and, once conditions are deemed safe, school will reopen as normal. Any member of staff who feels they are still unable to get to work safely should inform the Headteacher as soon as possible.

#### **Parents/Children**

If the school has been closed due to severe heat, parents will be updated via School PING; details will also be added to the school website.

### **CONTINUED PROVISION IF THE SCHOOL IS CLOSED FOR A FIXED PERIOD OF TIME**

#### **Children**

In the event of the school closing for a fixed period of time, provision will be made via School PING/Google classroom to ensure children have access to suitable activities they can complete whilst the school is closed. This is in addition to any reading, spelling and homework activities that may already have been set. Pupils are all given a copy of their ICT Passports so that they have all the details to access any online learning when it is needed.

#### **Staff**

In the event of school closing for any period of time, all staff should ensure they continue to check their emails/School PING as communications will be sent from office/ SLT via this means.

Also see the following documentation:

- *Also see WBC Guidance Note No 4 Sun Safety 2023*
- *Latest Government Guidance:*
- <https://www.gov.uk/government/publications/hot-weather-and-health-supporting-vulnerable-people/looking-after-children-and-those-in-early-years-settings-during-heatwaves-for-teachers-and-professionals>
- <https://www.gov.uk/government/publications/heatwave-plan-for-england/beat-the-heat-staying-safe-in-hot-weather>
- *Risk Assessments*

<b>Written:</b>	July 2019
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<i>This policy will usually be reviewed bi-annually, unless amendments are required sooner than this.</i>	