



## 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. 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 may 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 at the beginning of each academic year to take home 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, staff should ensure they continue to check their emails as communications will flow from office/ SLT via this means.

Also see the following documentation:

- *Also see WBC Guidance Note No 4 Sun Safety 2017*
- *Latest Government Guidance:*
  - <https://www.gov.uk/government/publications/heatwave-plan-for-england/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*

## APPENDICES

### **Appendix 1 – *Extracts taken from Government Guidance: Looking after children and those in early years settings during heatwaves: for teachers and professionals (Updated 15 July 2022 - Applies to England)***

Children's susceptibility to high temperatures varies; those under 4 years of age, who are overweight, or who are taking certain medication may be at increased risk of adverse effects. Some children with disabilities or complex health needs may be more susceptible to high temperatures. The school nurse, community health practitioner, family health visitor or the child's specialist health professional may be able to advise on the particular needs of the individual child. Support staff should be made aware of the risks and how to manage them. Further information about supporting children with medical condition can be found at the Department for Education website.

#### **Health risks from heat**

Children cannot control their body temperature as efficiently as adults during hot weather because they do not sweat as much and so can be at risk of ill-health from heat. Heat-related illness can range from mild heat stress to potentially life-threatening heatstroke. The main risk from heat is dehydration (not having enough water in the body). If sensible precautions are taken children are unlikely to be adversely affected by hot conditions, however, teachers, assistants, school nurses and all child carers should look out for signs of heat stress, heat exhaustion and heatstroke.

#### **Heat stress**

Children suffering from heat stress may seem out of character or show signs of discomfort and irritability (including those listed below for heat exhaustion). These signs will worsen with physical activity and if left untreated can lead to heat exhaustion or heatstroke.

#### **Heat exhaustion**

Symptoms of heat exhaustion vary but include one or more of the following:

- tiredness
- dizziness
- headache
- nausea
- vomiting
- hot, red and dry skin
- confusion

#### **Heatstroke**

When the body is exposed to very high temperatures, the mechanism that controls body temperature may stop working. Heatstroke can develop if heat stress or heat exhaustion is left untreated, but it can also occur suddenly and without warning.

Symptoms of heatstroke may include:

- high body temperature – a temperature of or above 40°C (104°F) is a major sign of heatstroke
- red, hot skin and sweating that then suddenly stops
- fast heartbeat
- fast shallow breathing
- confusion/lack of co-ordination
- fits
- loss of consciousness

### **Actions to protect children suffering from heat illness**

The following steps to reduce body temperature should be taken immediately:

1. Move the child to as cool a room as possible and encourage them to drink cool water (such as water from a cold tap).
2. Cool the child as rapidly as possible, using whatever methods you can. For example, sponge or spray the child with cool (25 to 30°C) water – if available, place cold packs around the neck and armpits, or wrap the child in a cool, wet sheet and assist cooling with a fan.
3. Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes.

If a child loses consciousness, or has a fit, place the child in the recovery position, call 999 immediately and follow the steps above until medical assistance arrives.

### **Protecting children outdoors**

During periods of high temperature, the following steps should be taken:

- children should not take part in vigorous physical activity on very hot days, such as when temperatures are in excess of 30°C
- encourage children playing outdoors to stay in the shade as much as possible
- children should wear loose, light-coloured clothing to help keep cool and sunhats with wide brims to avoid sunburn
- use sunscreen (at least factor 15 with UVA protection) to protect skin if children are playing or taking lessons outdoors for more than 20 minutes

- provide children with plenty of water (such as water from a cold tap) and encourage them to drink more than usual when conditions are hot

### **Protecting children indoors**

During periods of high temperature, the following steps should be taken:

- open windows as early as possible in the morning before children arrive, or preferably overnight to allow stored heat to escape from the building – it is important to check insurance conditions and the need for security if windows are to be left open overnight
- almost close windows when the outdoor air becomes warmer than the air indoors – this should help keep the heat out while allowing adequate ventilation
- use outdoor sun awnings if available, or close indoor blinds or curtains, but do not let them block window ventilation
- keep the use of electric lighting to a minimum
- switch off all electrical equipment, including computers, monitors and printers when not in use – equipment should not be left in ‘standby mode’ as this generates heat
- if possible, use those classrooms or other spaces which are less likely to overheat, and adjust the layout of teaching spaces to avoid direct sunlight on children
- oscillating mechanical fans can be used to increase air movement if temperatures are below 35°C – at temperatures above 35°C fans may not prevent heat-related illness and may worsen dehydration
- if necessary, consider rearranging school start, finish, and play times to avoid teaching during very hot conditions
- encourage children to eat normally and drink plenty of cool water

### **Appendix 2 – Extracts taken from Government Guidance: *Beat the heat: staying safe in hot weather* (Updated 15 July 2022 - Applies to England)**

#### Looking after yourself, older people and the young

Although most of us welcome the summer sun, high temperatures can be harmful to your health. The heat can affect anyone, but some people run a greater risk of serious harm.

#### What you can do

- Stay out of the heat, cool yourself down, keep your environment cool or find somewhere else that is cool.
- Look out for neighbours, family or friends who may be isolated and unable to care for themselves; make sure they are able to keep cool during a heatwave.
- Get medical advice if you are suffering from a chronic medical condition or taking multiple medications.
- Make sure medicines are stored below 25°C or in the fridge (read the storage instructions on the packaging).

- Carry on taking all prescribed medicines unless advised not to by a medical professional. But be aware that some prescription medicines can reduce your tolerance of heat.
- Be alert and if someone is unwell or needs further help, see the resources section at the end of this leaflet.

#### Listen to the weather forecast and the news

##### Why this is important

- Knowing the forecast can help you plan ahead and adapt as necessary.
- Heatwaves may affect other services, such as power and water supplies, and transport.
- Air pollution can become worse during periods of hot weather.

#### Plan ahead to avoid the heat

##### Why this is important

- It is best to avoid getting too hot in the first place.
- If you plan ahead you can avoid situations where you become dangerously hot.

##### What you can do

- Avoid being out in the sun during the hottest part of the day (around midday) and plan your day to avoid heavy activity during extreme heat.
- Bring everything you will need with you, such as a bottle of water, sun cream and a hat.
- If you have to go out in the heat, walk in the shade, apply sunscreen, and wear a hat and light clothing.
- Be prepared, as heatwaves can affect transport services and you might need extra water.

#### Keep well

- Drink plenty of fluids

##### Why this is important

- Everyone is at risk of dehydration in hot temperatures, but babies, children and the elderly are particularly vulnerable.
- Fluid requirements are higher than normal in hot weather and after strenuous activity, to replace fluids lost through sweating.

##### What you can do

- Drink plenty of fluids: water, lower fat milks and tea and coffee are good options.
- Fruit juice, smoothies and soft drinks do count towards your fluid intake, but can be high in sugar. Limit fruit juice or smoothies to a combined total of 150ml a day and swap sugary soft drinks for diet, sugar-free or no added sugar varieties.
- Look out for signs of dehydration such as increased thirst, a dry mouth, dark urine, and urinating infrequently or small amounts. [Serious dehydration needs urgent medical attention.](#)



- If you are fasting for Ramadan during a heat wave, it is important to drink before dawn and follow the advice here to keep cool and prevent dehydration. If you become dehydrated you should break the fast in order to re-hydrate, this can be compensated by fasting at a later date. [People with certain conditions should not fast.](#)

### Dress appropriately for the weather

#### Why this is important

- Dressing appropriately can protect you from the sun's radiation and keep you cool to prevent heat related illness.
- Children are particularly at risk of skin damage from the sun.

#### What you can do

- If you have to go out in the heat, walk in the shade and wear lightweight, loose-fitting, light coloured cotton clothes.
- Wear suitable head wear, such as a wide-brimmed hat, to reduce exposure to the face, eyes, head and neck.
- When exposed to direct sunlight, cover your skin with clothing giving good protection; examples are long-sleeved shirts and loose clothing with a close weave. At home wear as little clothing as necessary.
- Sunglasses should exclude both direct and peripheral exposure of the eye to ultraviolet (UV) radiation, so a wraparound design is best.
- Apply sunblock, or broad-spectrum sunscreens, with high sun protection factor (SPF) of at least SPF 15 with UVA protection regularly to exposed skin.

### Slow down when it's hot

#### Why this is important

- Heavy activity can make you prone to heat related illnesses.

#### What you can do

- Avoid extreme physical exertion. If you can't avoid strenuous outdoor activity, such as sport, DIY or gardening, keep it for cooler parts of the day – for example, in the early morning or evening.
- Children should not take part in vigorous physical activity on very hot days, such as when temperatures are above 30°C.
- Find somewhere cool

### Know how to keep your home cool

#### Why this is important

- Even during a relatively cool summer, 1 in 5 homes are likely to overheat.
- For many people, this makes life uncomfortable and sleeping difficult.
- Some people are particularly vulnerable to heat and for them a hot home can worsen existing health conditions, or even kill.

#### What you can do

- In preparation for warmer weather, use our simple checklist to find out if your home is at risk of overheating and what you can do if there is a problem. [You can view and download the checklist here.](#)
- Shade or cover windows exposed to direct sunlight, external shutters or shades are very effective, while internal blinds or curtains are less effective but cheaper.
- Metallic blinds and dark curtains can make a room hotter.
- Open windows when the air feels cooler outside than inside, for example, at night. Try to get air flowing through your home, if possible.
- Turn off the central heating.
- Turn off lights and electrical equipment that aren't in use.
- Use electric fans if the temperature is below 35°C, but do not aim the fan directly at the body and ensure you stay hydrated with regular drinks.
- Check that fridges, freezers and fans are working properly.
- If insulating your home, ask for advice about avoiding overheating in summer.
- Consider the risk of overheating if buying or renting, particularly for vulnerable people.
- If you have concerns about an uncomfortably hot home that is affecting your health or someone else's health, seek medical advice.
- Get help from the environmental health department within your local authority; they can do a home hazard assessment.
- If considering home improvements to reduce overheating, you can get help and advice from Foundations or, if you are elderly, FirstStop may be able to help (contact details listed below).

#### Go indoors or outdoors, whichever feels cooler

##### Why this is important

- It is important for your health to avoid getting hot in the first place.
- If you do get hot, it is important to give your body a break from the heat.
- It may be cooler outside in the shade than it is inside an overheated building.

##### What you can do

- Take a break from the heat by moving to a cooler part of the house (especially for sleeping).
- Find some shaded green space or have a cool bath or shower.
- Remember lots of public buildings (such as places of worship, local libraries or supermarkets) can be cool in summer; consider a visit as a way of cooling down.

#### Cars get hot, avoid closed spaces

##### Why this is important

- Small closed spaces, such as cars, can get dangerously hot very quickly.
- Some people, especially babies, young children and older people find it harder to stay cool.
- They may not be able to move themselves to a cool place if they are dependent on others.

##### What you can do

- Ensure that babies, children or older people are not left alone in stationary cars or other closed spaces.

- Look out for children in prams or pushchairs in hot weather; keep them in the shade, remove excess clothing, ensure there is adequate air flow, and check regularly to ensure they are not overheated.
- For more information about [how to identify if a baby/child is overheated, visit NHS Choices](#).

### Watch out

#### Be on the lookout for signs of heat related illness

#### Why this is important

Chronic illnesses can get worse in hot weather.

Heat exhaustion and heatstroke are two potentially serious conditions that can occur if you get too hot:

- heat exhaustion is where you become very hot and start to lose water or salt from your body. Common symptoms include weakness, feeling faint, headache, muscle cramps, feeling sick, heavy sweating and intense thirst
- heatstroke is where the body is no longer able to cool itself and a person's body temperature becomes dangerously high. Heatstroke is less common, but more serious. Untreated symptoms include confusion, seizures and loss of consciousness

#### What you can do

- You can find out more, such as [common signs and symptoms to look out for on NHS Choices](#)

#### Cool your skin with water, slow down and drink water

#### Why this is important

- If heat exhaustion isn't spotted and treated early on, there's a risk it could lead to heatstroke. Untreated heatstroke can be fatal.

#### What you can do

If you notice that someone has signs of heat related illness, you should:

- get them to lie down in a cool place – such as a room with air conditioning or somewhere in the shade
- remove any unnecessary clothing to expose as much of their skin as possible
- cool their skin with cool water, you could use a cool wet sponge or flannel, cool water spray, cold packs around the neck and armpits, or wrap them in a cool, wet sheet
- fan their skin while it's moist – this will help the water to evaporate, which will help their skin cool down – an electric fan could be helpful to create an air current if the temperature is below 35°C, but fans can cause excess dehydration so they should not be aimed directly on the body and will not be enough to keep them cool at temperatures above 35°C
- get them to drink fluids – these should ideally be water, lower fat milks, or a rehydration treatment,

- do not give them aspirin or paracetamol – this can put the body under more strain, they should carry on taking all other prescribed medicines unless advised not to by a medical professional
- stay with the person until they're feeling better. Most people should start to recover within 30 minutes

Get help. Call NHS 111 or in an emergency 999

Why this is important

Severe heat exhaustion or heatstroke requires hospital treatment.

What you can do

If a person has improved with the cooling advice above but you still have concerns about them, contact your GP or NHS 111 for advice.

You should call 999 for an ambulance if the person:

- doesn't respond to the above cooling treatments within 30 minutes
- has severe symptoms, such as a loss of consciousness, confusion or seizures

If the person is unconscious, you should follow the steps above and place them in the recovery position until help arrives. If they have a seizure, move nearby objects out of the way to prevent injury.