

# Belgrave St. Bartholomew's Academy

**Principal: Mr G.Barlow**



## **Sun Safety - 'SunSmart' Policy 2023**

If you would like this translated in Urdu, please contact the school office.

آپ اردو ترجمہ میں یہ خط چاہتے ہیں تو، اسکول کے دفتر سے رابطہ کریں۔

# **SUN SAFETY – ‘SUNSMART’ POLICY**

## **1. Introduction**

The aim of the sun safety policy is to protect pupils and staff from skin damage caused by the sun's harmful ultraviolet radiation. To maximise the benefits from the policy, there needs to be commitment from the school, the pupils themselves and parents.

## **2. Responsibilities**

### **Head Teacher/Principal**

- Ensure a systematic process for regular review of hazards associated with outdoor work and activities in hot temperatures is in place from April to September.
- Ensure staff are aware of their responsibilities and are provided with adequate information, instruction, training and personal protective clothing (PPE) and sun cream with a recommended Sun Protection Factor of 15 and above.
- Facilitate the risk management approach by ensuring that hazards are identified in the Sun Risk Assessment and communicated to employees, and that control measures are identified and implemented.
- Communicate the Sun Safety ('Sunsmart') Policy to parents so that they have an understanding of their responsibilities (see appendix 'A'). The Policy will also be made available on the school website [www.belgraveacademy.org.uk](http://www.belgraveacademy.org.uk)

### **Staff**

- Ensure any controls implemented by the Principal are adopted and enforced, eg wearing of PPE such as hats, sunscreen, etc.
- Make your Principal or a member of SLT aware of any faulty or broken PPE immediately.
- Promote SunSmart through social media and Class Dojo.
- Have read and understood the Sun Safety Policy and Sun Risk Assessment Proforma.

## **Sun Risk Assessment Proforma**

### **Internal:**

- Sunscreen should be used for covering exposed areas of skin when shade may be unavailable and protective clothing is not practical e.g, PE lessons and school trips.
- Choose a sunscreen with an SPF of at least 15 which is also labelled broad spectrum to protect from UVA and UVB rays and ensure that sunscreen is applied regularly and generously.
- If required, letters are sent home (Please see Appendix B) asking for parental permission for teachers to supervise application of sunscreen.
- At least SPF 15 sunscreen is used in school and is applied generously and regularly. For the average person, this means two teaspoonfuls for the head, arms and neck.
- Sunscreen is reapplied regularly, by pupils, as it can be easily washed, rubbed or sweat off.
- Each pupil has their own labelled bottle of sunscreen.
- There is a school stock of sunscreen for pupils who forget their own, with a minimum of SPF 15. This will be kept in ABC medical cupboard.

### **Control Measures:**

***Some recommended control measures are listed below:***

- 1) Providing timely reminders to parents that pupils should be dressed suitably in order to avoid unnecessary exposure of the skin to the UV Rays, e.g. longer shorts to cover the

- tops of legs, long sleeves of light weight material, sun hats preferably with a peak that provide adequate coverage for the head, face, ears and neck protection.
- 2) Ensure a plentiful and accessible supply of sun block creams for staff, at no cost to the employee.
  - 3) Based on the risks identified in the risk assessment, ensure a plentiful and accessible supply of sun block creams for pupils. Examples could include sports day, educational visits, overnight stays.
  - 4) Ask parents to provide their children with sun block and teach them how best to apply it. Staff to apply in EYFS/KS1. Staff to supervise children applying in KS2 unless support is needed.
  - 5) Review the layout of the outdoor areas and if identified in the risk assessment, ensuring that shade is provided during break time periods.
  - 6) Staff should be formally informed of what measures to take to prevent sunburn/sunstroke and ask for First Aid assistance.
  - 7) Arrange for mid-day assistants and teaching staff to encourage children to remain in the shaded areas during breaks (particularly the lunch break).
  - 8) Maintain hydration by ensuring that pupils have plenty of fluids and access to refill water bottles.
  - 9) Give consideration to the timing of outdoor activities e.g. Sports Days, i.e. aiming to avoid the higher risk periods between 11.00am and 3.00 pm on extremely warm/sunny days and/or UV Rays are reported as high.
  - 10) Carry out a risk assessment on outdoor educational visits which may involve prolonged periods in the open air.
  - 11) Teaching pupils about sun safety and how to apply sun cream.

### **3. Useful Links**

**SunSmart:** [www.cancerresearchuk.org/health-professional/prevention-and-awareness/sunsmart/sun-safety-at-schools/school-policy-guidelines-for-sun-protection](http://www.cancerresearchuk.org/health-professional/prevention-and-awareness/sunsmart/sun-safety-at-schools/school-policy-guidelines-for-sun-protection)

This provides resources for schools including:

- Poster, lesson plans and assembly plan for primary schools
- Means to incorporate sun protection into the school curriculum
- Warning parents about the dangers of too much sun Met Office Weather Forecast: <http://www.metoffice.gov.uk/publicweather/forecast>

### **4. 'SunSmart'**

***The SunSmart skin cancer prevention messages can be promoted by using the SMART code:***

- **S** tay in the shade from 11-3 (when we can)
- **M** ake sure you never burn
- **A** lways cover up with a t-shirt, hat and sunglasses
- **R** emember to take extra care with children
- **T** hen use at least factor 15+ sunscreen.

### **5. Review and Evaluation**

To ensure that this policy continues to be effective and applicable, the program will be reviewed biennially. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation
- Employee concern.

Following completion of any review, the policy will be revised and/or updated to correct any deficiencies and shared with staff.

**Date:** September 23

**Review Date:** September 24

## Appendix A

Dear Parent/Carer,

We are writing to tell you about our **Sun Protection Policy** that has been developed to ensure the safety of children during the summer months.

The sun's rays are particularly strong between April and September and can damage children's skin. This may not seem like a problem right now, but it can lead to skin damage in later life. Your child's health and wellbeing are very important to us, which is why we have decided to:

- Increase the amount of school time spent learning about sun protection.
- Provide more shade on the playground.
- Encourage pupils to wear hats when outside.
- Encourage pupils to use at least SPF 15 sunscreen.
- Maintain a supply of sunscreen for emergency use.
- Ensure that pupils have a full water bottle in school.

Your support is very important if the policy is going to work and you can help by:

- Talking to your child about the importance of sun protection at home.
- Sending your child to school with a wide brimmed hat, either bucket or legionnaires styles.
- Apply sunscreen, at least SPF 15, to exposed areas including the nose and tops of ears in the morning before attending at school.

Together we hope we can have a very happy and safe summer in school.

Yours Sincerely,

Mr Barlow  
Co-Principal

## Appendix B

Child's Name: \_\_\_\_\_

Please apply sunscreen to your child every morning before drop off. Throughout the day, a member of staff will assist, your child, with applying sunscreen to bare surfaces including the face, tops of ears, arms, and legs 15-30 min before outdoor activity. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. **Please clearly label your child's sunscreen with their name and class.**

### Special Instructions (Please tick):

I do not want my child to use any sunscreen other than the one that she/he brings ☐ school.

In the event that my child's sunscreen is not readily available, my child may use the sunscreen provided by the school. ☐

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Date