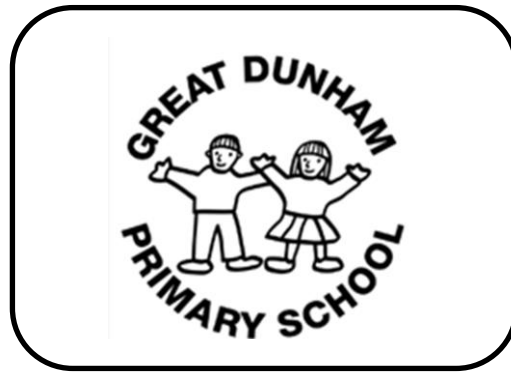


Great Dunham Primary School



Sun Safety Policy

Names and roles open to change are highlighted to assist with ease of use. Simply replace the names as needed to meet the needs of your school.

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Statement of intent

At Great Dunham Primary we are committed to ensuring that we meet our health and safety obligations to staff and pupils, including during outdoor activities.

Overexposure to the sun's ultraviolet (UV) radiation represents one of the most severe risks to the health and wellbeing of our staff and pupils when they are working and learning in an outdoor environment, with the potential to cause: sunburn, blistering, skin ageing and, in the long term, skin cancer.

This policy outlines the framework in which our school will identify, manage and minimise the risks of UV radiation to our staff and pupils. It should be viewed in conjunction with the following other school policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs (SEN) Policy

Signed by

_____ Headteacher

Date: _____

_____ Chair of Governors

Date: _____

1. Legal framework

1.1. This policy has due regard to the following legislation and regulations:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999

1.2. This policy also takes into account the following statutory and non-statutory guidance:

- Keeping Children Safe in Education 2015

2. Risk assessment

2.1. Staff and pupils most at risk from UV radiation include those with:

- Fair or freckled skin that does not tan, or goes red or burns before it tans.
- Red or fair hair and light coloured eyes.
- A large number of moles.

2.2. Despite the fact that the above pupils are at increased risk, all pupils and staff should be vigilant about sun safety.

2.3. Sun safety and protection will form a core part of our school's risk assessment for outdoor working and learning.

3. Minimising risks

3.1. To minimise these risks, our school will:

- Encourage staff and pupils to keep covered up during the summer months – especially at break and lunch times when the sun is at its hottest. They can protect themselves by wearing a long-sleeved shirt, and a hat with a brim or flap that protects the ears and neck.
- Encourage staff and pupils to use sunscreen 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 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.

3.2. Sunscreen will be provided by the parents with a reserve supply stored in the school office for emergencies.

4. Pupils with albinism

- 4.1. Our school recognises that the lack of melanin in a pupil with albinism's skin increases their risk of sunburn and skin cancer.
- 4.2. In order to enhance their protection from the sun, our school will ensure that pupils with albinism:
 - Wear sunscreen with an SPF of at least 30, and preferably one which provides maximum protection from both UV-A and UV-B radiation.
 - Have a thick layer of sunscreen applied at least 15 minutes before going outside.
 - Where possible, avoid going out between 11am and 3pm when the sun is at its hottest and UV radiation is at its strongest. Pupils with albinism may wait in a shaded area or during these times.
 - Wear sunglasses with a UV filter.
 - Cover up with a hat and loose-fitting clothing.
- 4.3. We will also ensure that specific medical advice in relation to individual pupils with albinism is adhered to at all times.
- 4.4. Sunscreen will be provided by the parents with a reserve supply of sunscreen stored in the school office, as per the individual pupil's specific requirements.

5. Roles and responsibilities

- 5.1. When engaged in outdoor activities, all staff and pupils should:
 - Wear appropriate clothing, including a t-shirt or shirt, at all times.
 - Wear a hat with a brim or a flap that covers the ears and the back of the neck.
 - Stay in the shade, whenever possible, especially during breaks and lunchtime.
 - Use a high factor sunscreen of at least SPF 15 on any exposed skin.
 - Drink plenty of water to avoid dehydration.
 - Check their skin regularly for any unusual moles or spots. Immediately see the school nurse/doctor if they find anything that is changing in shape, size or colour, or is itching or bleeding.

6. Administration and safeguarding

- 6.1. Sunscreen should be self-administered, with supervision, wherever possible.
- 6.2. Teachers and other staff members are not encouraged and cannot be required to apply sunscreen to pupils due to the potential for allegations of abuse.
- 6.3. Where a teacher or other staff member agrees to apply sunscreen to pupils, such as to our youngest pupils or to a pupil with SEN, an adult witness should be present and written parental consent must be obtained beforehand.

6.4. Teachers and other staff members should only apply sunscreen to pupils' faces, tops of ears, nose, arms and legs.

7. Training and the curriculum

7.1. Sun protection advice will be included as part of new staff members' HR induction and in routine health and safety training.

7.2. Sun safety will also form part of the personal, social and health education curriculum.

8. Monitoring and review

8.1. This policy will be reviewed on an annual basis in line with our school's policy review timetable.

Parental consent to apply sunscreen

As the parent/guardian of, I recognise that too much exposure to ultraviolet radiation may increase my child's risk of sunburn, blistering, skin ageing, and of acquiring skin cancer.

I therefore give permission to the staff at Great Dunham Primary apply a sunscreen product with a sun protection factor of 15 or higher to my child, as specified below, when he/she will be playing outside, especially during the spring and summer months.

I further understand that sunscreen will only be applied to the face, tops of ears, nose, bare shoulders, arms and legs.

Please tick below all applicable information regarding the use of sunscreen for your child.

Staff may apply sunscreen to my child.	<input type="checkbox"/>
My child has albinism/burns easily.	<input type="checkbox"/>
Staff may NOT apply sunscreen to my child.	<input type="checkbox"/>
I do not know of any allergies my child has to sunscreen.	<input type="checkbox"/>
Staff may apply sunscreen to my child, but for medical reasons only the following brands should be used:	1. 2. 3.
Staff may apply sunscreen, but only to the following areas of my child's body:	1. 2. 3.

Parent/guardian name: _____

Date:

Parent/guardian signature: _____

Please return this form to the school office.

Alternatively, you can email us an electronic copy of this form to:

office@greatdunham.norfolk.sch.uk

Confirmation will be sent to you upon receipt.