



Jericho Primary School



Policy 041

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<b>Approved by</b>	
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<b>Position:</b>	Head teacher - Health and Safety Lead.
<b>Signed:</b>	
<b>Date:</b>	March 2025
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# SUN PROTECTION PROCEDURES

We are aware of the dangers that over exposure to ultraviolet (UV) radiation from the sun can have on a person's health and skin from becoming sunburned to developing skin cancer and we acknowledge the importance of sun protection. We want staff and pupils to work in and enjoy the sun safely. Following these procedures will help us all achieve this.

## 1. Implementation

As a school we will:

- a) Develop staff awareness, i.e. provide information and teaching resources about sun safety like the NHS advice <https://www.nhs.uk/live-well/healthy-body/sunscreen-and-sun-safety/> and the Sunsmart resources in section 2.1 below.
- b) Promote the SunSmart skin cancer prevention messages by using the SMART code:
  - Stay in the shade 11am-3pm
  - Make sure you never burn
  - Always cover up with a t-shirt, hat, and sunglasses
  - Remember to take extra care with children
  - Then use at least factor 15+ sunscreen (the NHS advises that you can burn in the UK, even when it is cloudy and recommends that from March to October children and young people wear sunscreen that is min. 30+ SPF for UVB protection and 4\* or higher for UVA protection).

and we will implement the concepts of "Slip, Slop, Slap, Seek and Slide":

- **SLIP** on clothing to cover your arms and legs
  - **SLOP** on sunscreen with factor 15+ (30+ is considered best practice)
  - **SLAP** on a wide-brimmed hat
  - **SEEK** shade or create your own shade
  - **SLIDE** on some UV protective sunglasses
- c) Ensure messages are consistent for all staff and pupils about the need to cover up and use sunscreen regardless of how dark their skin is because skin cancer may be less prevalent in people with darker skin, but it is often more serious if it develops and prevention works best.
  - d) Implement other sun safety precautions to include using lip balm with a SPF of 15+ and recommending families and staff perform regular skin examinations at home.
  - e) Require all topical sun protection products that belong to pupils (balms, sunscreen etc.) to be clearly labelled and no pupil should share products belonging to any other pupil unless we have received a valid parental request to allow it and there are no reasons why we should not agree.

## 2. Supporting Strategies

### 2.1 Education

We will ensure:

- In our EYFS Classes - All children have a SunSmart story time at the start of the summer term to introduce them to or remind them about our summer term routines, what we wear, and how we stay safe in the sun. Children will have access to stories, pictures, and other resources with sun safe messages in them as well as adults who will lead by example. Children will be encouraged to express SunSmart ideas in every appropriate way from reading and talking, to art and drama to reinforce these sun protection messages. We include our SunSmart songs in our summer term song lists.
- All pupils will have a SunSmart lesson per year (see [Sunsmart Lesson Plans](#)).- on Cancer Research UK website or assembly at the start of the summer term and before summer break (see [Sunsmart Assembly Plan](#)).
- The dangers of the sun will form part of the PSHE/science curriculum.
- We provide families with information about recommended preventive strategies for sun safety through our website, newsletters, & letter home at the end of the spring term (see Appendix A and B).
- Staff, parents, pupils, and visitors we invite are particularly SunSmart on special or extended outdoor activities like PE days, educational visits and sports days by giving good notice to them about events and what pupils, spectators and others need to bring or wear.
- All staff will have information on sun safety will be provided on the staff network and in the staff room and on the briefings.

## 2.2 Protection

This is an ongoing process, but our key sun protection measures are as follows:

### Shade:

- We provide a balance of indoor and outdoor activities during peak sun times and provide an indoor area to allow pupils to shelter from it. Supervisors will monitor pupil movement. When the sun is strong, we will encourage pupils to sit/play in the shade where it is available: e.g. the grass at the bottom of the yard.
- We have reviewed the shade available in our outdoor areas that we use for work and play between 11.00am and 3.00pm. The resulting action plan is implemented and monitored by the governors responsible for Health & Safety and Buildings & Grounds]. The action plan simply identifies where shade is needed most and why, whether it is reasonably practicable to provide more shade, and the short-, medium- and long-term plan to achieve what is possible e.g., whether we could:
  - plant mature trees in play areas and involve children in the planning for and care of these;
  - add other structures to give shade like buildings, pagodas, awnings, planting up trestles etc.;
  - provide shaded seating e.g., under trees, putting parasols over picnic benches etc.
  - Use designated indoor classrooms as cool spaces for children to stay in if they want to.

### Timetabling:

- In the summer months we will aim to schedule outdoor activities, school trips and PE lessons before 11.00am and after 3.00pm if appropriate/ possible. If unavoidable, we will ensure use of appropriate sun protection measures (shade, hats, clothing, sunscreen etc.).
- Sports day and other outdoor events will be held in the morning and finish before lunch if possible.
- When Friends of Jericho organise outdoor events for the benefit of school and pupils, especially on school premises, we will share important points from school procedures like these about sun safety to help them plan safe and fun events e.g. making the most of our shade.

### Clothing:

- When outside in sunny weather, pupils are required to wear hats that cover the ears, face, & neck.
- We monitor pupils who regularly don't have a hat with them and remind them what they need each day so we can take appropriate action.
- Pupils are encouraged to wear tops that cover their shoulders (vests/strappy tops are discouraged).
- Pupils are allowed and encouraged to wear CE or BS:12312-1:2013 E marked UV protective sunglasses when outside during sunny weather.
- All staff, especially teachers, will lead by example and be seen to adhere to sun safe practices e.g., wearing hats on playground duty and when teaching outdoors on sunny days.

### Sunscreen:

- Sunscreen use will be encouraged on days when the sun is strong in the summer term during breaks, PE lessons, and on school trips. Extra sunscreen will be available in case pupils forget their own.
- Parents are encouraged to apply or get their child to apply a long-lasting sunscreen before school and to provide a clearly labelled supply of it in case it needs to be reapplied during the day.
- Normally, pupils will be encouraged to apply their own sunscreen under the supervision of an adult.
- Appropriately vetted adults may help pupils apply sunscreen to their face, neck, and arms, but pupils should apply it to their own legs. Adults may only apply sunscreen when another adult is present.
- Staff will apply sunscreen to pupils who cannot apply it effectively themselves. Generally, these will be pupils with special educational or physical needs or very young pupils.

**AS A GENERAL RULE OF THUMB, ESPECIALLY FOR YOUNGER CHILDREN**  
***"If my shadow is shorter than me, I need to stay in the shade***

### References and Useful Links

[Skin \(The Karen Clifford Skin Cancer Charity\) Sun Safe School Scheme](#)

[Cancer Research SunSmart website](#)

[NHS: Sunscreen and Sun Safety](#)

[National Cancer Intelligence Network \(NCIN\): Skin Cancer Hub](#)

[Safe working in education, childcare and children's social care including the use of PPE](#)

[KAHSC General Safety Series G31 – Severe Weather Procedures](#)

School's own Intimate Care Procedures  
School's own Covid-19 Risk Assessment(s)

# SUN SAFETY LETTER TO PARENTS

School Address

Date

Dear Parent or Guardian,

Now the summer term has started, I wanted to write and tell you about our **sun protection procedures**. We developed them with the help of parents, staff and pupils to ensure we can all enjoy the sun safely over the coming months.

The sun's rays are particularly strong over the summer and they can damage children's skin, even on a cloudy day. This may not seem like a problem right now, but it can lead to **skin cancer** in later life. Your child's health and well-being are very important to us, which is why we have decided to:

- spend some time in school learning about sun protection;
- provide more shade in the playground;
- encourage pupils to wear hats and t-shirts when outside;
- encourage pupils to use at least SPF 15 and 4\* or higher sunscreen in summer months.

More details of these and our other sun protection plans can be found in our Sun Protection procedures which form part of our Health & Safety Policy (3 sides attached **and/or provide a link to where they can be found on your website**). I have also included a SunSmart information card which explains how to keep your child safe from the sun at home.

Your support is very important if our policies are going to work. 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 or legionnaire style hat and wearing tops that cover their shoulders (vests and strappy tops are discouraged);
- evenly applying a long-lasting sunscreen before the start of school, encouraging and developing your child's independence in applying it to themselves effectively, and sending a clearly labelled personal supply of sunscreen, lip balm etc. to school with your child so that they can reapply it during the school day if they need to. Even a long-lasting sunscreen can wash or rub off.

Together I hope we can have a very happy and safe term to come.

Yours sincerely

Head teacher





**BE SUNSMART**  
ENJOY THE SUN SAFELY

[cruk.org/sunsmart](http://cruk.org/sunsmart)



## GETTING SUNBURNT CAN DOUBLE THE RISK OF SKIN CANCER

Be SunSmart. Whether you are at home or abroad, protect your skin from sunburn.

**Spend time in the shade between 11am and 3pm**

The summer sun is most damaging to your skin in the middle of the day.

**Cover up with a t-shirt, hat and sunglasses**

When the sun is at its strongest, sunscreen is not enough.

**Use SPF 15+ sunscreen with a high star rating**

Apply sunscreen generously and reapply often.

Young skin burns easily, so take extra care with children in the sun. And keep babies out of the sun, especially around midday.

Report unusual moles or skin changes to your doctor – finding skin cancer early can save lives.

**For more about being SunSmart visit:**

[cruk.org/sunsmart](http://cruk.org/sunsmart)

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Scotland (SC041666) and the Isle of Man (1103).



