

**Three Counties Academy Trust**



# Sun Safety and High Temperature Policy

**#HS14**

Last amended 13<sup>th</sup> January 2026 (v1.1)

**Subject to periodic amendment. To be reviewed in full no later than 12<sup>th</sup> January 2029**

## Version history

Date	Version	Details	Actioned by	PDF to Websites	Word to Governor Hub
13.01.26	1.1	Formatted to house style and checked against model for updates	MF	✓	✓

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## Common abbreviations and acronyms

<b>AA</b>	Admissions Authority	<b>GPA</b>	Government Procurement Arrangement
<b>AAI</b>	Adrenaline Auto-Injector (Epi Pen)	<b>HASH</b>	Herefordshire Association of Secondary Heads
<b>ACM</b>	Asbestos Containing Materials	<b>HBV</b>	Honour Based Violence
<b>AFH</b>	Academies Financial Handbook	<b>HR</b>	Human Resources
<b>AHT</b>	Assistant Headteacher	<b>H&amp;S</b>	Health and Safety
<b>AIR</b>	Attendance Intervention Reviews	<b>HoS</b>	Head of School
<b>APIs</b>	Application Programme Interfaces	<b>HSE</b>	Health and Safety Executive
<b>BAME</b>	Black, Asian and Minority Ethnic Backgrounds	<b>ICO</b>	Information Commissioners Office
<b>BCP</b>	Business Continuity Plan	<b>IHP</b>	Individual Healthcare Plan
<b>BFR</b>	Budget Forecast Return	<b>IRMS</b>	Information and Records Management Society
<b>CAMHS</b>	Child and Adolescent Mental Health Services	<b>IWF</b>	Internet Watch Foundation
<b>CEO</b>	Chief Executive Officer	<b>KCSIE</b>	Keeping Children Safe in Education
<b>CFO</b>	Chief Financial Officer	<b>KS1/2/3/4</b>	Key Stage 1/2/3/4
<b>CIF</b>	Condition Improvement Fund	<b>LAC</b>	Looked After Child
<b>CIN</b>	Child in Need	<b>LADO</b>	Local Authority Designated Officer
<b>CLA</b>	Children Looked After	<b>LGB</b>	Local Governing Body
<b>CMIE</b>	Child Missing in Education	<b>LLC</b>	Low-Level Concerns

<b>COO</b>	Chief Operating Officer	<b>LSA</b>	Learning Support Assistants
<b>COSHH</b>	Control and Substances Hazardous to Health	<b>MASH</b>	Multi-Agency Safeguarding Hub
<b>CP</b>	Child Protection	<b>MAT</b>	Multi-Academy Trust
<b>CPD</b>	Continuing Professional Development	<b>MFA</b>	Multi-Factor Authentication
<b>CSCS</b>	Children's Social Care Services	<b>MFL</b>	Modern Foreign Language
<b>CSE</b>	Child Sexual Exploitation	<b>NCSC's</b>	National Cyber Security Centres
<b>CTIRU</b>	Counter-Terrorism Internet Referral Unit	<b>NPQEL</b>	National Professional Qualification in Executive Leadership
<b>CWD</b>	Children with Disabilities	<b>PA</b>	Persistent Absence
<b>DBS</b>	Disclosure and Barring Service	<b>PAN</b>	Published Admission Number
<b>DDSL</b>	Deputy Designated Safeguarding Lead	<b>PECR</b>	Privacy and Electronic Communications Regulations
<b>DfE</b>	Department for Education	<b>PEP</b>	Personal Education Plan
<b>DHT</b>	Deputy Headteacher	<b>PEEP</b>	Personal Emergency Evacuation Plan
<b>DSE</b>	Display Screen Equipment	<b>PEx</b>	Permanent Exclusion
<b>DSL</b>	Designated Safeguarding Lead	<b>PLAC</b>	Previously Looked After Child
<b>DPO</b>	Data Protection Officer	<b>PP</b>	Pupil Premium
<b>EAL</b>	English as an Additional Language	<b>PSHE</b>	Personal, Social and Health Education
<b>ECT</b>	Early Career Teacher	<b>PSED</b>	Public Sector Equality Duty

<b>EHA</b>	Early Help Assessment	<b>PTFA</b>	Parent, Teacher and Friends Association
<b>EHCNA</b>	Education, Health and Care Needs Assessment	<b>RIDDOR</b>	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
<b>EHCP</b>	Education, Health and Care Plan	<b>RHE</b>	Relationships and Health Education
<b>EHE</b>	Elective Home Education	<b>RSHE</b>	Relationships, Sex and Health Education
<b>ELSA</b>	Emotional, Literacy and Support Assistant	<b>SALT</b>	Speech and Language Therapist
<b>ESFA</b>	Education and Skills Funding Agency	<b>SARC</b>	Sexual Assault Referral Centre
<b>EVC</b>	Educational Visit Coordinator	<b>SBM</b>	School Business Manager
<b>EWO</b>	Education Welfare and Safeguarding Support Officer	<b>SCCs</b>	Standard Contractual Clauses
<b>EYFS</b>	Early Years Foundation Stage	<b>SDQ</b>	Strengths and Difficulties Questionnaire
<b>FBV</b>	Fundamental British Values	<b>SEMH</b>	Social, Emotional, and Mental Health
<b>FGM</b>	Female Genital Mutilation	<b>SENC</b>	Special Educational Needs Coordinator
<b>FOI</b>	Freedom of Information	<b>SEND</b>	Special Educational Needs and Disabilities
<b>FSM</b>	Free School Meals	<b>SLA's</b>	Service Level Agreements
<b>FTS</b>	Find a Tender Service	<b>STEM</b>	Science, Technology, Engineering and Maths
<b>GAG</b>	General Annual Grant	<b>TA</b>	Teaching Assistant
<b>GDPR</b>	General Data Protection Regulation	<b>TCAT</b>	Three Counties Academy Trust
<b>GIAS</b>	Get Information about Schools	<b>VSH</b>	Virtual School Headteacher

## **Statement of intent**

Three Counties Academy Trust (TCAT) is committed to ensuring our school communities are kept safe at all times. TCAT recognises the risks to health posed by overexposure to the sun's ultraviolet (UV) radiation. TCAT also recognises that children are at greater risk of ill health from heat than adults as they cannot control their body temperature as efficiently because they do not sweat as much.

This policy outlined the framework in which our schools will identify, manage and minimise the risks of hot weather and UV rays to our staff and pupils. The procedures outlined in this policy will be adhered to in all TCAT schools, by all staff members, pupils, parents and visitors whilst on TCAT premises or attending a TCAT or school event.

**NB. Where the term “parent” or “parents” is used this includes those who act as carers or have parental responsibility.**

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Education (School Premises) Regulations 1999
- UK Health Security Agency (UKHSA) (2023) 'Looking after children and those in early years settings before and during hot weather: teachers and other educational professionals'
- UKHSA (2023) 'Adverse Weather and Health Plan'

Where legislation has been passed or updated during the shelf life of this policy, we will always apply the latest version available irrespective of the version quoted here.

This policy operates in conjunction with the following policies:

- Health and Safety Policy (HS1)
- First Aid Policy (HS2)
- Child Protection and Safeguarding Policy and Procedures (SG1)
- Supporting Pupils with Medical Conditions Policy (SG4)
- Allegations of Abuse Against Staff Policy (SG5)

Central TCAT policies have the policy number identified, e.g. "SG1". Where no policy number is identified this indicates the policy is a school specific policy available from an individual TCAT school's website.

## 2. Roles and responsibilities

Headteachers/Heads of School are responsible for:

- Ensuring consent is sought from parents to ensure staff have permission to apply sunscreen to pupils in line with this policy
- Ensuring staff have received appropriate training and guidance on the stipulations in this policy, and ensuring staff act in accordance with this policy

- Determining if the school should be closed and pupils should be sent home due to hot temperatures in consultation with the Executive Headteacher/CEO and the Trust Estate Manager
- Ensuring classroom temperatures are maintained at an appropriate level
- Ensuring that staff model good practice in terms of sun safety
- Ensuring that staff understand the precautions for pupils in terms of sun safety, e.g. wearing sun-safe hats
- Ensuring that the relevant staff sign up to receive Weather-Health alerts from the UKHSA and the Met Office

Staff are required to:

- Adhere to this policy
- Model good practice in terms of sun safety
- Ensure that pupils have the appropriate sun-safe clothing and sunscreen on
- Encourage pupils to stay appropriately hydrated
- Ensure sunscreen is only applied to pupils where consent has been provided and in line with this policy
- Recognising and being alert to the signs of heat stress, heat exhaustion and heatstroke

The Trust Estate Manager will be responsible for:

- Assisting with the creation and implementation of this policy
- Conducting or making provision for the conducting of temperature checks in line with this policy
- Advising Headteachers/Heads of School of potential heat related hazards
- With the Executive Headteacher/CEO, consulting and advising on any school closure decision

Parents and Carers will be responsible for:

- Sending their children to school with the necessary sun safety precautions, e.g. sunscreen, hats and water bottles
- Completing the Parental Consent to Apply Sunscreen form
- Encouraging their children to practice sun-safe precautions

### **3. Minimising risks**

TCAT is committed to ensuring the welfare and wellbeing of pupils. To minimise the risk of ill health during high temperatures, our schools will:

- Encourage staff and pupils to keep as much of their skin as possible covered up during the summer months
- Encourage staff and pupils to use sunscreen of at least sun protection factor (SPF) 30 with UVA protection 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 eat normally and 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
- Encourage the removal of PPE during rest periods, to help facilitate heat loss
- Ensure all staff members, pupils and visitors are aware of, and adhere to, this policy
- Where pupils have suffered from a sun-related illness, e.g. sunstroke, a trained first aider will provide appropriate support in accordance with the school's First Aid Policy

The following measures to protect staff and pupils indoors will be considered:

- Opening windows as early as possible in the morning before pupils arrive – where the outdoor air is warmer than the air indoors, windows will be closed whilst considering the need to maintain adequate ventilation and air quality
- Minimising the use of electrical lighting and electrical equipment, e.g. computers, monitors and printers, including switching anything off that is not in use
- Using teaching spaces with a cooler temperature that are less prone to overheating wherever possible and adjusting the layout of classrooms to avoid direct sunlight on people
- Using outdoor sun awnings where available, and closing indoor blinds or curtains without blocking window ventilation

- Using oscillating mechanical fans to increase air movement if temperatures are below 35°C. Above this temperature they may be counterproductive
- Adjusting school start and finish times, and break times, e.g. extending the morning break and shortening lunchtime, to minimise time spent at school and outdoors in high temperatures
- Encouraging pupils to eat normally and drink plenty of water

Where relevant to their role, staff members will be provided with training on the dangers of high temperatures, including how to recognise and respond to heat illness. All first aid training provided to staff members will cover heat illness.

## 4. Clothing

During the summer months, when temperatures reach above 25°C, everyone working at or attending the school will be encouraged to protect their face, neck and ears using a sun-safe hat with a wide brim whilst outside. Baseball caps or visors are not considered sun-safe hats.

In our primary schools, pupils without sun-safe hats will only be permitted to play in an area protected from the sun, unless a sun-safe hat has been provided and our secondary aged pupils will be encouraged to seek shade.

Everyone working at or attending a TCAT school during daylight hours will be required to wear sun-safe clothing that covers as much of their skin as possible. This includes wearing:

- Light-coloured and loose-fitting shirts and dresses with sleeves and collars or covered necklines
- Longer style skirts, shorts or trousers
- Tops that cover the shoulder area

During hot weather, lightweight clothing will be required to reduce the risk of overheating. Headteachers/Heads of School may choose to allow pupils to attend school in their PE kits for comfort.

Pupils will be advised not to wear their jumpers or blazers during hot weather.

Our primary pupils not wearing sun-safe clothing will be required to play in an area protected from the sun, if spare clothing cannot be provided and our secondary aged pupils will be encouraged to seek shade.

Staff will encourage pupils to wear UV protected sunglasses when outside.

## **5. Sunscreen**

Everyone working at or attending a TCAT school will be required to apply at least SPF 30 broad-spectrum water-resistant sunscreen before going outside and reapply every two hours or in line with manufacturers recommendations.

Pupils will be asked to provide their own sunscreen in a bottle labelled with their name.

A reserve supply of sunscreen will be stored in Reception for pupils who forget theirs. Sunscreen will be stored in a cool, dry place and the expiry date will be monitored. Sunscreen will be self-administered, under supervision, where possible.

Teachers and other staff members will not be encouraged, and will not be required, to apply sunscreen to pupils, due to the potential for allegations of abuse. Any allegations will be handled in line with TCAT's Allegations of Abuse Against Staff Policy.

Where a teacher or other staff member agrees to apply sunscreen to pupils, such as to our youngest pupils or a pupil with SEND, another member of staff will witness the application, and parental consent will be obtained beforehand.

Teachers and other staff members will only apply sunscreen to pupils' faces, necks and arms.

In our primary schools, letters will be sent home during the spring term asking for parental permission for school staff to apply, and supervise the application of, sunscreen to pupils.

## **6. PE and outdoor activities**

On days above 25°C, PE lessons will only involve activities that are not overly strenuous. In our secondary schools, the Head of PE must inform the Headteacher/Head of School, or in their absence the Deputy Headteacher, of their intentions for the teaching of PE on such a day, which the Headteacher/Head of School, or Deputy Headteacher in their absence must authorise.

Appropriate clothes, hats and sunscreen will be worn during PE in hot weather, and participants will remain suitably hydrated. Where appropriate, PE uniform rules will be relaxed to allow pupils to wear loose, light-coloured clothing.

All outdoor activities will be planned to take place in shaded areas as much as possible. Activities will be set up in the shade and moved throughout the day to stay in the shade.

On days above 28°C, PE lessons and outdoor activities, including at our primary schools, play times, will be held indoors to prevent any kind of illness resulting from physical activities in hot conditions. The Headteacher/Head of School will decide if a school trip needs to be cancelled for safety reasons due to high temperatures, with regard paid to weather forecast, the age of pupils attending, and the extent of physical activity required.

## 7. Hot weather procedures

The Education (School Premises) Regulations 1999 stipulate the temperatures that classrooms should be kept at, which are detailed below:

Area	Temperature
Where there is a below normal level of physical activity due to ill health or physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Windows will be opened where possible to allow natural ventilation; where windows cannot be opened or it is unsafe to do so, alternative means of artificial ventilation will be available.

A sufficient number of thermometers will be available to ensure temperatures can be measured in any part of a TCAT school. The Trust Estate Manager will ensure appropriate and effective ventilation procedures can be implemented to address school days where the indoor working temperature risks exceeding 24°C.

The Headteacher/Head of School or a member of Senior Team as designated, will communicate to parents reminding them to send their children to school with appropriate clothing, sunscreen and a sufficient amount of water.

Where the indoor temperature exceeds 26°C and ventilation measures are unable to address this, the Headteacher/Head of School in discussion with the Executive Headteacher/CEO and the Trust Estate Manager will decide if the premises are unsuitable for working despite all reasonable mitigations having been considered and employed. In this event, a statement may be issued to parents, stating that children must be sent home, specifying the timeframe by which children need to be collected.

Each TCAT school will ensure that relevant staff, including teachers, [sign up to receive Weather-Health Alerts](#) from the UKHSA and the Met Office.

## **8. Pupils and staff at greater risk**

### **Pupils**

TCAT recognises that some pupils will be more susceptible to high temperatures. This includes:

- In our EYFS settings, children under 4 years of age
- Pupils who are overweight
- Pupils taking certain medications
- Pupils with disabilities, complex health needs, and specific medical conditions or disorders, e.g. albinism

Where available, the school nurse or relevant professionals involved in the pupil's care will be asked to advise on the particular needs for a pupil. TCAT and the school will follow any medical advice, and all relevant members of staff will be made aware of the risks and how to manage them.

TCAT's Supporting Pupils with Medical Conditions Policy will be adhered to at all times.

### **Staff**

Members of staff who are more susceptible to high temperatures will be asked to consult their GP or other relevant professionals and share with TCAT or their school advice on additional precautions to take.

General precautions, e.g. being excused from outside playground duty, will be implemented where appropriate for staff members with medical conditions, including those who are pregnant.

## 9. Ill health

The most common risk to health from heat is dehydration and sunburn. TCAT schools will take all sensible precautions to prevent adverse effects, including ensuring pupils wear sunscreen, limit their time exposed to direct sunlight, and are drinking enough fluids.

Relevant staff members will be made aware of how to recognise the signs that a pupil may be suffering from ill health due to the heat. This includes the following:

**Heat stress** – Pupils may appear out of character or show signs of discomfort and irritability, including the symptoms listed below for heat exhaustion. These signs will worsen with physical activity and if left untreated can lead to heat exhaustion or heatstroke.

For children and pupils who use nappies, dark urine or dry nappies may indicate dehydration and the need for more fluids.

**Heat exhaustion** – Symptoms can vary but typically include one or more of the following:

- Tiredness
- Dizziness
- Headache
- Nausea
- Vomiting
- Excessive sweating and pale, clammy skin

Where a pupil is suffering from heat exhaustion, the following steps will be taken immediately:

- Moving the pupil to as cool a room as possible and encouraging them to drink cold water
- Cooling the pupil as rapidly as possible, using whatever methods possible, e.g. sponging or spraying the pupil with cool water, placing cold packs around the neck and armpits, wrapping the pupil in a cool, wet sheet, and assisting cooling with a fan
- Where the pupil does not respond to treatment within 30 minutes, an ambulance will be called

- If the pupil loses consciousness or has a fit, they will be placed in the recovery position and an ambulance called immediately; treatment to cool the pupil will continue until the ambulance arrives

**Heatstroke** – This can develop when heat stress or heat exhaustion is left untreated, but it can also occur suddenly and without warning. Heatstroke is a medical emergency and can be fatal. Symptoms include:

- High body temperature (at or above 40°C is a major sign)
- Red, hot skin that can be sweaty or dry
- Fast heartbeat
- Fast shallow breathing
- Confusion or lack of co-ordination
- Seizures or fits
- Loss of consciousness
- Diarrhoea

Where a pupil is suspected to be suffering from heatstroke, 999 will be called immediately and the pupil will be cooled down in line with the procedures for managing heat illness outlined above whilst awaiting medical assistance.

Where a pupil loses consciousness or experiences a fit, they will be placed in the recovery position, 999 will be called immediately and staff will follow the operator's instructions.

## 10. Curriculum

Pupils will be taught about the dangers of the sunlight, including sunbeds, and information about sun protection will be incorporated into the curriculum for all ages.

Sun protection will be actively promoted to pupils at key points of the year, such as before and during the summer term, through assemblies, workshops and lessons.

Information regarding sun protection will be sent to parents by the Headteacher/Head of School at appropriate points in the school year.

## **Monitoring and review**

This policy will be reviewed in line with the published schedule at the front of this document and at any point material changes require it by the Executive Headteacher/CEO in collaboration with the Board appointed Trustee, the Trust Board and Executive and Senior Leadership.

Any changes made to the policy will be amended by the Executive Headteacher/CEO and will be communicated to Executive Leaders, the TCAT Central Team and to Headteachers/Heads of School, who, in turn, will alert school-based staff.

The next scheduled full review date for this policy is 12<sup>th</sup> January 2029.

Signed by:

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Executive Headteacher/CEO

Date: \_\_\_\_\_

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Board appointed Trustee

Date: \_\_\_\_\_

## Appendix A: Parental Consent to Apply Sunscreen Template

I recognise that too much UV exposure may increase my child's risk of sunburn and other associated problems.

I, therefore, give permission to the staff at name of school to apply a sunscreen product with a sun protection factor of 15 or higher to my child, as specified below, when my child will be playing outside in hot conditions.

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

**Please complete the form below to ensure the school has all applicable information regarding the use of sunscreen for your child:**

<b>I give staff permission to apply sunscreen to my child.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>My child burns easily.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If you answered yes to the above, please provide more information, e.g. if your child has albinism:</b>		
<b>My child has the following allergies:</b>		
<b>Staff may apply sunscreen to my child but, for medical reasons, only the following brands can be used:</b>		
<b>Staff may apply sunscreen to my child but only to the following areas of my child's body:</b>		

Name of child: \_\_\_\_\_

Parent name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature: \_\_\_\_\_

Please return this form to the [school office](#) by the [beginning of the school year](#).