



**Federation of
Westminster Special Schools
& Bi-Borough Inclusion Service**

Sun Safety Policy

Ratified by Full Governing Board: June 2023

Reviewed by EHT with appointed Governor: June 2025

Next Review by EHT with appointed Governor: June 2027

Introduction

The Federation of Westminster Special Schools hope staff and Children and Young People (CYP) will enjoy the sun safely whilst respecting the need to protect against its potentially harmful effects. As part of the Sun Safety Policy our school will work with staff, CYP and parents/carers to achieve this through education, offering protection and timetabling adjustments.

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
- Department of Health and Social Care, NHS England and UK Health Security Agency (2022) 'Looking after CYP and those in early years settings during heatwaves: for teachers and professionals'
- UK Health Security Agency and NHS England (2022) 'Heatwave Plan for England'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Supporting CYP with Medical Conditions Policy

1. Aims

The aim of this Sun Safety policy is to educate our Children and Young People (CYP) in appropriate ways and inform parents/carers and staff within the Federation about the skin damage caused by the harmful effects of ultraviolet radiation from the sun. The main elements of this policy are:

- protection: providing an environment that enables CYP and staff to stay safe in the sun.
- education: learning about sun safety to increase knowledge and influence behaviour.
- partnership: working with parents/carers, governors, our school nursing teams and the wider community to reinforce awareness about sun safety and promote healthy schools

2. Roles and Responsibilities

The Federation of Westminster Special Schools believes in Sun Safety

To ensure that CYP and staff are protected from skin damage caused by the harmful ultra-violet rays in sunlight.

As part of the Sun Safety Policy, our schools will:

- educate CYP (in appropriate ways) throughout the curriculum about the causes of skin cancer and how to protect their skin;
- encourage CYP to wear loose-fitting clothes that provide good sun protection and encourage them to keep out of the sun between 12.00pm and 2.00pm;
- hold outdoor activities in areas of shade whenever possible, e.g. towards the outer perimeter of the playgrounds where buildings offer natural shade and encourage CYP to use these shady areas during breaks and games lessons;
- encourage staff to find shady areas for CYP when out of school on visits and trips;
- determine if the school should be closed and CYP should be sent home due to hot temperatures. This will be the responsibility of the Headteacher.
- work towards increasing the provision of adequate shade for everybody;
- encourage staff and parents to act as good role models by practicing sun safety and ensuring they supply a proper sun hat/cap;
- regularly remind CYP, staff and parents about sun safety through newsletters, posters, parents' meetings, and activities for CYP;
- invite relevant professional (school nurses and health promotion officers) to advise the school on sun safety;
- make sure the Sun Safety Policy is working in practice by regularly monitor our curriculum, access to shade, and review the sun safety behaviour of our CYP and staff through the use of hats, sun cream, seeking out shade etc.

3. Suggestions to help cope with hot weather

- CYP to wear appropriate caps and hats (e.g. with extra neck coverage) when outside. Light, long-sleeved shirts are permitted.
- CYP encouraged to apply factor 30+ sun cream, regardless of ethnicity; hair or skin colour which should be applied before school by parents or carers and so should be long-lasting.
- Teachers should make a judgment as to the temperature of classrooms and make internal arrangements to teach in cooler areas where possible.

- Teachers should encourage CYP to drink water and ensure there are regular breaks for them to do so as well as being able to refill their bottles if needed.
- Where possible, all doors and windows should be opened to provide a through breeze & classroom blinds should be drawn.
- Turn off non-essential lights and electrical equipment – they generate heat.
- Physical education lessons should be carefully planned to avoid undue or lengthy sun exposure, unnecessary exertion and dehydration. In extreme weather, outdoor PE lessons should not last for more than 20-30 minutes when CYP should be brought indoors, given time to rest and drink water.
- Sports' Day will be determined by preceding days' climate. Again, CYP spectating should not do so for more than 20 minutes at a time if unable to access sufficient shade.
- CYP with asthma, breathing difficulties or other relevant health conditions should avoid excessive physical exertion. Staff must be aware of CYP who have a low tolerance to hot/humid conditions.
- Education will be provided to encourage parents/carers and CYP to follow these procedures at home.
- Staff must also ensure they drink water regularly and take precautions against the effects of high temperatures and over- exposure to the sun.
- Office staff or the school nursing team to keep medicines below 25° or in the refrigerator where storage instructions indicate this is a necessity.

4. Children and Young People (CYP) and staff at greater risk

4.1 CYP

The schools recognise that some CYP will be more susceptible to high temperatures. This includes:

- CYP under 4 years of age
- CYP who are overweight
- CYP taking certain medication
- CYP with disabilities, complex health needs, and specific medical conditions or disorders, e.g. albinism.
- CYP who may find it difficult to recognise the effects of dehydration or communicate that they are thirsty or who have sensory processing difficulties that make this difficult for them.
- CYP who are reliant on others to help them stay hydrated e.g. cannot ask for or get a drink by themselves or who are tube fed.

- Some CYP with epilepsy find that their seizures increase during very hot weather. The reasons for this are not fully known but it is thought some CYP are particularly sensitive to heat . Hot nights can also make it more difficult to sleep, causing people to feel tired and stressed – both of which are common triggers for seizures. Some epilepsy medicines can even be affected by high temperatures making them less effective.

The school nurse or relevant professionals involved in the CYP's care will be asked to advise on particular needs for a CYP. 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.

The school's Supporting Children with Medical Conditions Policy will be adhered to at all times.

4.2 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 the 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.

4.3 Ill health

In rare cases, extreme heat or sun can cause ill health. Signs that a CYP may be suffering from ill health due to the heat include the following:

Heat stress – CYP 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. We recognise that this may be more complex for some of the CYP at Federation schools.

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
- Confusion

4.5 Heatstroke

This can develop when heat stress or heat exhaustion is left untreated, but it can also occur suddenly and without warning. Symptoms include:

- High body temperature (at or above 40c is a major sign)
- Red, hot skin and sweating that then suddenly stops
- Fast heartbeat and fast shallow breathing
- Confusion/lack of co-ordination
- Fits
- Loss of consciousness
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Where a CYP is suffering from heat illness, the following steps will be taken immediately:

- Moving the CYP to as cool a room as possible and encouraging them to drink cold water
- Cooling the CYP as rapidly as possible, using whatever methods possible, e.g. sponging or spraying the CYP with cool (25 to 30c) water, placing cold packs around the neck and armpits, wrapping the CYP in a cool, wet sheet, a fan.
- Where the CYP does not immediately respond an ambulance should be called by dialling 999. The Headteacher or a Senior Leader must be informed immediately.
- If the CYP loses consciousness or has a fit, they will be placed in the recovery position and an ambulance called immediately; treatment to cool the CYP will continue until the ambulance arrives.

5. Further information

You can check the weather forecast and any high temperature warnings at:
www.metoffice.gov.uk

For further information about how to protect your health during a heat wave visit NHS Choices at: www.nhs.uk/summerhealth

Advice on ways to minimize ultraviolet ray induced skin and eye damage can be found at

http://hpa.org.uk/Topics/Radiation/UnderstandingRadiation/InformationSheets/info_SunsensePoster/

Cancer Research UK SunSmart policy

<http://www.sunsmart.org.uk/schools/schools-and-sun-protection>

Useful Advice mainly aimed at EYFS but has useful advice for CYP with complex needs

<https://www.gov.uk/guidance/looking-after-children-and-those-in-early-years-settings-before-and-during-hot-weather-teachers-and-other-educational-professionals>

This DFE Guidance is also of use. Look at the Federation Policy upon which it is based

<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>