

Title: Sun Safe Policy			
Ref.:	SOP024	Rev.:4	Date: Sept 2018

# Sun Safety Policy

Rev.	Date	Amendment	Approved By:	Authorised By:
4	Sept 2018	Reviewed & Updated	SH	RU
3	April 2015	Updated	STJ/SH	RU
2	April 2014	Revised and reviewed content	SH	RW
1	Jan 2010	Revised format and reviewed content		

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## 1 Sun Safety Policy

The aim of this policy is to protect children and staff from skin damage caused by the effects of ultraviolet radiation from the sun.

### 1.1 The Role of Parents

Parents and children are reminded of the importance of 'Sun Safety' at the end of each spring term and at the beginning of each summer term. This is done through a letter to parents and through the pages of ' INAMOS ', the school's weekly newsletter. We believe working with parents to reinforce awareness about sun safety is an important part of the communication process.

### 1.2 Educational Visits

When going on a school trips, sports matches or tournaments, pupils are encouraged to apply 'sun cream' before school and during the day, wear a hat, and bring plenty of liquid with them to prevent de-hydration. In addition sun safety is an integral part of the risk assessment process undertaken for all outdoor school trips e.g. residential trips and day visits.

### 1.3 School Uniform

Bare skins are not permitted for any activity.

Sunbathing is not permitted although children are of course permitted to sit around on the grass chatting during the warmer weather.

Both baseball hats and legionnaire's hats can be purchased from the School shop.

### 1.4 Sunscreen

Parents of children in Pre-Prep are required to apply a long lasting waterproof sunscreen to their children before coming to school in the morning as children of this age are unable to take responsibility for their own sun protection. Pre-prep staff will remind the children to re-apply their sunscreen after swimming and at other times as appropriate e.g. Schools trips

*Prep* pupils are more able to take responsibility for applying their own sunscreen and should ensure this has been applied before coming to school in the morning. Prep Children will also be reminded to re-apply their own sunscreen in school as necessary.

Matron may apply sunscreen in some circumstances but only with the written permission of parents as some sunscreens can cause an allergic reaction. Permission will be included in the school medical questionnaire.

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Under normal circumstances other members of staff should not apply sunscreen to pupils. However, on school trips and for younger children it may be permissible. Trip risk assessments will cover this and Nursery/Pre-Prep teachers may assist children to ensure adequate sun protection.

Parents are required to supply their own children's sunscreen but the school will maintain a supply of hypoallergenic sunscreen for use in emergency and on trips.

### **1.5 Dehydration**

All pupils should bring a water bottle to school and are encouraged to drink plenty throughout the day to avoid dehydration. Water dispensers are located at different points around the school and pupils are permitted to bring these into the majority of lessons. This is also covered as part of the 'sun safety' risk assessment completed for educational visits.

### **1.6 The School Environment**

There are plenty of shady areas around school and the children are encouraged to seek shade wherever possible between the hours of 11.00 am and 3.00 pm during the summer months.

## 1.7 Letter to Parents

Dear Parent,

As the fine weather is now upon us we would like to ask for your support in helping protect your child when outdoors.

Yateley Manor wishes to be proactive in protecting children from skin damage caused by over exposure to the sun. Working with parents to reinforce awareness about sun safety is an important part of our communication process. With this in mind we recommend that you:

- Provide a hat for your child to wear in school. Ideally the hat should be legionnaire style as this offers the most protection. The approved hats are available from the School Shop.
- Ensure your child has applied sunscreen before they come to school.
- Show your child how to apply their own sunscreen.
- Provide sunscreen for your child to apply during the school day if necessary. It is recommended that the sunscreen be hypoallergenic and factor 30+, we also ask for the non-aerosol variety.
- Ensure that hats and sunscreen are clearly labelled with your child's name and, if possible, their class.

During the hot weather we will remind children to use shaded areas as much as possible during breaktimes.

Staff will also remind children to apply sunscreen after swimming lessons. If your child is in the Pre-Prep or Prep departments of the school they should store their sunscreen in their PE bag (parents of nursery children should hand sunscreen directly to a member of staff).

While members of staff will remind the children to reapply sunscreen during the day, they cannot be asked to apply sunscreen to pupils, except in exceptional circumstances such as a special need. Please discuss this with Matron. (Please note that if there is a special need meaning that your child requires help with applying sunscreen that the adult helping will apply sunscreen to the face, neck, arms and lower legs only.)

The children will be reminded to apply their own sunscreen in school and not to swap sunscreen with other children. If your child has any allergies or skin sensitivities you may want to check with your GP before providing a sunscreen.

We hope you have found these guidelines useful and will support us in this practice to ensure your child is fully protected from the sun during the summer months.

Thank you for your support

Simon Head  
Pastoral Deputy Head

Shena Washer  
Head of Pre-Prep

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**Note currently sent home by Nursery**

During hot weather, all children should have sun block/cream applied before coming to school. For those children who stay after 1.00pm, nursery staff will apply more if necessary. Please send in a **named** bottle of your chosen sun product and hand it to a member of staff - it should not be left in the children's bags or drawers. You will be asked to sign a letter giving your permission for staff to apply it.

May we also remind you that children should have a named sun-hat. Preferably, it should protect the face and back of the neck, perhaps legionnaire style. Outdoor shoes should **not** be open toed or sling backs, such as crocs or sandals. Trainers or doodles are fine.