




ST JAMES CE JUNIOR SCHOOL

Sun Safety Procedures

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REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date (if any).

Version Number	Version Description	Date of Revision
1	Original	February 2014
2	Minor updates in line with Cancer Research UK guidelines	May 2015
3	Updates to links only	July 2016

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SUN SAFETY PROCEDURES

We are fully aware of the dangers that over exposure to sunlight can have on skin and acknowledge the importance of sun protection and want staff and pupils to enjoy the sun safely. We will work with staff, pupils and parents to achieve this through:

1. Implementation

As a school we will:

- a) Develop staff awareness, i.e. through provision of information regarding sun safety and available resources to teachers.
- b) The SunSmart skin cancer prevention messages will be promoted by using the SMART code:

- **S** tay in the shade 11am-3pm
- **M** ake sure you never burn
- **A** lways cover up with a t-shirt, hat and sunglasses
- **R** emember to take extra care with children
- **T** hen use at least factor 15+ sunscreen (30+ is considered best practice).

and implementing 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) Other sun safety precautions include using lip balm with a SPF of 15+ and performing regular skin examinations.
 - d) All pupils' sun cream/sticks/roll on must be clearly labelled. No child should share products belonging to other children.

2. Supporting Strategies

2.1 Education

These measures are in place from now on:

- All pupils will have at least one SunSmart lesson per year (see: [Sunsmart Lesson Plans](#)).
- We will talk about how to be SunSmart in assemblies 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 will provide parents with information on the type and recommended preventive strategies for sun safety through school newsletters and a letter home at the end of the spring term (See Appendix A and B for an example).
- We encourage and ensure through advance notice that parents, staff and students use a preventive approach on special, all-day activities such as PE days, educational visits and sports days.
- Teachers will attend a special SunSmart training workshop at the end of the spring term and information on sun safety will be provided in the staff room.

2.2 Protection

This is an ongoing process. We have developed a proactive supervision procedure during the lunch break (i.e. checking pupils for appropriate attire such as sunhats etc., encouraging the use of shade etc.). This particularly focuses on pupils whose parents have not provided them with either sunscreen or protective clothing.

Shade:

- We provide a balance of indoor and outdoor activities during peak times and provide an indoor area to allow children to shelter from the sun. Supervisors will monitor pupil movement. When the sun is strong we will encourage pupils to sit/play in the shade where it is available.
- We utilise shaded areas for outdoor play. The Head teacher will organise a review of the outdoor areas around school with a focus on providing shade. The resulting action plan will be implemented and will be monitored by the governors responsible for Health and Safety and Buildings and Grounds. The action plan may result in:
 - Planting mature trees in play areas – involving pupils in the planning and care of these.
 - Providing protective shade – buildings, awnings etc.
 - Providing shaded seating – under trees, parasols for picnic benches etc.

Timetabling:

- In the summer months we will aim to schedule outside activities, school trips and PE lessons before 11.00 am and after 3.00 pm if appropriate. If this is unavoidable we will ensure hats, clothing and sunscreen are all worn to prevent sunburn.

Clothing:

- Sunhats will be considered to be part of school uniform and children will be actively encouraged to wear them outside.
- Children are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged during PE/school visits etc).
- Children are allowed to wear UV protective sunglasses when outside during sunny weather.

Sunscreen:

- Sunscreen use will be encouraged on days when the sun is strong during summer at lunch breaks, during PE lessons and on school trips. Parents are encouraged to apply cream before the start of school. There are proprietary products on the market which only need to be applied once per day.
- Extra sunscreen will be made available in case children forget their own.
- Normally, pupils will be encouraged to apply their own cream (preferably a 'roll on' style) under the supervision of an adult.
- Adults may help children apply cream to face, neck and arms. Children should apply cream to their own legs. Adults may only apply cream where another adult is present.
- Staff will apply sun cream to pupils who cannot manage to apply it themselves appropriately. Generally these will be pupils with special educational/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

[Sunsmart Assembly Plan](#)

[Sunsmart Lesson Plans](#)

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

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

SAMPLE PRIMARY SCHOOL LETTER TO PARENTS

Dear Parent or Guardian,

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

As you will know the sun's rays are particularly strong over the summer and they can damage children's skin. 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:

- Increase the amount of school time spent 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 sunscreen in summer months.

More details of these and other new sun protection plans can be found in our Sun Safety procedures which I am attaching to this letter. For more information download a copy of Let's Stay Safe in the Sun from; <https://publications.cancerresearchuk.org/publication/lets-stay-safe-sun> or from the school website

Your support is very important if our new 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 hat/cap and wearing tops that cover their shoulders (vests and strappy tops are discouraged).
- Apply sunscreen before the start of school (there are proprietary products on the market which only need to be applied once per day) or sending extra sunscreen to school with your child.

Together I hope we can have a very happy and safe summer.

Yours sincerely

Head teacher

