

St John Bosco Catholic Primary School



Sun Safety and High Temperature Policy

Last updated: 8 May 2018

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Statement of intent

At St John Bosco we are committed to ensuring that we meet our health and safety obligations to staff and pupils, including during outdoor activities.

During summer months, there comes the possibility of heatwaves. In these cases, it is exceptionally important to stay in air-conditioned/electric fan-cooled rooms inside, and in the shade outside. As a school, we know that health and safety is of the utmost importance, and it is vital that we address this issue.

Overexposure to the sun's ultraviolet (UV) radiation presents a severe risk to the health and wellbeing of our staff and pupils, with the potential to cause sunburn, blistering and sickness.

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

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

1. Legal framework

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

- The Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Keeping Children Safe in Education 2016

1.2. This policy will be implemented in conjunction with the following school policies:

- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Allegations of Abuse Against Staff Policy
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs (SEN) Policy

2. Minimising risks

2.1. To minimise the risk of heatstroke, sunstroke and sun damage, our school 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) 15 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 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 personal protective equipment when resting, to help facilitate heat loss.
- Ensure all staff members, pupils and visitors are aware of, and adhere to, this policy.

3. Hats

3.1. During the summer months, with temperatures above 25 degrees Celsius (°C), everyone working at or attending the school will be required to protect their face, neck and ears. Sun-safe hats include:

- Bucket hats with a deep a deep crown and brim size of at least 5cm for pupils and 6cm for adults.

- Broad-brimmed hats with a brim size of at least 6cm for pupils and 7.5 cm for adults.
 - Legionnaire-style hats.
- 3.2. Baseball caps or visors are not sun-safe hats.
- 3.3. Pupils without sun-safe hats will only play in an area protected from the sun, unless a sun-safe hat has been provided.

4. Clothing

- 4.1. Everyone working at/attending the school during daylight hours will be required to wear sun-safe clothing which covers as much of their skin as possible. This includes wearing:
- Loose fitting shirts and dresses with sleeves and collars or covered necklines.
 - Longer style skirts, shorts or trousers.
 - Tops that cover the shoulder area.
- 4.2. During hot weather, lightweight clothing will be required in order to reduce the risk of overheating. Pupils will be advised not to wear their jumpers during heatwaves.
- 4.3. Children not wearing sun-safe clothing will be required to play in an area protected from the sun, or spare clothing will be provided.
- 4.4. It is advised that pupils wear UV protected sunglasses.

5. Sunscreen

- 5.1. Everyone working at or attending the school will be required to apply at least SPF 15 broad-spectrum water-resistant sunscreen 20 minutes before going outside and reapply this every two hours.
- 5.2. Pupils are asked to provide their own sunscreen in a bottle labelled with their name.
- 5.3. A reserve supply of sunscreen will be stored in the School office for pupils who forget theirs.
- 5.4. Sunscreen will be stored in a cool, dry place, and the expiry date will be monitored.
- 5.5. Sunscreen will be self-administered, under supervision, wherever possible.
- 5.6. Teachers and other staff members are not encouraged, and cannot be required, to apply sunscreen to pupils, due to the potential for allegations of abuse.

- 5.7. Where a teacher or other staff member agrees to apply sunscreen to pupils, such as to our youngest pupils or to a pupil with SEN, an adult witness should be present and parental consent must be obtained beforehand.
- 5.8. Teachers and other staff members will only apply sunscreen to pupils' faces, necks and arms.
- 5.9. Letters are sent home asking for parental permission for school staff to apply and supervise the application of sunscreen to pupils.

6. PE

- 6.1. On days above 25°C, PE lessons will only involve activities which are not overly strenuous. Appropriate clothes, hats and sunscreen will be worn, and participants will remain suitably hydrated.
- 6.2. All outdoor activities will be planned to occur in shaded areas. Activities will be set up in the shade and moved throughout the day to stay in the shade.
- 6.3. On days above 28°C, PE lessons will be held indoors to prevent any kind of illness resulting from strenuous activities in inappropriate conditions.

7. Play times

- 7.1. On days above 25°C, play times will occur in shaded areas. Activities will be set up in the shade and moved throughout the day to stay in the shade. Appropriate clothes, hats and sunscreen will be worn, and water will be drunk regularly.
- 7.2. On days above 28°C, play times will be held indoors to prevent any kind of illness resulting from strenuous activities in inappropriate conditions.

8. School trips

- 8.1. Our school trips will not take place if the temperature is over a certain level. Each trip will have a specified maximum temperature, and this will be based on the age of the children, how much walking is involved, the destination and the time of day.
- 8.2. Our sports days will not be held if the temperature exceeds 32°C, as recommended by the DfE.

9. Hot weather procedures

- 9.1. There is no prescribed maximum temperature for educational establishments; however, the DfE have suggested a maximum working temperature of 35°C.
- 9.2. If the temperature of the school rises above 35°C, the headteacher will issue a statement to parents via phone, text message and/or the radio, stating that children will be sent home, specifying the timeframe by which they will need to pick up their children.

- 9.3. The decision to close the school will be at the headteacher's discretion.
- 9.4. Text messages will be sent to parents and carers to remind them to pack a hat and enough water for their child before arriving at the school.

10. Pupils with albinism

- 10.1. Our school recognises that the lack of melanin in a pupil with albinism's skin increases their risk of sunburn and skin cancer.
- 10.2. In order to enhance their protection from the sun, our school will ensure that pupils with albinism:
 - Wear sunscreen with an SPF of at least 30, and preferably one which provides maximum protection from both UV-A and UV-B radiation.
 - Have a thick layer of sunscreen applied at least 15 minutes before going outside.
 - Where possible, avoid going out between 11am and 3pm, when the sun is at its hottest and UV radiation is at its strongest. Pupils with albinism may wait in a shaded area or in the classroom with a teacher during these times.
 - Wear sunglasses with a UV filter.
 - Cover up with a hat and loose-fitting clothing.
- 10.3. We will also ensure that specific medical advice in relation to individual pupils with albinism is adhered to at all times.
- 10.4. Sunscreen will be provided by the parents with a reserve supply of sunscreen stored in the school office, as per the individual pupil's specific requirements.

11. Curriculum

- 11.1. Pupils will be taught about the dangers of the sun and information about sun protection will be incorporated into the curriculum for all ages.
- 11.2. The dangers of sunbed use will also be incorporated into PSHE lessons.
- 11.3. 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.
- 11.4. Information regarding sun protection will be published on the website for parents to view.

12. Role modelling

- 12.1. All members of staff will act as role models and demonstrate sun-safe behaviour. This will be done by:
 - Wearing a sun-safe hat, clothing and sunscreen.
 - Spending as much time as possible in the shade while outside.

- Wearing sunglasses that comply with the European Standard EN 1836:2005. This is indicated by the 'CE' mark on the pair of glasses.
- Encouraging families and visitors to role model sun-safe behaviour when they are visiting the school.

13. Training

- 13.1. High-temperature advice will be included as part of new staff members' HR induction and in routine health and safety training.

14. Monitoring and review

- 14.1. The headteacher is responsible for reviewing this policy annually.
- 14.2. The effectiveness of this policy will be monitored and evaluated through a variety of mediums, including:
- The completion of a sun safety questionnaire by pupils, measuring changes in pupils' knowledge, attitudes and behaviour.
 - Photographing changes in the school environment.
 - Gathering feedback from staff, parents and pupils.
 - Monitoring incidences of sunburn to see if these are decreasing.
- 14.3. The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the headteacher immediately.

Parental Consent to Apply Sunscreen

As the parent/guardian of, I recognise that too much exposure to ultraviolet radiation may increase my child's risk of sunburn and other associated problems.

I, therefore, give permission to the staff at St John Bosco to apply a sunscreen product with a sun protection factor of 15 or higher to my child, as specified below, when he/she will be playing outside, especially during the spring and summer months.

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

Please tick below all applicable information regarding the use of sunscreen for your child.

Staff may apply sunscreen to my child.	<input type="checkbox"/>
My child has albinism/burns easily.	<input type="checkbox"/>
Staff may NOT apply sunscreen to my child.	<input type="checkbox"/>
I do not know of any allergies my child has to sunscreen.	<input type="checkbox"/>
Staff may apply sunscreen to my child, but for medical reasons only the following brands should be used:	1. 2. 3.
Staff may apply sunscreen, but only to the following areas of my child's body:	1. 2. 3.

Parent name:

.....

Date:

Parent signature:

.....

Please return this form to the school office.

Mr E Masterson
Headteacher