Sun Safety and High Temperature Policy

Ravensden CE Primary Academy

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Statement of intent

At Ravensden Primary Academy, we are committed to ensuring our school community is kept safe at all times. The school recognises the risks to health posed by overexposure to the sun's ultraviolet (UV) radiation. The school 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 school 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 by all staff members, pupils, parents and visitors whilst on the school premises or attending a school event.

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 children 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 Pupils with Medical Conditions Policy

Roles and responsibilities

The headteacher is responsible for:

- Parents will be encouraged to use 8 hour sunscreen and children will be encouraged to apply their own sun cream. When needed the headteacher will be responsible for obtaining consent forms from parents to ensure staff have permission to apply sunscreen to those pupils who are unable to apply their own.
- 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.
- 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.

Staff members are responsible for:

- Adhering to this policy.
- Modelling good practice in terms of sun safety.
- Ensuring that pupils have the appropriate sun-safe clothing and sunscreen on.
- Encouraging pupils to stay appropriate hydrated.
- Ensuring 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.

Parents are 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.

Minimising risks

The school is committed to ensuring the welfare and wellbeing of pupils. To minimise the risk of ill health during high temperatures, the 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 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 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.
- 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 opened only slightly
- 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
- 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.

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.

Clothing

During the Summer months, when temperatures reach above 25 degrees Celsius (°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. Baseball caps or visors are not considered sun-safe hats.
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.

Everyone working at or attending the 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.
Pupils will be advised not to wear their jumpers or blazers during hot weather.
Pupils not wearing sun-safe clothing will be required to play in an area protected from the sun, if spare clothing cannot be provided.
Staff will encourage pupils to wear UV protected sunglasses.

Sunscreen

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 every **two hours**.
Pupils will be asked to provide their own sunscreen in a bottle labelled with their name.
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 the school'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.

PE and outdoor activities

On days above **25**°C, PE lessons will only involve activities that are not overly strenuous.
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 play times, will be held indoors to prevent any kind of illness resulting from physical activities in hot conditions.

The headteacher 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.

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 the school. The headteacher 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/class teachers will **email or message parents on Class Dojo** 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 will decide if the premises are unsuitable for working. In this event, a statement will be issued to parents via **email or message parents on Class Dojo**, stating that children must be sent home, specifying the timeframe by which children need to be collected.

Pupils and staff at greater risk

Pupils
The school recognises that some pupils will be more susceptible to high temperatures. This includes:

- Children under 4 years of age
- Pupils who are overweight
- Pupils taking certain medication
- Pupils with disabilities, complex health needs, and specific medical conditions or disorders, e.g. albinism.

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

Ill health

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.
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

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

Where a pupil is suffering from heat illness, 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 possibly, using whatever methods possible, e.g. sponging or spraying the pupil with cool (25 to 30c) water, placing cold packs around the neck and armpits, wrapping the pupil in a cool, wet sheet, 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.

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.

Monitoring and review

The headteacher is responsible for reviewing this policy **annually**.
When evaluating the effectiveness of this policy the following methods will be considered:

- The completion of a sun safety questionnaire by pupils, measuring changes in pupils' knowledge, attitudes and behaviour.
- Gathering feedback from staff, parents and pupils.
- Monitoring incidences of sunburn to see if these are decreasing.

The next scheduled review date for this policy is **June 2024**.
Any changes to this policy will be communicated to all members of staff, parents and pupils.

Parental Consent to Apply Sunscreen

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 **Ravensden Primary Academy** 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:

I give staff permission to apply sunscreen to my child.	Yes ☐	No ☐
My child burns easily.	Yes ☐	No ☐
If you answered yes to the above, please provide more information, e.g. if your child has albinism:		
My child has the following allergies:		

Staff may apply sunscreen to my child but, for medical reasons, only the following brands can be used:	
Staff may apply sunscreen to my child but only to the following areas of my child's body:	

Name of child: _____
Parent name: _____ Date: _____
Parent signature: _____