



This policy is a working document, available to staff on the Trust intranet. This copy was made for publication on the school website in July 2026.

Sun safe procedure: HSP20

Version 1 - 12.09.2024. The Head of Estates is responsible for reviewing this procedure every three years.

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Introduction

At REAch2 Academy Trust (the Trust), we are committed to ensuring our school community is kept safe at all times. The Trust recognises the risks to health posed by overexposure to the sun's ultraviolet (UV) radiation. The Trust 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 outlines the framework in which our school will identify, manage and minimise the risks of hot weather and UV rays to our staff and children. The procedures outlined in this policy will be adhered to by all staff members, children, parents and visitors whilst on the school premises or attending a school event as well as our Central team whilst undertaking work across our schools.

Definitions

Not applicable

Overview

Not applicable

National Guidance and Statutory Requirements

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 procedure
- Child Protection and Safeguarding Policy

Roles and Responsibilities

The Head of Estates is responsible for:

- Ensuring that the Trust policy of sun safe policy is reviewed annually.
- Providing Headteachers with guidance and support on sun safety issues including support for risk assessment and school events.
- Providing executive teams and Trust Board with information on this policy where relevant, such as incidents, strategy and such major disruption to Trust business.
- Reviewing via the Trust audit programme the effective discharge of this policy at school level.

The Headteacher is responsible for:

- Obtaining consent forms from parents to ensure staff have permission to apply sunscreen to children where additional support is identified.
- Ensuring all children and staff have access to drinking water. Ensuring the Estates team is notified of any issues that may be impacting on clean drinking water supply.
- Ensuring staff have received appropriate training and guidance on the stipulations in this policy, and ensuring staff act in accordance with this policy. (Trusts PPT provided to schools)
- Determining if the school should be closed and children 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 children 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 children have the appropriate sun-safe clothing and sunscreen on.
- Encouraging children to stay appropriately hydrated.
- Ensuring sunscreen is only applied to children 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. Guidance on the signs of heat stress and heat exhaustion can be found on the [NHS web page](#) and through the Trusts Sun Safe training pack on REAchIn.
- Where required to support in the application of sunscreen or to support others by witnessing sunscreen application.

Parents are responsible for:

- Sending their children to school with the necessary sun safe precautions, e.g. sunscreen, hats and water bottles.
- Completing the Parental Consent to Apply Sunscreen form when requested to do so.
- Encouraging their children to practice sun-safe precautions.

Procedure Detail

Minimising risks

The Trust is committed to ensuring the welfare and wellbeing of children. To minimise the risk of ill health during high temperatures, the schools will:

- Encourage staff and children to keep as much of their skin, as possible, covered up during the Summer months.
- Encourage staff and children to use sunscreen of at least sun protection factor (SPF)30 with UVA 5-star protection on any part of the body that they cannot cover up.
- Use sunscreen in accordance with the product manufacturer's instructions.
- Encourage staff and children 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 children to eat normally, drink plenty of water to avoid dehydration.

- Encourage staff and children 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 PPE during rest periods, to help facilitate heat loss.
- Ensure all staff members, children and visitors are aware of, and adhere to, this policy.
- Where children 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 children indoors will be considered:

- Opening windows as early as possible in the morning before children 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.

All 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. The school will ensure that staff are made aware of NHS guidance on sun safety, including any other volunteer school lunchtime supervisors/ assistants. A template training course will be provided by the Health & Safety Team for all school to access.

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. Some baseball caps however may have detachable neck protection and would be considered acceptable.

Children 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.

Children will be advised not to wear their jumpers or blazers during hot weather.

Children 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 children to wear UV protected sunglasses.

Sunscreen

Everyone working at or attending the school will be required to apply at least SPF 30 broad-spectrum water-resistant sunscreen 20 minutes before going outside and reapply every two hours or dependant on the manufacture's guidance.

A reserve supply of sunscreen will be stored in for children who forget theirs. It is however the expectation that parents will apply sunscreen prior to dropping their child at school.

Sunscreen will be stored in a cool, dry place and the expiry date will be monitored. The school will only retain responsibility for monitoring its own sunscreen supply. The school will not accept responsibility for parents' sunscreen which is dropped at school unless it is related to a medical issue, such as skin sensitivity or allergy. Flexibility will be permitted by the Headteacher or school medical lead where other issues may require school support.

Sunscreen will be self-administered, where possible, and under staff supervision, where is child is capably of self-administering.

Where a teacher or other staff member agrees to apply sunscreen to children another member of staff will witness the application and parental consent will be obtained beforehand.

Sunscreen will only be applied to the face, tops of ears, nose, bare shoulders, arms and legs.

Letters will be sent home asking for parental consent for school staff to apply, and supervise the application of, sunscreen to children. This will only be undertaken in cases where additional support may be required, such as a child who may require additional assistance, under a care plan or where otherwise agreed by the school in consultation with the parents. The Trusts default position is that sunscreen must be applied by parents prior to drop off.

Where a child is wearing no sunscreen and no parental consent has been provided the child will be asked to play in shaded areas only through the summer months, where high UV exposure is anticipated.

The parent consent form and summer guidance to all parents will only recommend SPD30 full spectrum sunscreen to be used, ideally of a good quality single daily application.

PE and outdoor activities

On days when temperatures reach above 25 degrees Celsius (°C), PE lessons will only involve activities that are not overly strenuous. This may for example undertaking games that do not involve running, lifting or prolonged periods of high physical exertion.

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 children 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 degrees Celsius (°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 forecasts, the age of children 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 made available.

A sufficient number of thermometers will be available to ensure temperatures can be measured in any part of the school. The site lead will ensure appropriate and effective ventilation procedures can be implemented to address school days where the indoor working temperature risks exceeding 24 degrees Celsius (°C).

The Headteacher will text, phone or email parents reminding them to send their children to school with appropriate clothing, sunscreen and a sufficient amount of water. Water will be available in school to re-fill bottles.

Children are not permitted to bring from home portable or plug in fans, as there is a significant risk of finger and hair trapping.

Where the indoor temperature exceeds 26 degrees Celsius (°C) and ventilation measures are unable to address this, the Headteacher will decide if the premises are unsuitable for working.

This may involve the school taking such action, including:

- Moving the class to another room
- Seeking Estates support with temporary air handling units
- Reducing the numbers in the class by splitting a group (where achievable)

In this event, a statement will be issued to parents via the school agreed communication method, stating that children must be sent home, specifying the timeframe by which children need to be collected.

Children and staff at greater risk

Children

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

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

The school medical lead or relevant professionals involved in the child's care will be asked to advise on needs for a child. 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.

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.

The school may require a person specific risk assessment to be undertaken to consider any specific medical needs. This may require input from Occupational Health and the Trusts People Team.

Ill health

All staff members will be made aware of how to recognise the signs that a child may be suffering from ill health due to the heat. This includes the following:

Heat stress – Children 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
- Hot, red and dry 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 40°C 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 child 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 possible, using whatever methods possible, e.g. sponging or spraying the pupil with cool (25 to 30°C) 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

Children will be taught about the dangers of the sunlight and information about sun protection will be incorporated into the curriculum for all ages.

Sun protection will be actively promoted to children at key points of the year, such as before and during the summer term, through assemblies, workshops and lessons.

Information regarding sun protection will be sent to parents in the Spring and Summer terms.

Monitoring and review

The Head of Estates is responsible for reviewing this procedure every three years.