



# INGLEWOOD NURSERY AND INFANT SCHOOL

## HEALTH & SAFETY POLICY - PART 3

# SUN PROTECTION PROCEDURES

Approved by			
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Proposed review date:	May 2027		

## 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
4	No significant procedural updates other than <b>Covid-19</b> variations. Sun safety advice centred on work with children and young people has not changed and schools can continue to use old Cancer Research Sunsmart teaching resources. Updated some terms e.g. sunscreen and clarified some details e.g. school caps sold will only be the type that have neck and ear protection. Updated resource references: new NHS webpage reference for advice on all aspects of personal sun safety. Cancer Research still has lots of excellent advice available but not in a school centred approach anymore. Skcin; The Karen Clifford Skin Cancer Charity runs a Sun Safe Schools accreditation scheme promising free resources and support, but the accreditation is annual and likely involves a cost.	November 2020
5	Covid-19 variations removed – not highlighted as removal only.	March 2022
6	Review- Formatting and Links	April 2025
7	Updated to include advice on the supply of sunscreen in pressurised aerosol containers.	May 2026

# SUN PROTECTION PROCEDURES

We are aware of the dangers that over exposure to ultraviolet (UV) radiation from the sun can have on a person's health and skin from becoming sunburned to developing skin cancer and we acknowledge the importance of sun protection. We want staff and pupils to work in and enjoy the sun safely. Following these procedures will help us all achieve this.

## 1. Implementation

As a school we will:

- a) Develop staff awareness, i.e. provide information and teaching resources about sun safety like the NHS advice <https://www.nhs.uk/live-well/healthy-body/sunscreen-and-sun-safety/> and the Sunsmart resources in section 2.1 below.
- b) Promote the SunSmart skin cancer prevention messages by using the SMART code:
  - Stay in the shade 11am-3pm
  - Make sure you never burn
  - Always cover up with a t-shirt, hat, and sunglasses
  - Remember to take extra care with children
  - Then use at least factor 30+ sunscreen (the NHS advises that you can burn in the UK, even when it is cloudy and recommends that from March to October children and young people wear sunscreen that is min. 50+ SPF for UVB protection and 4\* or higher for UVA protection).

and we will implement the concepts of "Slip, Slop, Slap, Seek and Slide":

- **SLIP** on clothing to cover your arms and legs
  - **SLOP** on sunscreen with factor 30+ (50+ is considered best practice)
  - **SLAP** on a wide-brimmed hat
  - **SEEK** shade or create your own shade
  - **SLIDE** on some UV protective sunglasses
- c) Ensure messages are consistent for all staff and pupils about the need to cover up and use sunscreen regardless of how dark their skin is because skin cancer may be less prevalent in people with darker skin, but it is often more serious if it develops and prevention works best.
  - d) Implement other sun safety precautions to include using lip balm with a SPF of 30+ and recommending families and staff perform regular skin examinations at home.
  - e) Require all topical sun protection products that belong to pupils (balms, sunscreen etc.) to be clearly labelled and no pupil should share products belonging to any other pupil unless we have received a valid parental request to allow it and there are no reasons why we should not agree.

## 2. Supporting Strategies

### 2.1 Education

We will ensure:

- All pupils will have at least one SunSmart lesson per year (see [Sunsmart Lesson Plans](#)).
- We talk about how to be SunSmart in assemblies at the start of the summer term and before summer break (see [Sunsmart Assembly Plan](#)).
- We provide families with information about recommended preventive strategies for sun safety through our website, newsletters, & letter home at the end of the spring term (see Appendix A and B).
- Staff, parents, pupils, and visitors we invite are particularly SunSmart on special or extended outdoor activities like PE days, educational visits and sports days by giving good notice to them about events and what pupils, spectators and others need to bring or wear.

### 2.2 Protection

This is an ongoing process, but our key sun protection measures are as follows:

**Shade:**

- We provide a balance of indoor and outdoor activities during peak sun times and provide an indoor area to allow pupils to shelter from it. 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 have reviewed the shade available in our outdoor areas that we use for work and play between 11.00am and 3.00pm.

#### **Timetabling:**

- In the summer months we limit the length of time outdoors and adapt timetables where necessary.
- When we organise outdoor events for the benefit of school and pupils, especially on school premises, we will share important points from school procedures like these about sun safety to help them plan safe and fun events e.g. making the most of our shade.
- Outdoor areas provide an area of shade and where this is not possible, time outside is limited.

#### **Clothing:**

- Sunhats are considered part of school uniform and pupils will be actively encouraged to wear them.
- We do keep a supply of sun hats in school and also regularly remind parents/carers to provide one.
- Pupils are expected to wear tops that cover their shoulders.
- All staff, especially teachers, will lead by example and be seen to adhere to sun safe practices.

#### **Sunscreen:**

- Sunscreen use will be encouraged on days when the sun is strong in the summer term during breaks, PE lessons, and on school trips. Extra sunscreen will be available in case pupils forget their own.
- Parents are encouraged to apply or get their child to apply a long-lasting sunscreen before school and to provide a clearly labelled supply of it in case it needs to be reapplied during the day.
- Any sunscreen/ protection provided by parents for their child must be in the form of a cream, lotion or push-up stick. Pressurised aerosol sprays are not permitted.
- Normally, pupils will be encouraged to apply their own sunscreen under the supervision of an adult.
- Staff will apply sunscreen to pupils who cannot apply it effectively themselves. Generally, these will be pupils with special educational or 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**

[Skcin \(The Karen Clifford Skin Cancer Charity\) Sun Safe School Scheme](#)

[Cancer Research SunSmart website](#)

[NHS: Sunscreen and Sun Safety](#)

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

[Safe working in education, childcare and children’s social care including the use of PPE](#)

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

School’s own Intimate Care Procedures

School’s own Covid-19 Risk Assessment(s)



## SUN SAFETY LETTER TO PARENTS

June 2026

Dear Parent or Guardian,

Now the summer term has started, I wanted to write and tell you about our **sun protection procedures**. We developed them to ensure all our pupils can enjoy the sun safely.

The sun's rays are particularly strong over the summer and they can damage children's skin, even on a cloudy day. Your child's health and well-being are very important to us, which is why we have decided to:

- spend some time in school learning about sun protection;
- limit children's time outside if there is no shade;
- encourage pupils to wear hats and ensure shoulders are covered;
- encourage pupils to use at least SPF 30 and 4\* or higher sunscreen in summer months.

Some ways you can support sun safety at home are:

- talking to your child about the importance of sun protection at home;
- sending your child to school with a hat and wearing tops that cover their shoulders;
- evenly applying a long-lasting sunscreen before the start of school, encouraging and developing your child's independence in applying it to themselves effectively, and sending a clearly labelled personal supply of sunscreen, lip balm etc. to school with your child so that they can reapply it during the school day if they need to. Even a long-lasting sunscreen can wash or rub off. **Any sunscreen/ protection provided by parents for their child must be in the form of a cream, lotion or push-up stick. Pressurised aerosol sprays are not permitted.**

Together I hope we can have a very happy and safe term to come.

Yours sincerely

Mrs R Hind  
Head teacher



## GETTING SUNBURNT CAN DOUBLE THE RISK OF SKIN CANCER

Be SunSmart. Whether you are at home or abroad, protect your skin from sunburn.

### **Spend time in the shade between 11am and 3pm**

The summer sun is most damaging to your skin in the middle of the day.

### **Cover up with a t-shirt, hat and sunglasses**

When the sun is at its strongest, sunscreen is not enough.

### **Use SPF 15+ sunscreen with a high star rating**

Apply sunscreen generously and reapply often.

Young skin burns easily, so take extra care with children in the sun. And keep babies out of the sun, especially around midday.

Report unusual moles or skin changes to your doctor – finding skin cancer early can save lives.

**For more about being SunSmart visit:**

[cruk.org/sunsmart](http://cruk.org/sunsmart)

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Scotland (SC041666) and the Isle of Man (1103).

