



Cranham Church of England (VA) Primary School

Sun Protection Policy

September 2014

A. Nolan

Anne Nolan (Headteacher)

September 2014

NR

Nick Ryan (Chair of Governors)

September 2014

Version	Notes	Date
1	Adapted from 2012 Policy	September 2014

Cranham Church of England Primary School

Sun Protection Policy

Date	Review Date	Coordinator	Nominated Governor
19.08.14	January 2018	Laura Hodges	Dr Georgie Cox

We are aware that skin cancer is one of the most common cancers in the United Kingdom; that most skin cancers are caused by ultraviolet (UV) radiation from the sun and that sunburn in childhood can double the chance of skin cancer in later life.

We believe we have a duty to ensure the safety of pupils and school personnel from the harmful UV rays in sunlight during the school day, by making them aware of the health risks of overexposure to the sun and the need of protection from it. We aim to develop a working and learning environment that will enable pupils and school personnel to stay safe in the sun.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To create a working and learning environment that provides sun safety for pupils and school personnel.
- To ensure that pupils, school personnel and parents are aware of the protection procedures for sun safety.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for Health and Safety and to act as the coordinator for this policy;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;

Cranham Church of England Primary School

- delegated powers and responsibilities to the Headteacher to ensure that sun safety procedures are in place;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for involving the School Council in the development, approval, implementation and review of this policy;
- responsibility for ensuring all policies are made available to parents;
- provided funding for the purchase of adequate sun safety resources;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for the effective implementation, monitoring and evaluation of this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly

Role of the Headteacher

The Headteacher in collaboration with parents and governors will:

- undertake a yearly sun safety audit looking at:
 - the length of time that pupils spend on outdoor activities
 - the amount of shade cover available
 - the kind of sun protection clothing that pupils and school personnel wear
 - the use of and the application of sunscreen lotion
 - the amount of curriculum time given to sun safety
 - the ways of communicating the importance of sun safety to the school community
- inform pupils of the need for sun safety by including it in the curriculum and through assemblies;
- purchase adequate sun safety resources;
- keep up to date with new developments and resources;
- periodically communicate the need for sun safety with the school community via the newsletter and the school website;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- ensure sun safety is included within the curriculum;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction;
- keep up to date with new developments and resources
- ensure all staff are aware and trained on new developments and resources;

Cranham Church of England Primary School

- review and monitor this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel must:

- comply with this policy;
- attend training sessions on the importance of sun safety;
- include sun safety into their curriculum planning;
- ensure pupils have a good understanding of sun safety and the need for it;
- ensure outdoor activities are held in shaded areas, whenever possible;
- encourage pupils to use shaded areas during breaktimes, lunchtimes, sporting activities and educational visits, especially during peak UV exposure times;
- encourage pupils to wear appropriate clothing for sun protection, especially during peak UV exposure times;
- encourage pupils to apply sunscreen before they come to school;
- encourage pupils to reapply sunscreen during the school day, when necessary;
- encourage pupils to drink more water in hot weather;
- lead by example and wear appropriate clothing for sun protection;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

Role of Parents

Parents must:

- be aware of this policy;
- provide appropriate sun protection clothing for their children such as wide-brimmed or legionnaire style hats and school uniform tops that cover their shoulders;
- be encouraged to apply to their children high factor sunscreen before school;
- show their children how to apply sunscreen themselves during the school day;
- be encouraged to attend sun safety workshops;
- be encouraged to speak to their children about the importance of sun safety;
- be asked to take part in periodic surveys conducted by the school;

Cranham Church of England Primary School

- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

Role of Pupils

Pupils must:

- be aware of the importance of sun safety;
- wear sun protection head wear and clothing;
- be encouraged to use shady areas of the school grounds;
- bring to school their own clearly labelled water bottle and drink more water in hot weather;
- be able to apply high factor sunscreen;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

Role of the School Council

The School Council will be involved in:

- discussing improvements to this policy during the school year;
- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports, such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance and changing rooms

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Cranham Church of England Primary School

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement (see Policy Evaluation).

Linked Policies

▪ Safeguarding & Child Protection	▪ Health & Safety
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Headteacher:	 Anne Nolan	Date:	01/09/14
Chair of Governing Body:	 Nick Ryan	Date:	

Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (☐)	New/Proposed Policy (☐)	Updated Policy (☐)
Sun Protection Policy	<ul style="list-style-type: none"> To create a working and learning environment that provides sun safety for pupils and school personnel. To ensure that pupils, school personnel and parents are aware of the protection procedures for sun safety. To work with other schools to share good practice in order to improve this policy. 		☐	

This policy affects or is likely to affect the following members of the school community (☐)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	☐	☐	☐				

Question	Equality Groups																					Conclusion				
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'	
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
		☐			☐			☐			☐			☐			☐			☐			☐			☐

Cranham C of E School

Does or could this policy help promote equality for any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'							
	Y	N	NS	Y	N	NS	Yes	No																								
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>			
Does data collected from the equality groups have a positive impact on this policy?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'no' or 'not sure'							
	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No																					
	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>				<input type="checkbox"/>			

Conclusion	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
Victoria Soutar	19.08.14	Anne Nolan	22.08.14

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence

Cranham C of E School

• Policy annually reviewed		<input type="checkbox"/>		To be reviewed January 2018
• Policy in line with current legislation	<input type="checkbox"/>			
• Coordinator in place	<input type="checkbox"/>			
• Nominated governor in place	<input type="checkbox"/>			
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				
• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				

Cranham C of E School

• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
A statement outlining the overall effectiveness of this policy				