






Policy Directive, Procedures and Guidelines

SUN SAFE

Publication Date:	October 2020	Version Date:	2020.09.18
Review Date:	January 2023	Version Number:	V3.0
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Document Status

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Summary of Changes¹ from Previous Versions

Version no/Date	Change	Comment	Section/ Page
V2.2 (September 2020)	Policy review/refresh	Minor changes to formatting.	General
		“Students” replaced with “Learners”.	General
		Additional links added to associated documents.	Section 1.6
		Further details added to Section 2 including SPF 15 changed to SPF 30.	Section2.0
	<i>Table started Aug 2020</i>		

¹ Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

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1.0 Introduction

1.1 Policy Statement

Experts agree that burning the skin when young can double the risk of skin cancer in later life. There can be as much as a 10 to 15 year gap between burning and developing skin cancer. Incidences of skin cancer are increasing in the UK more quickly than any other cancer, with around 35 people diagnosed with skin cancer every day, a total of nearly 13,000 a year. In the 15 to 24 age group it is the third most common cancer in females and the sixth in males across the UK².

Guernsey has a higher rate of skin cancer than anywhere in England. The age standardised rate (ASR) for Guernsey is 51 cases of malignant melanoma per 100,000 population and for England the rate is 22 cases per 100,000 population (South West Public Health Observatory 2011). It is the most common cancer for those aged under 40 years in Guernsey.

Schools have a responsibility to ensure that staff, volunteers and young people are protected from over-exposure to UV rays from the sun, and the National Institute for Clinical Excellence (NICE) guidelines for skin cancer prevention (2011) recommend that schools “develop, implement and monitor a specially tailored policy to ensure people are protected as much as possible”.

This is particularly important when engaging in school based activities such as sports days, outdoor PE lessons, outdoor excursions and water sports, where the potential for sunburn is higher. Although fair-skinned people have a higher risk of sun damage, sun protection is relevant to everyone. Developing a sun protection policy is also an important step towards encouraging good health.

Over-exposure to heat as well as sun can lead to a number of serious conditions. Staff (including visit leaders) vigilance, planning, observation, knowledge of the onset and signs of any change with first aid competencies is key to managing these conditions.

1.2 Policy Objectives

- PROTECTION: To require education establishments to provide a sun-safe environment for young people, staff and volunteers
- To require education establishments to allow and encourage sun-safe measures for young people, staff and volunteers such as sun hat, sun cream and sun glasses
- EDUCATION: To include as part of the curriculum, learning associated with sun safety enabling young people to protect their skin as a means of preventing skin cancer

² [Teenage Cancer Trust](#)

- **COLLABORATION:** To require education establishments to collaborate with parents/carers and the wider community to reinforce awareness about sun safety and promote a healthy, sun-safe school

1.3 Policy Application

The policy applies as follows, together with any additional related procedures specific to the establishment:

- Across all phases at all States of Guernsey education establishments including commissioned services (including post-16 provision)
- On-site during the teaching day as published by each education establishment
- To the management and practice for all off-site educational visits and residential events
- To school/college sponsored education-focussed events held at the education establishment and elsewhere

Throughout this policy directive, 'Headteacher' refers to Heads of Service, Secondary School Principals and the College of Further Education Principal, and 'school' refers to any education establishment.

1.4 Accountabilities

Headteachers are accountable for:

- Ensuring the provision of a sun-safe environment
- Allowing and encouraging sun-safe measures to be taken by staff, volunteers and young people such as hats, sun glasses and sun cream
- How sun safety is organised within the curriculum

1.5 Responsibilities

- The implementation of this policy directive is the responsibility of the Headteacher who will consider all aspects of sun safety within the educational setting and on behalf of the States of Guernsey as an employer
- All staff are responsible for compliance with this policy and are therefore expected to ensure that they remind young people to put on hats, wear appropriate clothing and use sun cream. Staff and volunteers should set a good example by using sun cream, hat and sun glasses when outside in the sun
- The school will provide shade within their premises

1.6 Associated Documents

Sun-safe resources are available from:

- Health Promotion Unit (Tel: 707311)

- <http://www.sunsmart.com.au/tools/videos/past-tv-campaigns/slip-slop-slap-original-sunsmart-campaign.html><http://www.cancerresearchuk.org/about-cancer/causes-of-cancer/sun-uv-and-cancer>
- <https://www.teenagecancertrust.org>
- <http://www.sunsmart.org.uk/schools/schools-and-sun-protection> (Cancer Research UK)
- Signs, symptoms and action to take when suspecting heat related conditions
<http://www.nhs.uk/conditions/Heat-exhaustion-and-heatstroke/Pages/Introduction.aspx>
- <http://www.hse.gov.uk/myth/myth-busting/2013/case176-teachers-suncream.htm>
- https://oeapng.info/wp-content/uploads/dlm_uploads/2019/09/7j-Weather-and-Group-Safety.pdf
- <https://oksunsafetycode.com/about>

2.0 Guidance on Sun-Safe, Heat Exhaustion/Sun stroke when Learning Outside and on Visits

Primary Aim: Minimise Exposure

- Avoid over-exposure and cover up
- Staff must consider (in their risk assessments and dynamically) the weather as a fundamental part of their planning. Consider what shelter may/may not be available particularly if working in exposed locations (can shelters be taken with the group?)
- Consideration must be made around learners who have a higher risk of burning when exposed to the sun, such as learners with fair skin, take medications or have medical conditions that cause skin sensitivity
- Consider how the environment might impact the conditions (e.g. sunlight reflected off the sea)
- For coastal locations and smaller islands in particular, staff must consider the potential effects of wind
- If staff are unsure about the sun's intensity, they should take the shadow test: if their shadow is shorter than them, the sun's rays are the day's strongest.

Secondary Aim: Protect

Sun block

- A sun protection factor (SPF) of at least 30 blocks 97% of UV rays; this should be used for covering exposed areas when shade may be unavailable and protective clothing is not practical. Use one which blocks both UVA and UVB rays to guard against cancer and regularly re-apply generously (having in mind learners whose skin is at a higher risk of burning)
- Be sure to follow application directions on the bottle and make sure it is within its use-by date

- Use water resistant sun block (SPF 30) if it is likely learners will have contact with water or are likely to sweat. Sunscreen should be reapplied straight after being in water, even if it is "water resistant", and after towel drying, sweating or when it may have rubbed off
- DBS checked staff and volunteers can apply sunscreen (consider any allergies) to non-sensitive areas of children when in the company of other adults or, better still, can oversee buddy pairs of youngsters applying sunscreen to each other and thereby learning how to protect themselves and others from harmful sun rays

Hats

A wide brim hat (not a baseball cap) is ideal because it protects the neck, ears, eyes, nose and scalp. Hats must pose no danger to the wearer or other participants in terms of the quality of the items and the nature of the activity.

Cover up

Wear tightly-woven clothing that blocks out light. Some clothes have Ultraviolet Protection Factor (UPF) ratings. Protective clothing usually has UPF of around 25-30. There is a basic test for non-rated clothing: if a hand is placed between a single layer of the clothing and the light source and the hand can be seen through the fabric, the garment offers little protection.

Sunglasses

Sunglasses don't have to be expensive, but they should block 99 to 100% of UVA and UVB radiation.

Regular Hydration

Water is the best fluid to maintain hydration levels. Ensure that sufficient volumes are carried by the group if alternative sources are not readily accessible (volumes can vary according to the individual, activity and environment).

Awareness

- Young people should be taught how to screen themselves from the harmful effects of the sun through wearing light clothing and using sunscreen products
- Parents/carers should be reminded about the need for learners to use sunscreen products and asked to provide these
- Lengthy periods in direct sunlight, particularly between 11am and 3pm when the sun is at its hottest and UV rays are at their highest should be avoided whenever possible³; this may occur when young people have a PE lesson outside followed or preceded by an outdoor lunchtime or other opportunity

³ https://oeapng.info/wp-content/uploads/dlm_uploads/2019/09/7j-Weather-and-Group-Safety.pdf

- Prolonged activity and considering that some young people might be more active and expending more energy in the sun than others is an essential consideration
- Staff should ensure that they handle body image issues sensitively (e.g. with overweight or obese young people wearing unnecessary layers of clothing in hot temperatures)
- The ability to be dynamic in changing programmes/itineraries and have a 'Plan B' is essential when the need arises, as is knowing where to call for help (emergency services etc.)
- Heat related conditions could be seen as an illness at work by HSE and may therefore be reportable. In significant cases an accident form must be completed and sent to the Education Office, details of this can be found on ConnectED within the Accident and Near-Miss Incident Reporting Policy:
 - <http://bridge/teamsite/education/policies/HealthSafetyBuildings/Forms/AllItems.aspx?RootFolder=teamsiteEducationpoliciesFHealthSafetyBuildingsFHealthandSafetyPoliciesFIncidentReporting&Folder>

2.1 What to do for Heat Stroke and Heat Exhaustion

Heat exhaustion and heatstroke from over exposure to the heat or sun are two related health conditions that can be very serious if not treated quickly.

All staff and visit leaders must remember that some young people may be more at risk of developing this.

Heat exhaustion

Heat exhaustion is where a person experiences fatigue (extreme tiredness) as a result of a decrease in blood pressure and blood volume. It's caused by a loss of body fluids and salts after being exposed to heat for a prolonged period of time.

Someone with heat exhaustion may feel sick, faint and sweat heavily. If a person with heat exhaustion is quickly taken to a cool place and is given water to drink, and if excess clothing is removed, they should start to feel better within half an hour and have no long-term complications. However, without treatment, they could develop heatstroke (see below).

Certain groups are more at risk of developing heatstroke or suffering complications from dehydration, and should be taken to hospital. These include:

- Children under two years of age
- Very elderly people
- People with kidney, heart or circulation problems
- People with diabetes who use insulin

Heatstroke

Heatstroke is a more serious condition than heat exhaustion. It occurs when the body's temperature becomes dangerously high due to excessive heat exposure. The body is no longer able to cool itself and starts to overheat.

Signs of heatstroke include dry skin; vertigo; confusion; headache; thirst; nausea; rapid shallow breathing (hyperventilation) and muscle cramps.

Suspected heatstroke should always be regarded as a medical emergency. In these instances a member of staff must dial 999 and request an ambulance.

While waiting for the ambulance to arrive a member of staff must:

- Immediately move the person to a cool area
- Increase ventilation by opening windows or using a fan
- Give water to drink (if the person is conscious), but don't give them medication, such as aspirin or paracetamol
- Shower their skin with cool, but not cold, water (15-18°C); alternatively, cover their body with cool, damp towels or sheets, or immerse them in cool water (not cold)

Left untreated, heatstroke can lead to complications, such as brain damage and organ failure. It's also possible to die from heatstroke.

A current 'learning outside the classroom (offsite visits) emergency action plan' which can be used as an aide memoire is available on the Off-Site Visit Procedures document under Appendix 1:

- <http://bridge/teamsite/education/policies/Outdoor%20Education/Forms/AllItems.aspx>

Below is guidance and information taken from the NHS web pages:

- <http://www.nhs.uk/conditions/Heat-exhaustion-and-heatstroke/Pages/Introduction.aspx>

3.0 Application of sun block

DBS checked staff and volunteers can apply sunscreen (consider any allergies) to non-sensitive areas of children when in the company of other adults or, dependent on age, can oversee buddy pairs of youngsters applying sunscreen to each other and thereby learning how to protect themselves and others from harmful sun rays.

Staff should take care to ensure that sun screen applied by parents/carers before arrival at school may need to be re-applied during the school day, particularly when young people are involved in activities such as swimming or outside activity.

4.0 The Curriculum

Teaching about sun safety can form part of the curriculum in science; PSHCE; vocational GCSEs; tutor time; topic work and PE.

- All young people in schools will receive at least one PSHCE sun protection lesson during their time at school
- The importance of sun protection will be reiterated in assemblies/group meetings
- Parents/carers will be sent a letter/reminder encouraging them to support sun-safe behaviour by applying sun cream before learners come to school, supplying hats, glasses and appropriate clothing where necessary

5.0 Health and Safety

- Young people will be encouraged to apply sun cream with a skin protection factor (SPF) of 30 or above
- Sun cream will be encouraged on school visits, where possible young people should be reminded to bring hat, sunglasses and sun cream (See Section 4.0)

6.0 Continuing Professional Development

All staff will have access to opportunities for CPD to support compliance with this policy.

The following help and advice is available:

- Materials and advice – Health Promotion Unit
- Writing procedures – PSHCE Advisor
- <https://www.teenagecancertrust.org>
- <http://www.sunsmart.org.uk/schools/schools-and-sun-protection> (Cancer Research UK)

7.0 Working in Partnership with Learners and Parents/Carers

The school will work actively with parents/carers around sun safety.

This will include:

- Ensuring parents/carers are aware of this policy
- Provision of further information/leaflets (available from the Health Promotion Unit)
- Parents/carers will be encouraged to provide a hat, sunglasses and sun cream for their children
- Parents/carers will be encouraged to apply sun cream to their children before they arrive at school

APPENDIX 1: Sun Protection Policy Checklist for Primary Schools

It is important to raise awareness of why sun protection is needed in order to encourage young people to change the way they behave in the sun.

Sun Protection Strategy	In place	Planned Soon	Not planned	Comments
Sun protection and the dangers of sunbed use are incorporated into the curriculum for all ages				
All teachers and staff are made aware of this policy and the importance of sun protection within the school environment				
Sun protection is actively promoted to young people in other ways at significant points of the school year including before and during summer and prior to summer holidays (e.g. assemblies, workshops, talks)				
Parents/carers are informed of the importance of sun protection through information sent home in a letter informing them of the sun protection policy				

PROTECTION

Consider sun protection when planning all outdoor activities from April to September (the sun is at its strongest at this time of year).

Sun Protection Strategy	In place	Planned Soon	Not planned	Comments
SHADE				

Fundraising for trees and shade structures				
Seats and equipment are moved to shady areas				
Organised activities to make use of the shade available				
TIMETABLING				
Outdoor activities and events are planned outside of 11am-3pm where possible and appropriate (if this is sometimes unavoidable, ensure hats, clothing and sunscreen are worn to minimise risk of sunburn)				
In the summer term, morning break is extended and lunch breaks shortened to minimise time in the midday sun				
CLOTHING				
Young people are encouraged to wear wide-brimmed (or legionnaire style) hats when outside				
Young people are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged)				
School uniform tops and hats offer suitable sun protection				
Young people are allowed to wear UV protective sunglasses				
Teachers and assistants also wear suitable hats and clothing to reinforce role modelling				
SUNSCREEN				

Sunscreen should be used for covering exposed areas of skin when shade may be unavailable and protective clothing is not practical e.g. during outdoor swimming, PE lessons and school excursions. Choose a sunscreen with an SPF of at least 30 which is also labelled broad spectrum to protect from UVA and UVB rays and ensure that sunscreen is applied regularly and generously.				
Letters are sent home asking for parental permission for teachers to supervise application of sunscreen				
At least SPF 30 sunscreen is used in school and is applied generously and regularly. For the average person, this means two teaspoonful for the head, arms and neck or two tablespoonful if in a swimming costume				
Sunscreen is reapplied regularly, as it can be easily washed, rubbed or sweated off				
Each young person has their own labelled bottle of sunscreen				
There is a school stock of sunscreen for young people who forget their own				
The school provides sunscreen free of charge for all young people				