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Document.	028	<b>Sun Protection Policy</b>			
Revision	02	Approved By	P Whateley	Approval Date	02/01/14

## Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

## Aims

As a Playgroup we want to ensure that both Staff and children enjoy the sun safely. Staff will work with parents to achieve this through:

## Education

Supervisor's will talk with children about taking care of themselves in the sun during periods of hot weather, especially from May onwards.

Parents/carers will be sent a letter at the beginning of each Summer Term, explaining the importance of sun protection, how the setting would like to deal with it and how they, as parents, can help. Attached to this letter will be a form seeking permission to apply sun tan lotion.

## Protection

### Shade

Permanent structures to provide areas of shade were erected in September 2009 and in addition to this we provide parasols and large sheets and drapes to act as extra shaded areas.

### Timetabling

The timetable will take into consideration variations in the weather thereby ensuring that children are kept out of the sun when it is at its hottest.

Suitable shade will be provided in the playground area and staff shall be diligent in ensuring children do not have too much exposure to the sun during the course of the day

### Clothing

Children will be actively encouraged to wear a hat when playing outside.

Spare hats are available for any children without one.

Staff have agreed to wear hats when outside to set a good example.

A letter will be sent to parents asking them to provide suitable clothing (wide brimmed hats or legionnaire style caps and tops which cover shoulders).

### Sunscreen

Parents will be informed by letter, of the sunscreen the pre-school offers for their child and asked to give written permission to the pre-school staff to apply at regular intervals. If they wish to provide

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their own sunscreen, this will need to be labelled with their child's name and a permission slip will need to be completed to allow staff to apply it.

A form will be given to each parent/carer, seeking their signed permission for Staff to apply sunscreen, or supervise their child applying sunscreen.

This policy was developed in conjunction with information from the Sun Smart Guidelines (a national skin cancer prevention campaign run by Cancer Research U.K) and will be monitored and reviewed annually.

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Responsibility for periodic review	<b>Facilities Sub-committee</b>
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**Document History**

<b>Rev</b>	<b>Changes</b>	<b>Date</b>	<b>Approval</b>
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Revised and reviewed for AGM	15/11/11	AGM
02	Addition of scope statement.	02/01/14	Business Manager

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