Date: May 2024
Review Date: August 2026
Responsibility: Prep Pastoral and Wellbeing Leader/Head of Prep

SUN PROTECTION POLICY - PREP SCHOOL

1. Introduction

This policy represents the agreed principles for sun protection at Epsom College in Malaysia Prep School ("ECiM Prep"), where we want our pupils and staff to enjoy the sun safely. Sun safety is important to ensure that pupils and staff are protected from skin damage caused by the harmful ultraviolet rays in sunlight. ECiM Prep will work with staff, pupils and parents/guardians to achieve this.

2. Education

- Education about skin care in the sun is ongoing to develop an awareness of how to stay safe in the sun.
- At the beginning of each academic year, parents/guardians will be sent a reminder by the Head of the Prep School regarding the school's Sun Policy and how parents/guardians are asked to help..
- Staff will be reminded at the start of each academic year about the school's sun safety policy and how sun safety can be incorporated into lessons.
- Pupils will be told about the importance of keeping hydrated by drinking water and will be reminded of the need to bring a water bottle into school and make use of the water fountains.
- Pupils and parents will be informed of the importance of protective clothing in the sun (including hats for playing/PE and rash vests for swimming).
- We will regularly remind pupils, staff and parents/guardians about sun safety through newsletters and letters regarding educational visits and activities for pupils.
- Staff will be encouraged to praise pupils that adhere to sun protection guidelines.
- Staff will be encouraged to remind pupils of the need for sun protection during social times.

3. Protection

We will provide an environment that enables pupils and staff to stay safe in the sun. This will include:

Shading

- Pupils will be encouraged to make use of shady areas of the school and its grounds during breaks, lunch hours, sports days and trips out.
- We will hold outdoor activities in areas of shade whenever possible.
- Pupils will be given shade breaks every 20 minutes in all PE and games lessons.
- We will continue to work towards increasing the provision of adequate shade for all pupils and staff.
- At break time, Year 4-6 must play in the courtyard if they do not have a sun hat to wear.
- At break times, EYFS-Year 3 must play in the shaded areas in the Prep Garden if they do not have a sun hat to wear.

Timetabling

- Outdoor Sports events will be scheduled to avoid the heat of the midday/afternoon sun, where at all possible.
- If the temperature is in **excess of 38 degrees celcius**, PE lessons/outdoor activities will be held indoors, under shade or will have their time slot changed (where feasible).

Clothing

- We will actively remind all pupils of the need to wear an ECiM Prep School sun hat or cap when playing outside. Pupils who are not wearing this will be required to remain in the shaded areas under cover.
- Staff will also be encouraged to wear hats when on outdoor duty or delivering lessons outdoors.
- Pupils will wear t-shirts during PE or outdoor lessons to cover up their shoulders.
- Pupils will be encouraged to wear a rash vest for Swimming lessons.
- We will encourage staff and parents/guardians to act as good role models by practising sun safety
- Parents/guardians will be asked to ensure their children wear appropriate cover clothing on any school day or residential trip.

Water

- We will remind pupils of the need to keep hydrated during the school day and encourage them to make use of the water fountains;
- We will ensure pupils take a filled water bottle with them at break/lunch times or when exercising.
- Pupils will be given water breaks every 20 minutes in all PE and games lessons

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Sunscreen

- The use of factor 30+ all day sunscreen will be encouraged across the whole school day and during outdoor school trips or visits.
- We will remind parents/guardians to provide their child(ren) with sunscreen for school trips and events.
- The school does **NOT** hold a stock of sunscreen and pupils are expected to bring their own/apply before bringing to school (although it is recognised EYFS/KS1 pupils will require adult supervision with this).

Foundation / Key Stage 1

- Parents/guardians will be asked to apply sunscreen to their children before they come to school.
- Parents/guardians will be asked to sign a form giving permission for their child to bring their own sunscreen to school and give permission for a member of staff to assist with applying sunscreen to the pupil, where the pupil is not able to do so themselves.
- The sunscreen must be labelled with the pupil's name, be in their original containers with writings in English and the expiry date clearly visible. The bottles will be stored in crates/tray and kept by the class teacher.
- The crates/trays of sunscreen will be made available to the pupils during break times/lunch times or as needed.
- Staff to ensure pupils reapply sunscreen after a morning swimming or PE lesson.
- Pupils will be supervised and/or assisted with the application of sunscreen.

Key Stage 2

- Parents/guardians will be asked to apply sunscreen to their children before they come to school.
- Parents/guardians will be asked to provide their child(ren) with their own sunscreen to bring to school so that they can apply it themselves.
- The sunscreen must be labelled with the pupil's name, be in their original containers with writings in English and the expiry date clearly visible. The bottles will be stored by the pupils in a class tray.
- The pupils will be encouraged to apply sunscreen themselves before playtimes, lunchtimes and after a morning swimming or PE lesson.
- Pupils will be supervised with the application of their sunscreen.

Staff

- Staff will be encouraged to wear sunscreen during PE or outdoor lessons and when on playground duty.