



Lawley School Vision - Planting the Seeds, Growing the Future - is based on the two key principles Our Vision - Planting the Seeds, Growing the Future is based on the two key principles of: Encouraging better learners and developing life-long learners.

Our Values - We are clear about the values that we wish to emphasise in our school. These have been adopted as a result of a consultation, which involved a wide range of stakeholders, including pupils. The whole process produced lists of values that are not dependent on race, culture, class or religion. From the extensive lists produced, five core values were chosen these are: happiness, respect, courage, friendship, and responsibility.

Our Mission statement talks of providing an environment in which every child is cared for spiritually, morally, socially, culturally, intellectually, and physically, allowing everyone to be the best that they can be! We are committed to giving all our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied experiences and needs. We offer a broad and balanced curriculum and have high expectations of all our children.

Lawley Primary School and Nursery Sun Policy

Lawley Primary School and Nursery believes in promoting Sun Safety to ensure that children and staff are protected from skin damage caused by harmful ultra-violet rays in sunlight.

We follow the five key SunSmart skin cancer prevention messages:

Stay in the shade,

Make sure you never burn,

Always cover up – wear a t-shirt, hat, and wraparound sunglasses

Remember children burn more easily,

Then use factor 15+ sunscreen with 5 stars on the back.

At Lawley we will:

- Educate children throughout the curriculum about how to stay safe in the sun, including the causes of skin cancer and how to protect their skin.
- Encourage children to wear clothes that provide good sun protection and use sunscreens where appropriate.

- Remind children to seek shade, particularly in the middle of the day and to use shady areas during breaks, lunchtimes, sports, and trips.
- Encourage staff and parents to act as good role models by practising sun safety.
- Regularly remind children, staff, and parents about sun safety through newsletters, posters, and activities for pupils.
- Remind children to drink plenty of water during the day, particularly when the weather is hot.
- Regularly monitor and assess shade provision and review the sun safety behaviour of students and staff (use of hats, shade etc.).

Lawley Primary School and Nursery wishes to encourage students to protect themselves from the sun. One way of doing this is to use sunscreen (SPF 15+) and is effective against UVA and UVB at the appropriate time.

Parents are asked to:

- **Provide sunscreen** (SPF 15+) that is effective against UVA and UVB for school use. Please note that we do not allow the use of aerosols in school. The sunscreen must be:
 - a) Clearly marked with the child's name.
 - b) Replenished by the parent as needed.
- **Apply sunscreen** at home before the school day. Don't forget to apply it to their neck, shoulders, nose, ears, cheeks, and tops of their feet if uncovered.
- Teach their child to apply their own sunscreen. **Children must be able to apply their own sunscreen** (please refer to the Intimate Care Policy for cases of exceptional circumstances).
- Encourage your child to **wear longer sleeved shirts and longer shorts** when outdoors.
- **Provide a hat**, preferably one with a wide brim that shades the face and neck.
- **Ensure that your child has a water bottle in school.**

In school and nursery:

The sunscreen product will be stored in a location designated by the teacher.

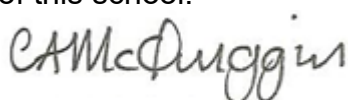
Teachers and support staff on outdoor duties or in charge of school outings will remind children to cover up in the sun and use sunscreen.

The school will remind parents of the sun safety policy from time to time, particularly around the start of the summer term.

This policy should be read alongside Telford and Wrekin Guidance below.

Headteacher Statement

The Headteacher of Lawley Primary has agreed the Sun Protection Policy. This is in line with the curriculum aims recommended by the LA, which were adapted and adopted by the Governors of this school.



Headteacher signature

Date 28th October 2025

(Review date – February 2026)



INTERNAL HEALTH AND SAFETY

GUIDANCE ON SUN PROTECTION

THE HAZARDS

Prolonged exposure to the sun which can lead to:

- sunburn
- skin cancers
- abnormal reactions to sunlight
- painful and irritated eyes
- cataracts

THE RISKS

- The main group of employees that are at risk are outdoor workers especially those that are involved in manual labour as they are more tempted to remove clothing to cool down.
- Employees with fairer skin are most at risk from sun burn.
- Certain medications, the use of wood preservatives, coal-tar and pitch products and contact with some plants can also make skin more sensitive to sunlight.

THE CONTROLS

Consider the controls in the following order:

1. Consider whether it is essential for the work to be carried out when conditions are hot, it may not be possible to avoid these altogether but some adjustment of the working day to avoid the times of highest sunlight intensity may be possible i.e. avoid

the 3-4 hours around midday. Alternative tasks that can be carried out in the shade should be programmed for these times.

2. Carry out work in the shade wherever possible and provide rest areas in the shade.

3. Provision of protective clothing that is loose fitting (but not so loose that it could get caught in machinery) and made from a lightweight closely woven fabric in the form of long-sleeved shirt and trousers. Clothing that has been provided in the interests of sun protection must be worn correctly and not modified (e.g. cutting off trousers to turn them into shorts.)

4. Wearing a hat, preferably a wide brimmed one that will shade the face, neck and ears is best. Caps and hard hats benefit from the addition of a hanging flap at the back to protect the neck especially if the work involves a lot of leaning forward.

5. Sunglasses will protect the eyes and reduce the likelihood of glare induced headaches. These should meet BS2724:1987 (This should be shown on the label) Sunglasses must not, however, be used as a substitute for eye protection where this has been shown to be necessary to control other risks.

6. Sunscreens can be useful additional protection especially for parts of the body that are difficult to shade from the sun. Sunscreens are more effective in protecting against sun burn than skin cancer. Any sunscreen provided for use at work must have a minimum sun protection factor (SPF) of 15 and be non- perfumed or otherwise proven to be dermatologically non-irritant.

Sunscreens must be applied liberally to achieve their advertised SPF which of course is an average figure, so the protection is better in periods of low sunlight intensity and worse in the middle of the day when the sunlight is at its most intense. They should be applied 15 minutes before starting outdoor work and reapplied every 2 hours. Sunscreens should not be used to prolong the time for which a worker is expected to work in strong sunlight nor as a substitute for protective clothing.

7. Provision of information, instruction and training.

Outdoor workers need to be informed of the risks to their health from sun exposure, the control measures that are to be used, how to implement these effectively and also their limitations.

They also need to know the early warning signs of skin cancers and to seek medical treatment as soon as possible. Things to watch for include:

- A small scabby spot that does not clear after a few weeks.
- Changed or newly formed moles
- Skin discolouration
- Growths on the face particularly around the nose and eyes or on the backs of hands.

The HSE produce a leaflet called "Keep your top on" which gives good advice for outdoor workers.

THE LAW

The Health and Safety at Work etc. Act 1974 requires that employers ensure, as far as is reasonably practical, the health, safety and welfare of employees, which for some employees will need to include sun protection.

The Management of Health and Safety at Work Regulations 1999 requires that risk assessments be carried out to identify the risks to health and safety to which employees are exposed whilst they are at work. Exposure to sun will be a risk that needs to be assessed for all outdoor workers. The purpose of the risk assessment is to identify what control measures are needed.

The council cannot charge the employee for anything that it is necessary to provide in the interests of health and safety to enable compliance with the law. If the risk assessment identifies, for example, that outdoor work must be carried out in direct sunlight then the provision of protective clothing, sunglasses and sunscreen will be the appropriate control measures. The expense of providing these must be borne by the council.

The Personal Protective Equipment Regulations 1992 state that personal protective equipment should only be provided as a last resort where other means of control do not adequately control the risk.

Employees have a duty to co-operate with the council in the interests of their own health and safety and to use properly anything provide for that purpose.

FURTHER ADVICE

If you need further advice on sun protection, contact the Internal Health and Safety team, H&S_helpdesk@telford.gov.uk

Letter to parents informing them about the school's approach to sun safety:

Dear Parents & Carers,

Sun Safety at School

Our school is concerned about protecting staff and pupils from sunburn and from skin damage that can be caused by the harmful ultraviolet rays in sunlight. Skin cancer is the most common form of cancer in the country. As sunburn and almost all skin cancers are caused by the sun, it is possible to prevent this happening. The school believes that by encouraging sun safe behaviour at school and teaching children about the risks of sunlight, we can prevent them burning and contribute towards preventing skin cancer.

The school would like your help and support in this matter. We will be encouraging children to avoid sunburn and overexposure to the sun by:

- **Seeking the shade, particularly during the middle of the day**
- **Wearing suitable hats**
- **Wearing clothing that protects the skin, particularly for outdoor activities and school study visits**
- **Using a high factor sunscreen (SPF 15+) that is effective against UVA and UVB**

Teachers and support staff on outdoor duties or in charge of school outings will remind children to cover up in the sun and use sunscreen.

You can help by encouraging your child to bring, and wear, a hat at school, particularly on sports days and school visits. Also, by encouraging your child to wear longer sleeved shirts and longer shorts when outdoors. The school will remind parents of the sun safety policy from time to time, particularly around the start of the summer term, sports days and outings.

Sunscreens provide added protection and may be useful when other measures are not available. Dermatologists recommend that a sunscreen with sun protection factor (SPF) of 15 or above that is effective against UVA and UVB will provide children in this country with adequate protection.

School encourages parents to apply sunscreen before pupils come to school and, if you wish, to provide sunscreen for reapplication in school as needed. If a pupil is to use sunscreen at school, parents are asked to:

1. Provide the sunscreen product for school use. The sunscreen must be:
 - Clearly marked with the child's name
 - Replenished by the parent as needed.
2. The sunscreen product will be stored in a location designated by the teacher.
3. The child must be able to apply their own sunscreen.

4. Parents are asked to apply sunscreen at home before the school day. Children will be encouraged to reapply before they go for lunch.

Please complete the permission form on ParentPay so that the school has a record of your support for the sun safety policy and your wishes with regards to sunscreen use by your child/ren. Please note that the school does not permit the use of aerosol sprays.

Yours Sincerely,

Carol McQuiggin
Head Teacher