# Little Acorns Montessori

Ascot | Bracknell | Crowthorne

# SUN SAFETY POLICY

## 1. Document Control

| Version | Date Approved | Review Date | Author / Role |
|---|---|---|---|
| 1.0 | June 2026 | June 2027 | Jonathan Duffy - Director |

*This policy must be reviewed annually, or following any significant change in legislation, staffing, or an incident related to sun safety. All staff must read and sign this policy upon induction and at every review.*

## 2. Key Contacts

| Role | Name | Campus |
|---|---|---|
| Designated Officer / Nominated Individual | Jonathan Duffy | All Campuses |
| Designated Safeguarding Lead (DSL) | Elaine Eastham (Manager) | Ascot Campus |
| Designated Safeguarding Lead (DSL) | Agata Payne (Manager) | Bracknell Campus |
| Designated Safeguarding Lead (DSL) | Emma Gray (Manager) | Crowthorne Campus |
| Deputy Designated Safeguarding Lead (DDSL) | Jessica McGrath/Katy Cooley (Deputy Manager) | Ascot Campus |
| Deputy Designated Safeguarding Lead (DDSL) | Joanne Broughton (Deputy Manager) | Bracknell Campus |
| Deputy Designated Safeguarding Lead (DDSL) | Martine Loveridge (Deputy Manager) | Crowthorne Campus |
| Deputy Designated Safeguarding Lead (DDSL) | Kira King | Crowthorne Campus (in the absence of Emma and Martine) |
| Manager on Duty | As rostered | All Campuses |

## 3. Policy Statement

Little Acorns Montessori is committed to the health, safety, and wellbeing of every child in our care. This policy sets out the measures we take to protect children and staff from the harmful effects of ultraviolet (UV) radiation during outdoor play and activities.

We recognise that overexposure to UV radiation in early childhood significantly increases the lifetime risk of skin cancer. We also recognise our responsibility under the Early Years Foundation Stage (EYFS) Statutory Framework 2025 to promote the good health of all children attending the setting.

This policy applies to all children from birth to 5 years across our Ascot, Bracknell, and Crowthorne sites, and to all staff, volunteers, and students.

# 4. Statutory and Legislative Framework

This policy fulfils obligations under the following legislation and guidance:

- EYFS Statutory Framework 2025 (DfE) – Section 3, Safeguarding and Welfare Requirements: Providers must promote the good health, including the oral health, of children attending the setting. Providers must also take necessary steps to keep children safe and well.
- Childcare Act 2006 – Section 39(1)(b): The safeguarding and welfare requirements of the EYFS are given legal force by Regulations made under this Act.
- Health and Safety at Work etc. Act 1974: Places a duty on employers to ensure, so far as reasonably practicable, the health, safety, and welfare of employees. This extends to children in the setting's care.
- Management of Health and Safety at Work Regulations 1999: Requires providers to carry out risk assessments and put appropriate control measures in place, including for outdoor sun exposure.
- Working Together to Safeguard Children 2026 (HM Government): Settings must take all reasonable steps to promote the welfare of children, which includes physical health and protection from environmental harm.
- NHS Sun Safety Guidance: Sunscreen of at least SPF30 with UVA and UVB protection should be applied before sun exposure and reapplied every two hours. The sun is strongest in the UK between 11am and 3pm, from March to October.
- Cancer Research UK / WHO UV Index Guidance: Sun protection measures should be considered whenever the UV index forecast reaches 3 (moderate) or above. This applies year-round, including on cold or cloudy days, as UV radiation can cause skin damage without perceptible heat. Staff should check the UV index daily via the Met Office app or website and initiate sun protection measures whenever the UV index is 3 or above.

# 5. Scope

This policy applies to:

- All children from birth to 5 years attending Little Acorns Montessori at any of our three sites. Note: in line with NHS guidance, sunscreen is not recommended for babies under 6 months. For any child under 6 months, sun protection must be achieved through shade and appropriate clothing only; parents must be informed of this in writing at enrolment.
- All staff members, including full-time, part-time, and bank staff.
- Students on placement and volunteers.
- All outdoor spaces managed by or associated with the setting.

# 6. Roles and Responsibilities

## 6.1 The Nursery Manager must:

- Ensure this policy is implemented, reviewed annually, and updated following any relevant change in legislation or guidance.
- Carry out, or delegate, a seasonal sun safety risk assessment for all outdoor areas at the start of each spring/summer season (March onwards).
- Ensure sufficient stocks of sun safety resources are maintained (e.g. sunscreen, shade structures, water).
- Ensure all staff receive appropriate sun safety training as part of induction and ongoing professional development.
- Communicate this policy clearly to parents and guardians via the nursery prospectus, welcome pack, and seasonal reminders.
- Ensure sun safety considerations are incorporated into daily planning and risk assessments.

## 6.2 All Staff must:

- Read, understand, and comply with this policy at all times.
- Act as positive role models by seeking shade, wearing appropriate clothing, and applying sunscreen themselves.
- Apply sunscreen to children during extra childcare sessions only, in accordance with Section 9 of this policy, and only with written parental permission.
- Check that children are wearing sun hats and appropriate clothing before outdoor play in warm or sunny conditions.
- Monitor children during outdoor play and bring them indoors or into shade if they show signs of overheating or sunburn.
- Accurately document all sunscreen applications in the setting's Sun Cream Application Record (see Section 10).
- Encourage children to drink water regularly during outdoor play in warm weather.
- Limit children's exposure to direct sunlight between 11am and 3pm whenever the UV index is forecast at 3 or above, and restrict outdoor access during the peak UV period in line with the daily UV index check.

### 6.3 Parents and Guardians must:

- Ensure their child arrives at nursery with sunscreen already applied to all exposed areas of skin on warm and sunny days.
- Provide their child with a clearly labelled, filled water bottle daily. Staff will replenish this throughout the day.
- Provide their child with a suitable, wide-brimmed sun hat.
- Dress their child in loose-fitting, long-sleeved clothing made from UV-protective fabric where possible.
- Provide written permission for staff to apply sunscreen to their child during extended childcare sessions (see Appendix A: Parental Permission Form).
- Inform the nursery of any known allergies or skin sensitivities relevant to sunscreen products.
- Note: nut-based sunscreen products are not permitted into the setting due to the risk of allergic reaction.

## 7. Protection Measures

### 7.1 Shade

- The nursery playground is equipped with shade from the school building, fixed canopies, outdoor shelters, gazebos, trees, and temporary den canopies. These are in place and checked before outdoor sessions.
- Children will be actively encouraged to use shaded areas during outdoor play, particularly during the peak UV period (11am–3pm).
- When the UV index is forecast at 8 or above (very high), or where the Manager on Duty assesses conditions as posing an unacceptable risk, access to outdoor areas between 11am and 3pm will be restricted. Children will be provided with engaging indoor activities during this time. Reference should also be made to the setting's Extreme Weather Policy for additional guidance in these circumstances.
- Staff will refer to the UV Index forecast daily (available via the Met Office) and adjust outdoor activities accordingly.

### 7.2 Clothing

- Parents must ensure children arrive at nursery wearing or carrying appropriate sun-protective clothing during warm and sunny weather, including a wide-brimmed hat.
- Children will be encouraged to keep hats on during outdoor play. Spare hats are kept in the setting for emergency use.
- Children without appropriate hats or clothing during high UV conditions may be kept in shaded areas or indoors until suitable protection is in place.
- Staff should wear appropriate sun-protective clothing as a positive role model.

### 7.3 Sunscreen

- Parents must apply sunscreen to their child's exposed skin before arriving at nursery on warm and sunny days. Sunscreen should be applied at least 15–30 minutes before the child is due to be outdoors, in line with NHS guidance.
- Nursery staff will reapply sunscreen to children during extended childcare sessions, with parental permission, every two hours in accordance with NHS guidelines, and immediately if sunscreen has been washed off, rubbed off, or if the child has been involved in water play or has visibly sweated, regardless of how recently sunscreen was last applied.
- Sunscreen used must be a minimum of SPF 30 with at least four-star UVA protection; however, the setting recommends and encourages parents to use SPF 50 or above for children, in line with current NHS and Cancer Research UK guidance for young and sensitive skin. Products should display the UVA circle symbol, indicating they meet the EU standard for UVA protection.
- Nut-based sunscreen products are not permitted into the setting. Staff will refuse to apply any product suspected of containing nut-derived ingredients.
- Where a child has a known allergy or skin sensitivity, parents must provide a medically approved alternative product and notify staff in writing.
- All sunscreen applications carried out by staff must be recorded in the Sun Cream Application Record (see Section 10). A second member of staff must be present during application as a safeguarding measure.
- Sunscreen products held as spare stock at the setting must be checked at the start of each season and discarded if past their expiry date or period-after-opening date (usually indicated on the bottle by the open-lid symbol). Staff must not use out-of-date products on children.

### 7.4 Drinking Water

- All children must arrive at nursery each day with a filled, clearly labelled personal water bottle. This supports practitioners in encouraging children to increase their fluid intake during warm weather.
- Staff will replenish children's water bottles throughout the day as required, using fresh cold water.
- Additional cups of water are available at all times in outdoor areas during warm weather.
- Staff will actively encourage children to drink water regularly during outdoor play and at all snack and mealtimes.
- Signs of dehydration (e.g. dry lips, lethargy, dark urine) will be treated promptly and parents notified.

## 8. Education and Awareness

- Staff will incorporate age-appropriate sun safety education into the curriculum and daily routines throughout the spring and summer terms. This supports the EYFS Prime Area of Physical Development and Understanding the World.
- Children will be supported to understand why sun safety matters through stories, songs, activities, and positive modelling by staff.
- Sun safety will be a standing agenda item at the spring and summer term staff meetings.
- Seasonal sun safety reminders will be shared with parents via the setting's communication channels (e.g. newsletter, noticeboard, app).

## 9. Partnership with Parents

- Sun safety will be promoted in partnership with parents, guardians, and the wider community.
- Parents will be notified of this policy at the point of enrolment and at each annual review.
- Parental written permission for staff to apply sunscreen during extended sessions must be obtained before any application takes place. Permission forms are held in the child's individual file.
- The setting will share relevant NHS and Cancer Research UK guidance with parents to support consistent practice at home.
- Staff will act as positive role models and set a good example by seeking shade, wearing appropriate clothing, and applying sunscreen whenever possible.

# 10. Reporting and Recording

## 10.1 Sun Cream Application Record

Each time a member of staff applies sunscreen to a child, the following must be recorded in the Sun Cream Application Record (held in the child's key person folder and in the central daily records file):

- Date and time of application.
- Child's name and room/group.
- Name of sunscreen product and SPF used.
- Areas of skin to which sunscreen was applied.
- Name of the member of staff who applied the sunscreen.
- Name of the second member of staff present as a safeguarding witness.
- Any observations (e.g. child's skin reaction, refusal to have sunscreen applied).

Records are stored securely in the child's individual file and retained for a minimum of three years in line with the setting's record-keeping policy.

## 10.2 Incident and Concern Recording

- If a child shows signs of sunburn, heat exhaustion, or dehydration, this must be recorded as a health incident using the setting's existing Accident/Incident Record Form.
- Parents must be informed of any such incident on the same day, with a copy of the record provided to them.
- If sunburn or heat-related illness is considered serious, staff must contact the DSL and follow the setting's safeguarding procedures. Emergency services must be called if there is any concern for the child's immediate health.
- All incidents are reviewed by the Manager at the next available opportunity and used to inform future risk assessments and practice.

# 11. Risk Assessment

- A sun safety risk assessment for all outdoor areas must be completed at the start of each spring/summer season (March) and reviewed monthly throughout the season, and additionally whenever the UV index is forecast to reach 3 or above in periods outside the typical season.
- The risk assessment must identify: level of shade available in each outdoor area; condition of shade structures; availability of water; UV exposure risks specific to the site; and any individual needs of children or staff.
- Risk assessments are signed by the Manager and stored in the Health and Safety folder at each site.
- Staff must carry out a daily visual check of outdoor areas in warm weather before allowing children outside.

# 12. Monitoring and Review

This policy will be:

- Reviewed annually by the Manager, or earlier if there is a relevant change in legislation, guidance, or following a sun-related incident.
- Shared with all staff at each review, with staff signatures confirming they have read and understood the updated policy.
- Made available to parents and guardians on request and displayed in the setting's policy folder.
- Subject to monitoring by the DSL and Manager to ensure consistent implementation across all three sites.

# 13. Related Policies and Documents

- Safeguarding and Child Protection Policy
- Health and Safety Policy

- Administering Medication Policy
- Risk Assessment Policy
- Accident and Incident Recording Procedure
- Outings and Outdoor Play Policy
- Complaints Policy
- Extreme Weather Policy

## 14. Policy Sign Off

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| **Policy Author** | Jonathan Duffy |

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| **Date** | June 2026 |