



SUN SAFETY POLICY

Policy title	Sun Safety
Issue date	March 2026
Review date	March 2028
Author	Karen Double
Agreed by	Board of trustees

Sun safety policy

Aim:

The aim of this policy is to ensure that all attendees and staff present at any session delivered by LEAPS Suffolk, remain safe from the ultraviolet radiation from the sun.

During the summer months, parents/carers can help with sun safety by:

- Ensuring the attendee is appropriately dressed in cool clothes
- Providing a hat, ideally one with a brim
- Ensuring that sun cream is applied before the attendee arrives at any session. Sun cream should be at least factor 40+ where possible and should have at least a 4-star UVA protection.
- Letting a member of the team know when the attendee arrives if they have not had sun cream applied
- Bringing a bottle of sun cream (labelled with attendee's name) to the session to be reapplied later in the day
- Provide sun cream that is no more than two years old
- Ensuring they have signed the consent form allowing staff to help apply sun cream (staff cannot apply cream without this form as this is deemed as a form of medication)
- Allowing staff to apply the setting sun cream (Nivea factor 50) if the parent forgets to bring one to the club. It is your responsibility to notify us if the attendee has an allergy or is sensitive to certain creams

LEAPS Suffolk staff will try to ensure everyone's safety by

- Not being outside in the sun's rays between 11am and 3pm
- Where the above is not possible, staff will find shaded areas for everyone and minimize time outside
- Offer drinks throughout the session and monitor that all attendees are drinking fluids to prevent dehydration
- Provide areas of shade and allow an attendee to go indoors if they choose
- Help re apply sun cream to the face, arms and neck if necessary. All staff should encourage attendees to be independent when applying sun cream. Staff are not permitted to apply sun cream to an attendee's legs and chest area as this presents as a safeguarding risk to both the attendee and the staff member
- Reminding everyone to wear a hat when outside
- Staff will take every opportunity to educate everyone about the dangers of the sun and how to protect themselves.
- Staff will remain vigilant to the effects of the sun and the signs and symptoms of heat exhaustion and heat stroke. Heat stroke is very dangerous and if this is suspected it is essential to: move the attendee to a cool place, wrap them in a cool wet sheet/towel or sponge them

down. Call 999 and monitor the casualty until help arrives. If an attendee loses consciousness, then place in the recovery position and monitor.

Please be advised, that if you have not given permission for us to help apply cream at the club, then the attendee will not be permitted to go outside.

Staff and volunteers at the club can remain safe by:

- Ensuring they wear suitable clothing for the environment and temperature
- Drinking plenty of fluids
- Alert other staff if they are feeling unwell
- Do not stay in the sun too long
- Remain observant to their team members as someone may not recognise they feel unwell.
- Apply sunscreen before working a session and reapply as necessary