



## Standard Operating Procedure

### DCS MOD Schools Early Years Setting

#### Standard Operating Procedure (SOP): Sun Exposure/Hot Weather/Hydration of Children

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Review annually or if any changes are made to support practice.

#### 1. Purpose

To ensure staff, children and visitors are protected from sun exposure and we want all children and staff to enjoy spending their time outside safely without the risk of the harmful effects of the sun.

These guidelines have been produced to protect children and adults from the harmful effects of the sun, and to encourage and educate children to recognise the long-term effects of exposure to the sun.

To prevent dehydration of staff, children and visitors whilst at the setting.

#### 2. Scope

Parents of children will be asked to apply an SPF 30+ (or higher factor if more suitable for your child) broad-spectrum water-resistant sunscreen and apply it to children's exposed skin *prior* to coming to setting and will provide a bottle of sunscreen cream/lotion to keep in their child's tray that the child will be supported to reapply when necessary.

- Monitor outside and inside temperatures  
[As well as local equivalent meteorological reports per area.](#)
- Ensure children AND staff are wearing sun hats.
- Reapply sun cream (SPF 30 or above)
- Monitor activities – light activities appropriate during extreme hot weather
- Children and staff encouraged to drink little and often throughout the day.
- Fresh drinking water to be always available
- Children and staff to move to shaded areas wherever possible
- Settings will have a system in place to enquire if sun cream must reapply daily.
- If parents do not wish for sun-cream to be applied on their child, they must provide an appropriate reason in writing to the setting manager. (E.g., skin irritation.) Other precautions must be put in place to protect the child from sun exposure.

#### 3. Responsible Persons



All staff are responsible for the safety of children, visitors and colleagues. All staff are also responsible to ensure they are staying sun safe, by ensuring they are also following the guidelines that include maintaining hydration, appropriate sunscreen protection and appropriate clothing such as wearing of sunhats – to model to children but also to protect themselves from long term effects.

- Only practitioners that hold a DBS should apply sun cream to the children

#### **4. Responsibilities**

- Management Team to check temperatures daily and record on daily risk assessment
- All staff to be alert for signs of heat exhaustion, dehydration.
- Mild signs include: headache, fatigue.
- Serious signs are: confusion, odd behaviour, loss of control, collapse or coma.  
Anyone showing mild signs should move to a cool, quiet place and hydrated.
- Anyone displaying severe symptoms should be taken to A & E immediately.