



Lochgoilhead Primary School and ELC

Sun Protection Policy

This policy was adopted at:

Lochgoilhead Primary School and ELC

On Monday 20th October 2025

Signed: Louise Blair Designation: Head Teacher

Articles of the UNCRC (the UN Convention on the Rights of the Child)



Article 3 Best interests of the child

Article 14 Health food, water and the environment

Health and Care Standards (Health and Social Care Standards - My support, my life.)

1.19 My care and support meet my needs and is right for me.

4.11 I experience high quality care and support based on relevant evidence, guidance and best practice.

4.14 My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.

Statement of Purpose

It is important that all members of staff have a clear understanding of their role ensuring the safety of all children in their care within Lochgoilhead ELC and Primary settings. Safe practices are vital to eradicate the risk of children being lost whilst in the care of our staff.

All children need special care when they are in the sun. We want to ensure that we are protected against all weathers when outdoors. Children in our ELC especially may not be aware of how the sun can damage their skin. It is crucial that we take precautions for them. Staff must ensure children get the sun protection they need. Getting burnt as a child leads to greater risk of skin cancer in later life but we know with the correct sun protection sun damage can be avoided.

This guidance is also relevant when children are within our setting and out with our setting whilst on trips or outings.

Throughout this guidance the term **parents** is used to include all main caregivers.

Staff responsibilities

Staff should ensure children feel safe and secure throughout day. Staff will ensure they protect children whilst in ELC /Primary settings.

Staff are aware that the hottest part of the day is between 11am and 3pm. Staff will use their judgement about how long their class will be in the sun making the best decisions they have with the information available providing times throughout the day when children are in the shade. They will make use of trees, outdoor classroom or other shaded areas when needed.

Staff must share with parents/carers if a child has been sun burned whilst in ELC or Primary settings. They must get permission from parents/carers if they need to take further steps and ask them to bring in after sun lotions which might soothe sun burn.

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

Sun Protection Procedures in Lochgoilhead ELC

Staff will remind children the importance of keeping children and themselves safe in the sun.

Staff will apply sun cream with permission from parents/carers to children in the ELC.

There is a sun shade for the children in the ELC outdoors providing protection for all children and staff.

If a child is severely sunburnt, a PERS100 must be completed in conjunction with staff's knowledge of when and where this happened. A PERS100 should be-mailed to Argyll and Bute Health and Safety by the Head Teacher.

The incident needs to be reported to the Care Inspectorate within 24 hours through e-forms notifications. All details should be clearly shared through this report.

There must be a clear action plan of how to prevent a reoccurrence of this incident.

The Head Teacher must contact parents and carers explaining how this incident occurred and how it has been reported.

Sun Protection Procedures Lochgoilhead Primary

Staff will remind children the importance of keeping children and themselves safe in the sun.

In the Primary settings, staff will remind children to apply sun cream, ask children to be in the shade if unprotected and it is clear they are being burned by the sun, call home for sun cream to be brought in or kept in school.

There is the outdoor classroom which provide shade from the sun for children and staff.

If a child is severely sunburnt, a PERS100 must be completed in conjunction with staff's knowledge of when and where this happened. A PERS100 should be-mailed to Argyll and Bute Health and Safety by the Head Teacher.

The Head Teacher must contact parents and carers explaining how this incident occurred and how it has been reported.

There must be a clear action plan of how to prevent a reoccurrence of this incident.

Parental responsibilities

All parents are informed to pack sun cream for their child or apply sun cream to their child at the start of the day in Lochgoilhead ELC and Primary settings.

In Lochgoilhead ELC parent/carer permission is gained for staff to apply sun cream later in the day or at time when staff feel their child needs sun cream to ensure protection from the sun if they have forgotten or if their child's sun cream needs topped up during the day.

In Lochgoilhead ELC and Primary, parents/carers can provide sunglasses (ideally with UV filters) and sun hats for their child in Lochgoilhead ELC or Primary settings should they wish their child to have this protection from the sun.

Monitoring of this Policy

It will be the responsibility of Louise Blair (Head Teacher) to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. Staff have the responsibility to know and implement the policy within their practice. Parents and carers will be made aware of this policy through the parents' handbook and the enrolment procedure.

The policy will be reviewed annually to ensure that all records are relevant and up to date.

Sun Protection Procedures

The children's safety is paramount within the setting. Staff member must inform the Head Teacher immediately. Staff member will detail specifically when and where this child was last seen.

- Other staff members to be informed in case they have seen the missing child.
- Immediate notification to the Police should be made once a thorough initial search of the setting has been made, and attempts have been made to ascertain whether a family member may have collected the child, or whether the child has made their own way home.
- Head Teacher (and designated staff) will be involved in coordinating the search which will include all areas within the setting and the immediate surrounding area.
- Notify the child's parents immediately ensuring they know when and where the child is and establish, they are safe and with an adult.
- This incident must be recorded as an incident and reported to the Care Inspectorate as soon as possible if this is a child in the ELC.
- A PERS100 record of any incident must be made in the ELC or School incident book and where police have been contacted the manager should also inform the Care Inspectorate Officer for the setting, if it is a registered day care service. The incident needs to be reported to the Care Inspectorate within 24 hours through e-forms notifications. All details should be clearly shared through this report.
- Staff members will be asked to detail the information they know which led up to the incident and during this incident. All information should be included in the PERS100 above.