

Sun Safety Policy

Policy Statement

Time Childcare and **Xtratime** are committed to ensuring all children and staff enjoy the outdoors safely. Delicate young skin is easily damaged by UV rays. We work in partnership with parents and carers to manage sun exposure through education, physical protection, and hydration.

1. Education & Role Modelling

- **Children:** At the start of the spring/summer terms, children will participate in age-appropriate activities and discussions regarding sun protection and risks.
- **Staff:** All staff to be aware of UV risks. Staff must act as positive role models by wearing sunhats, seeking shade, and applying their own sunscreen when outdoors.
- **Parents:** Parents and carers are required to read and adhere to this policy upon enrollment and during annual policy updates.

2. Shade & Timetabling

- **Peak Hours:** Between **March and October**, outdoor garden play will be heavily restricted between the peak UV hours of **11am and 3pm**.
- **Shade Management:** Staff will actively direct children to shaded areas under trees, gazebos, and parasols during high-UV days.
- **Extreme Heat:** During Amber or Red Heat-Health Alerts, outdoor time will be minimized or suspended entirely. Air-conditioned indoor play is always accessible.

3. Clothing & Eye Protection

- **Mandatory Hats:** From **April onwards**, ALL children must wear a sunhat during outdoor play. We strongly advocate for **wide-brimmed, bucket, or legionnaire-style hats** that protect the face, ears, and neck.
- **Spare Supplies:** Parents must provide a clearly named sunhat. The setting maintains a supply of spare clean hats for children who forget theirs.
- **Sun-Safe Clothing:** Parents are advised to dress children in loose, close-weave,

lightweight clothing that covers the shoulders (e.g., t-shirts rather than vests).

4. Sunscreen Application & Consent

- **Morning Application:** From April onwards, if sunny or bright weather is forecast, parents **MUST** apply a minimum SPF 30 sunscreen (with a 4 or 5-star UVA rating) to their child **BEFORE** arriving at the setting.
- **Time Childcare Provision:** The setting provides a known, high-quality, sensitive-skin brand of sunscreen with a **minimum SPF 50 and a 5-star UVA rating**.
- **Application Frequency:** Staff will re-apply this sunscreen to all preschool children **every 2 hours** while outdoors, focusing on the face, ears, neck, arms, and legs. Application times will be logged in a central setting record on the register.
- **Allergies & Home Sunscreen:** If a child has known skin allergies or sensitivities, parents must provide their own branded, clearly labelled sunscreen in their bag. This will be stored securely by staff and used exclusively for that child.
- **Written Permission:** No sunscreen supplied by the setting or the parent will be applied without permission granted on the registration form.
- **Xtratime Children:** School-aged Xtratime children must carry named sunscreen in their school bags. Staff will actively supervise, prompt, and assist these children in applying it before any outdoor sessions.

5. Drinking Water & Hydration

- **Personal Bottles:** ALL children must bring a clearly named water bottle filled with fresh water daily.
- **Monitoring Intake:** Staff will monitor fluid intake, top up bottles using our onsite water cooler, and mandate structured drink breaks during extreme weather conditions.
- **Continuous Access:** Fresh drinking water is freely accessible to all children in both indoor and outdoor environments throughout the operational day.

Staff Sun Safety Checklist

- **Check the UV Index:** Look up the current UV rating. If it is **3 or higher**, all sun safety protocols below must be active.
- **The 11am – 3pm Window:** Ensure outdoor play is heavily restricted or shifted to full shade during these peak hours.

- **The "No Hat, Shade Play" Rule:** Verify every child has a wide-brimmed or legionnaire hat on. If they have no hat, they must play under the gazebo or trees.
- **Sunscreen Verification:** Check the application log. Has every preschool child had sunscreen applied within the last 2 hours?
- **Hydration Stations:** Ensure the outdoor water station is stocked with cups and all personal water bottles are brought outside into the shade.
- **Staff Role Modelling:** Are you wearing your own sunhat, sunglasses, and sunscreen? Model the behavior for the children.
- **Shade Check:** Ensure parasols are up and gazebos are securely anchored before children enter the garden space.

Water Play & Paddling Pool Safety Guidelines

1. Constant Visual Supervision

- **Zero Distractions:** Staff must maintain **100% uninterrupted visual supervision** whenever water play or paddling pools are in use.
- **No Mobile Phones:** Staff supervising water play are strictly prohibited from checking work or personal devices, smartwatches, or smart glasses.
- **Proximity:** At least one designated staff member must remain within arm's reach of any open water source at all times.

2. Paddling Pool Safety Protocols

- **Fill Levels:** Paddling pools must only be filled to a maximum depth of **10cm (4 inches)** to eliminate the risk of accidental drowning.
- **Fresh Water Only:** Pools must be filled with fresh tap water immediately before use. Never use water that has been left standing out overnight.
- **Empty and Sanitise:** Paddling pools must be completely emptied, cleaned with antibacterial spray, flipped upside down, and stored away securely at the end of **every single session**.
- **No Standing Water:** Water must never be left unattended in a pool during lunch breaks or staff handovers.

3. Hygiene & Contamination Control

- **Hand Washing:** All children must wash their hands thoroughly before entering or playing in water trays and pools.
- **Open Wounds:** Children with open cuts, sores, or infectious skin conditions must

not participate in communal water play.

- **Toileting Accidents:** If a child has a toileting accident in or near the water play area, the pool or tray must be drained instantly, sanitized, and closed for the remainder of the day.

4. Sun & Heat Management in Water

- **Water Reflection:** Water reflects and intensifies UV rays. Staff must be extra vigilant with sunscreen application before water play.
- **Waterproof Sunscreen:** Ensure the sunscreen used is water-resistant. If children spend prolonged periods splashing, sunscreen must be reapplied immediately once they dry off.
- **Shade Placement:** All water trays, water walls, and paddling pools must be positioned **entirely under shaded areas** (such as trees or gazebos) to prevent children from sitting in direct midday sun.
- **Slip Hazards:** Water splashing onto decking or tiles creates a major slip risk. Staff must position rubber safety mats around water zones and actively remind children to walk.

Next Review Date: 17th March 2027