



Policy Directive and Guidelines

SUN SAFE

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Document Status

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Summary of Changes¹ from Previous Versions

Version no/Date	Change	Comment	Section/ Page
2.3	Reworded sections throughout policy following advice from Public Health		All
	Updated statistics relating to melanoma skin cancer		1.1
	Added heat exhaustion and heat stroke as potential risks		All
	Reorganised policy around topics of Protection, Education and Collaboration		All
	Updated and added to Linked Documents list		1.7
	Additional information relating to people with darker skin tones		2.2.2
	Added detail on educating staff and learners on sun safety		3.0
	Added section on external agencies and commissioned services		4.2
	Updated appendix to apply to all settings	Formerly a checklist just for primary schools	Appendix

¹ Material changes only. Minor changes (such as to punctuation, grammar, etc.) will not be listed

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1.0 Introduction

1.1 Policy Statement

Melanoma skin cancer is the fifth most common cancer in the UK, and almost nine out of every ten cases could be prevented by staying safe in the sun. In Guernsey, both malignant and non-malignant melanoma rates are higher than the UK, and it is one of the most common cancers in those aged under 40 years.

Results from the 2023 Guernsey Wellbeing Survey show a worrying trend in younger age groups in relation to sun safety. Nearly a third of 16 to 24 year-olds used no regular sun protection, and nearly three-quarters of this age group had experienced sunburn in the last year (an increase on previous years' surveys). In addition, the survey showed that awareness of signs of skin cancer had reduced since the 2018 survey and awareness was lowest in the same groups who most often take no regular sun protection measures.

In this context, education settings and services have two important roles to play. Firstly, they have a responsibility to help ensure that learners, staff and volunteers are protected from over-exposure to UV rays from the sun and have a role in modelling and instilling sun safe behaviours which all will adopt routinely. Secondly, they should educate learners about sun safety and how to recognise the signs of skin cancer.

In addition, sun exposure can lead to heat exhaustion and heatstroke. Education settings and services should take precautions to prevent this. They should ensure staff, volunteers and learners are able to spot the signs and symptoms of heat exhaustion and heatstroke and are aware of the steps to follow to treat someone who is experiencing them.

This policy has been updated following advice from Public Health and complies with current NHS guidance. Settings and services can seek further advice on issues relating to sun awareness from Public Health.

1.2 Policy Objectives

PROTECTION:

- To require education settings and services to provide a sun-safe environment for learners, staff and volunteers
- To require education settings and services to allow and encourage sun-safe measures for learners, staff and volunteers such as sun hat, sunscreen and sunglasses

EDUCATION:

- To include sun safety as part of the curriculum, including measures learners can take to protect themselves from the sun and how to recognise signs and symptoms of skin cancer, heat exhaustion and heat stroke

COLLABORATION:

- To require education settings and services to collaborate with parents/carers and the wider community to reinforce awareness about sun safety and promote a healthy, sun-safe environment

1.3 Policy Application

The policy applies as follows, together with any additional related procedures specific to the establishment:

- Across all phases at all States of Guernsey education settings, including post-16 provision
- On-site during the teaching day as published by each education setting
- To the management and practice for off-site educational visits and residential events
- To setting- or service-sponsored education-focussed events held at the education setting or service and elsewhere

Early years settings in Guernsey should ensure that they have their own sun safe policies in place, which they may wish to base on this policy.

Throughout this policy directive, 'Headteacher' refers to Heads of Service, Secondary School Principals and TGI College Principal.

1.4 Accountabilities

Headteachers are accountable for:

- Ensuring the provision of a sun-safe environment
- Allowing and encouraging sun-safe measures such as hats, sunglasses and sunscreen to be taken by staff, volunteers and learners
- The sun safety curriculum in their setting

1.5 Responsibilities

- The implementation of this policy directive is the responsibility of the Headteacher who will consider all aspects of sun safety within the educational setting
- All staff and volunteers are responsible for compliance with this policy and are therefore expected to remind learners to put on hats, wear appropriate clothing and use sun cream. Staff and volunteers should set a good example by using sunscreen, appropriate headwear, and sunglasses when in the sun
- The setting will provide access to shade within their sites

1.6 Education Strategy Alignment

Equity, safety and inclusivity

- Embedding whole-setting cultures and practices which promote inclusivity, challenge inequity, support health and well-being for all and remove barriers to personal ambition

- Ensuring that the protective measures in place to safeguard and keep learners safe are of the highest standard in all settings and services

1.7 Linked Documents

Sun safe resources are available from:

- [Sunscreen and sun safety - NHS](#)
- [Heat exhaustion and heatstroke - NHS](#)
- [OEAP National Guidance for Outdoor Learning](#)
- [Skcin](#)
- [Sun Safe Schools](#)
- [Cancer Research](#)
- [Skin Health Info](#) – Sun Awareness
- [Teenage Cancer Trust](#)
- [Melanoma Fund](#)
- [Skin Health Info](#) – Advice for Skin of Colour
- [2017.12.19 Emergency Action Plan.docx](#) (accessible by education accounts only)

2.0 Protection

2.1 Health and Safety

Risk management for activities taking place partly or completely outside between mid-March and early October should include consideration of sun safety.

Learners should wear minimum sun protection factor 30 for all outdoor activities lasting more than 30 minutes between mid-March and early October*. Any staff or volunteers involved in these activities should model good practice by applying their own sunscreen at these times and by wearing appropriate hats, sunglasses and clothing.

Learners should also apply sunscreen on visits where they are outside between mid-March and early October*, and they should be reminded to bring a wide brimmed hat, sunglasses and sunscreen minimum SPF of 30 or above. Where learners refuse to take precautions such as use of sunscreen or other protection, the setting's behaviour policy should be followed.

Portable shade such as umbrellas, tents and shelters can be useful measures to provide shade on visits where no fixed shade is provided.

* Except in cases where an exception has been agreed with parents and alternative protection has been put in place

2.2 Guidance for Sun Safety: Learning Outside and On Visits

2.2.1 Primary Aim: Minimise Exposure

Avoid over-exposure to the sun and cover up when exposure is necessary. Where possible, keep out of prolonged direct sunlight between 11am and 3pm. Take the shaded option whenever there is an opportunity to do so.

Staff must consider (in their risk assessments and dynamically) the weather as a fundamental part of their planning (see section 2.1). They should consider how the environment might impact the conditions (e.g. sunlight reflected off the sea). For coastal locations and smaller islands in particular, the wind may exacerbate the effects of direct sunlight.

2.2.2 Secondary Aim: Protect

Sun protection is offered by applying sunscreen, wearing protective clothing, hats and sunglasses, and by hydrating. No sunscreen can offer 100% protection. They should be used to provide additional protection from the sun, not as an alternative to clothing and shade.

Sunscreen

A high sun protection factor (SPF) sunscreen of at least 30 should be used. Look for the UVA circle logo and choose a sunscreen with 5 UVA stars as well as a high SPF, like this:



Appropriate sunscreen (for example, waterproof) should be applied to exposed areas of skin, especially the head (including ears and balding scalp) neck, central chest, backs of hands, forearms and legs, following the application instructions on the bottle. In cases where the learner cannot apply their own sunscreen, DBS-checked staff and volunteers can apply it to non-sensitive areas when in the company of other staff or volunteers or can oversee buddy pairs of learners applying sunscreen to each other and thereby learning how to protect themselves and others from harmful sun rays.

For people of colour, particularly those with black or dark brown skin tones, routine sun protection is rarely necessary in the UK. However, there are exceptions to this; for example, sun protection is important if the person has a skin condition, such as photosensitivity, vitiligo or lupus, or if they have a high risk of skin cancer, especially if they are taking immunosuppressive treatments (including organ transplant recipients) or if they are genetically pre-disposed to skin cancer. When the UV index is very high people of colour should follow the sun protection advice given in this policy.

Protective Clothing

Wear tightly woven clothing that blocks out light. Some clothes have Ultraviolet Protection Factor (UPF) ratings, including swimwear. Protective clothing usually has UPF of around 25–30. There is a basic test for non-rated clothing: place your hand between a single layer of the clothing and the light source. If you can see your hand through the fabric, the garment offers little protection.

Hats

A wide brimmed hat, bucket hat or legionnaire-style hat (not a baseball cap) is ideal because it protects the neck, ears, eyes, nose and scalp. Hats must pose no danger to the wearer or other participants in terms of the quality of the items and the nature of the activity.

Sunglasses

Sunglasses do not have to be expensive, but they should block 99 to 100% of UVA and UVB radiation.

3.0 Education

3.1 The Curriculum

Teaching about sun safety and how to spot signs of melanoma should be incorporated into relevant lessons at an appropriate developmental level (for example, science, PSHE, vocational GCSEs, tutor time, topic work and PE). It should also form part of whole setting activities such as group meetings or briefings and assemblies.

Learners' understanding of sun safety and the symptoms of melanoma should be checked regularly (for example, it could form part of a learner survey each year).

In addition, learners should be taught the signs and symptoms of heatstroke and heat exhaustion (at an appropriate developmental level), and appropriate action to take if they spot them.

3.2 Continuing Professional Development

The setting or service's expectations of sun safety should be fully explained to new members of staff or volunteers during their induction period. In addition, all staff and volunteers should be aware of the signs and symptoms of heat exhaustion and heatstroke and of what to do if they spot them.

The OEAP National Guidance for Outdoor Educators (see section 1.7) includes a link to online training provided by the Melanoma Fund. Staff and volunteers who take learners outside regularly may wish to undertake this training.

4.0 Collaboration

4.1 Working in Partnership with Parents/Carers

Settings and services should promote the sun safety measures that they take to parents/carers, and where appropriate provide further information (available from the links in section 1.7).

Parents/carers should be reminded at the start of each summer term to support sun-safe behaviour by applying sunscreen before learners come to the setting or service, supplying hats, sunscreen, sunglasses and appropriate clothing where necessary.

On days with a High UV index, parents/carers will be asked to supervise children applying sunscreen before school, or to apply it to their child in cases where the child is not capable of applying sunscreen.

4.2 Working with External Agencies and Commissioned Services

It is the responsibility of the setting to ensure that they have briefed any external agency involved in outside activities with learners about their expectations in relation to sun safety. Commissioned services will organise outdoor activities for learners in accordance with this policy and will liaise closely with the setting to ensure learners are sun safe.

APPENDIX 1: SUN PROTECTION POLICY CHECKLIST

It is important to raise awareness of why sun protection is needed if you want to encourage young people to change the way they behave in the sun.

Sun Protection Strategy	In place	Planned soon	Not planned	Comments
Sun protection and the dangers of sunbed use are incorporated into the curriculum for all ages				
All staff and volunteers are made aware of this policy and the importance of sun protection within the school environment				
Sun protection is actively promoted to young people in other ways at significant points of the school year including before and during summer and prior to summer holidays (e.g. assemblies, workshops, talks)				
Parents/carers are informed of the importance of sun protection through information sent home in a letter informing them of the sun protection policy				

PROTECTION

Consider sun protection when planning all outdoor activities from mid-March to early October (the sun is at its strongest at this time of year).

Sun Protection Strategy	In place	Planned soon	Not planned	Comments
SHADE				
Fundraising for trees and shade structures				
Seats and equipment are moved to shady areas				
Organised activities to make use of the shade available				
TIMETABLING				
Outdoor activities and events are planned outside of 11am-3pm where possible and appropriate (if this is unavoidable, ensure hats, clothing and sunscreen are worn to minimise risk of sunburn)				
In the summer term, morning break is extended and lunch breaks shortened to minimise time in the midday sun				
CLOTHING				
Young people are encouraged to wear wide-brimmed (or legionnaire style) hats when outside				
Young people are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged)				
School uniform tops and hats offer suitable sun protection				
Young people are allowed to wear UV protective sunglasses				
Staff and volunteers also wear suitable hats and clothing to reinforce role modelling				

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SUNSCREEN

Sunscreen should be used for covering exposed areas of skin when shade may be unavailable and protective clothing is not practical e.g. during outdoor swimming, PE lessons and school excursions. Choose a sunscreen with an SPF of at least 30 which is also labelled broad spectrum to protect from UVA and UVB rays and ensure that sunscreen is applied regularly and generously.

	In place	Planned soon	Not planned	Comments
Letters are sent home asking for parental permission for staff and volunteers to supervise application of sunscreen				
At least SPF 30 sunscreen is used in school and is applied generously and regularly. For the average person, this means two teaspoons for the head, arms and neck or two tablespoons if in a swimming costume				
Sunscreen is reapplied regularly, as it can be easily washed, rubbed or sweated off				
Each young person has their own labelled bottle of sunscreen				
There is a school stock of sunscreen for young people who forget their own				
The school provides sunscreen free of charge for all young people				