Health & Safety Policies

Accident & Incident Policy

Policy Statement

Currents Pre-School is committed to ensuring the health, safety, and wellbeing of all children, staff, and visitors. This policy sets out the procedures for recording accidents and incidents, notifying parents, and reporting to external agencies where required. It is aligned with the First Aid Policy and the EYFS statutory framework (2025).

Definition of Accidents and Incidents

An accident refers to an unplanned event that results in injury or harm. An incident refers to an event that could have caused harm, including near misses, unsafe behaviour, or safeguarding-related concerns.

Recording Accidents and Incidents

All accidents and incidents involving children, staff, or visitors are recorded accurately and promptly in the accident and incident record on the same day. Records include the date, time, location, details of what happened, any injury sustained, action taken, and the name of the staff member completing the record.

Any first aid administered is recorded in line with the First Aid Policy. Records are stored securely and treated as confidential.

Notifying Parents and Carers

Parents are informed of all accidents or incidents involving their child on the same day, or as soon as reasonably practicable. For more serious injuries, including head injuries, parents are informed by telephone immediately in line with the First Aid Policy.

Parents are provided with clear information about the incident, any first aid given, and any advice provided, including monitoring or seeking medical attention if required.

Responsibilities

The most senior member of staff on site is responsible for ensuring that accidents and incidents are recorded correctly, parents are informed appropriately, and any follow-up action is taken. All staff are responsible for reporting accidents and incidents promptly and accurately.

Emergency Response and Hospital Procedures

In the event of a serious injury or life-threatening incident, staff will call **emergency services immediately**. Staff will never transport children to hospital themselves. If an ambulance is required, staff will accompany the child in the ambulance until parents arrive, ensuring the child is supported and reassured. Parents will be informed as soon as reasonably practicable once emergency services are called.

Serious Incidents and Notifications

Serious accidents, injuries, or incidents are reported to Ofsted and the local authority as required by the EYFS statutory framework. This includes incidents involving serious injury, hospitalisation, or significant safeguarding concerns.

Where applicable, incidents are reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). This includes serious injuries to staff, children, or visitors, dangerous occurrences, or work-related incidents that meet RIDDOR criteria.

Reviewing Incidents

Following any serious accident or incident, a review is carried out to identify contributory factors and any changes required to procedures or risk assessments to prevent recurrence.

Review

This policy is reviewed annually or immediately following a serious accident or incident, or if there are changes to legislation or EYFS requirements.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

Administration of Medicines Policy

Policy Statement

Currents Pre-School only administers prescription medicines.
Currents Pre-School is committed to the safe and effective administration of prescription-only medicines to children in our care, in line with EYFS statutory framework (2025). This policy sets out procedures for consent, storage, and administration of medicines.

Consent

Prescription medicines will only be administered to children where written consent has been obtained from parents or carers. Parents must provide details of the medicine, including the name, dosage, timing, and any special instructions. Verbal consent is not sufficient except in emergencies, and this must be documented.

Administration of Medicines

Prescription medicines will only be administered if it is required during the hours of the preschool and cannot be given otherwise at home.

All medication, including emergency medications, must be brought into preschool each day and returned home at the end of the day. Parents/carers must sign the medication in and out daily.

Children who require emergency medications will have individual care plans. If a child forgets their emergency medication, they will be refused entry to preschool for their own safety.

All medicines must be provided in their original packaging with a clear prescription label. In cases where children are provided with medication directly from a hospital that may not have a standard prescription label, the parent or healthcare professional must provide clear written instructions specifying the child’s name, dosage, and administration times.

Storage of Medicines

All prescription medicines are stored securely and out of reach of children. Medicines that require refrigeration are kept in a designated fridge with restricted access. Expiry dates are

checked regularly, and medicines past their expiry date are returned to parents for safe disposal.

Administration by Staff

Only staff who have been trained and authorised may administer prescription medicines.

All medication administration must be witnessed by a second member of staff. Before administering, both members of staff must verbally check and confirm aloud:

- The child's full name
- The name of the medication
- The prescribed dose
- The time and frequency required
- The expiry date
- That the medication is in its original packaging with a clear prescription label (or pharmacy/hospital dispensing label where applicable)

Both staff members must agree that all details are correct before the medication is given.

The administration is recorded accurately in the medicine log, including the date, time, dose, and the name and signatures of both the staff member administering the medication and the witnessing staff member.

Staff must follow any specific written instructions provided by parents or healthcare professionals. Medicines are never administered unless clearly labelled and prescribed for the child concerned. No non-prescription medicines, including Calpol or similar, will be administered under any circumstances.

Emergency Medicines

Emergency prescription medicines, such as inhalers, epipens, or prescribed rescue medication, are readily accessible to staff while remaining out of reach of children. Staff are trained to recognise symptoms requiring emergency administration.

In case of an emergency requiring immediate medical attention, staff will call emergency services immediately. Staff will accompany the child in the ambulance if required and inform parents as soon as possible.

Responsibilities

The most senior member of staff on site is responsible for ensuring prescription medicines are administered safely and in accordance with this policy. All staff must follow procedures accurately and report any concerns.

Review

This policy is reviewed annually or sooner if there are changes to EYFS requirements, legislation, or following an incident.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

Allergy & Anaphylaxis Policy

Policy Statement

Currents Pre-School recognises that some children may have allergies or medical conditions that could put them at risk of serious reactions. We are committed to providing a safe environment for all children and to working closely with parents to manage allergies effectively.

This policy outlines how we identify allergies, reduce risks, and respond to allergic reactions, including anaphylaxis, in line with the Early Years Foundation Stage (EYFS) statutory framework (2025).

Identifying Allergies

Parents must inform Currents Pre-School of any known allergies, intolerances, or medical conditions before their child starts attending.

Information will be collected through:

- registration forms
- discussions with parents
- medical care plans where appropriate

Where a child has a diagnosed allergy:

- an Individual Allergy Care Plan will be created with parents and, where appropriate, healthcare professionals
- staff will be informed of the allergy and the signs of a reaction
- emergency medication must be provided by parents if prescribed

Parents must ensure medication is in date and clearly labelled.

Preventing Exposure to Allergens

Currents Pre-School takes several steps to reduce the risk of exposure to allergens.

These include:

- operating a strict no nuts or nut products policy
- promoting good handwashing routines, particularly before eating
- supervising children during mealtimes
- monitoring foods brought into the setting
- ensuring staff are aware of children's allergies

In some cases, the preschool may request certain foods are not brought into the setting if they pose a risk to another child.

Packed Lunch Considerations

As Currents Pre-School does not provide food, children bring their own packed lunch from home.

Parents are asked to:

- follow the no nut or nut product rule
- avoid foods that may present a risk to children with allergies
- clearly communicate any dietary needs

The preschool reserves the right to restrict certain foods if required to keep children safe.

Staff Awareness and Training

Staff are trained to:

- recognise the signs of an allergic reaction
- understand children's individual allergy care plans
- administer emergency medication where required
- respond appropriately to medical emergencies

Paediatric first aid training includes the recognition and response to severe allergic reactions and anaphylaxis.

Recognising Allergic Reactions

Allergic reactions can vary in severity.

Symptoms may include:

- itching, rash, or hives
- swelling of the lips, face, or eyes
- vomiting or stomach pain
- coughing or wheezing
- difficulty breathing
- dizziness or loss of consciousness

A severe allergic reaction is known as anaphylaxis and requires immediate medical attention.

Responding to Anaphylaxis

If a child shows signs of anaphylaxis:

1. Staff will immediately follow the child's Individual Allergy Care Plan.

2. Prescribed emergency medication (such as an adrenaline auto-injector) will be administered if required.
3. Emergency services (999) will be called immediately.
4. Parents will be contacted as soon as possible.
5. The incident will be recorded and reviewed.

Storage of Medication

Emergency medication such as adrenaline auto-injectors will be:

- stored safely but quickly accessible to staff
- clearly labelled with the child's name
- taken on outings

Medication will only be administered by trained staff and according to the child's care plan.

Partnership with Parents

Effective allergy management relies on strong communication with parents.

Parents must:

- inform the preschool of any allergies or medical conditions
- provide required medication and care plans
- keep the setting informed of any changes to their child's condition
- ensure medication provided is within its expiry date

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

COSHH Policy

Policy Statement

We are committed to protecting the health, safety and welfare of children, staff and visitors by managing hazardous substances safely in line with COSHH regulations. Risks are minimised through safe storage, handling and use at all times.

What This Covers

Hazardous substances include cleaning products, detergents, paints, glues and bodily fluids such as blood, vomit and urine. Any product labelled harmful, irritant, toxic or corrosive is treated as a potential risk.

Responsibilities

The manager ensures that hazardous substances are identified, risk assessed and stored safely, and that staff understand how to use them correctly. Staff follow safe procedures, use substances appropriately, wear protective equipment where required and report any concerns or incidents.

Safe Practice

All hazardous substances are stored securely and out of reach of children, preferably in locked or staff-only areas. Products remain in their original containers with labels intact and only essential items are kept on site. Substances are used in line with manufacturer guidance, in small amounts, and with appropriate ventilation. Children do not access hazardous substances unless part of a closely supervised, age-appropriate activity.

Safety Data Sheets (SDS)

Where required, Safety Data Sheets for hazardous products are obtained from the manufacturer or supplier and kept on file. These provide information on safe use, storage, handling and emergency measures. Staff can access this information if needed.

For low-risk, everyday products used in small quantities (such as standard cleaning products), a full COSHH file may not be necessary, but products are still used and stored safely in line with guidance.

PPE, Spillages and Disposal

Staff use appropriate PPE, such as gloves and aprons, when handling cleaning products or bodily fluids, and wash hands thoroughly after use. Spillages are dealt with immediately, the area made safe, and any exposure managed in line with first aid procedures. Waste and contaminated materials are disposed of safely.

Review

This policy is reviewed annually or sooner if there are changes to EYFS requirements, legislation, or following an incident.

Date of last review: 30/03/2026

Date of next review: 30/03/2027

Fire Safety & Evacuation Policy

Policy Statement

Currents Pre-School is committed to ensuring the safety of all children, staff, and visitors in the event of a fire. This policy outlines the procedures for fire prevention, evacuation, drills, escape routes, and assembly points, in line with current fire safety legislation and local authority guidance.

Fire Prevention and General Safety

The setting takes all reasonable steps to prevent fire. Electrical equipment is checked regularly, fire exits are kept clear at all times, and flammable materials are stored safely. Staff are responsible for maintaining good housekeeping practices and reporting any fire hazards immediately to the most senior member of staff on site.

Fire Detection and Alarms

Fire alarms are tested regularly in accordance with the leisure centre’s procedures. Staff must familiarise themselves with the sound of the fire alarm and act immediately if it is activated, without attempting to investigate the cause.

Evacuation Procedures

In the event of a fire alarm, evacuation must begin immediately. The most senior member of staff on site will coordinate the evacuation, but all staff share responsibility for ensuring children are evacuated safely and promptly.

Children must be guided calmly and quickly to the nearest safe exit using the designated escape routes. Staff should collect the daily register and ensure all children, staff, and visitors are accounted for. No one should stop to collect personal belongings.

Escape Routes

Escape routes are clearly marked and kept free from obstruction at all times. Staff are trained to use alternative escape routes if the primary route is unsafe. Fire doors must not be wedged open.

Assembly Point

The designated fire assembly point is a safe location outside the building, agreed with Lightwater Leisure Centre. Children and staff must remain at the assembly point until instructed otherwise by the emergency services or the most senior member of staff on site.

Fire Drills

Fire drills are carried out at least once each term to ensure children and staff are familiar with evacuation procedures. Drills are recorded, including the date, time taken to evacuate, and any issues identified. Procedures are reviewed following drills to improve effectiveness.

Supporting Children

Staff will reassure and support children throughout evacuation procedures, taking account of individual needs, including children with special educational needs or disabilities.

After an Incident

Following a fire or evacuation, an incident record will be completed. Fire safety procedures and risk assessments will be reviewed, and any necessary changes implemented.

Review

This policy is reviewed annually or immediately following a fire, evacuation, or significant incident.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

First Aid Policy

Policy Statement

Currents Pre-School is committed to ensuring the health, safety, and wellbeing of all children, staff, and visitors. This First Aid Policy is written in line with the Early Years Foundation Stage (EYFS) statutory framework (2025) and outlines arrangements for staff training, accident reporting, first aid responsibilities, and the management of allergies and medical emergencies.

First Aid Provision

Appropriate first aid equipment is available at all times and is easily accessible to staff. First aid boxes are checked regularly and restocked as required. A first aid kit is also available for outings.

At least one person with a current paediatric first aid (PFA) certificate is on the premises and available at all times when children are present, including on outings, in line with EYFS 2025 requirements.

Staff Training

All staff working with children are required to hold, or obtain within the required timescales, a valid paediatric first aid certificate that meets EYFS criteria.

Paediatric first aid training includes:

- emergency procedures
- resuscitation (CPR)
- choking response
- treatment of minor injuries
- management of illnesses
- recognition of allergic reactions and anaphylaxis

New staff are informed of first aid arrangements as part of their induction. Training is refreshed as required to ensure certificates remain valid and staff confidence and competence are maintained.

The closest AED is located on the side wall of the Sports Pavillion.

Responsibilities

The most senior member of staff on site is responsible for ensuring that:

- first aid arrangements are in place
- staff training is current
- procedures are followed appropriately

All staff are responsible for:

- responding promptly and appropriately to accidents or incidents
- seeking qualified first aid support where required
- supervising children at all times
- recording accidents accurately

Staff must never administer first aid beyond their level of training.

Accident and Incident Reporting

All accidents, injuries, and first aid treatment are recorded accurately and promptly in the accident record.

Parents are informed of any accident or injury on the same day, or as soon as reasonably practicable.

Serious accidents, injuries, or incidents are reported to the appropriate authorities, including Ofsted and the local authority, in line with EYFS 2025 requirements and statutory guidance.

Head Injuries

Parents are always informed by telephone as soon as reasonably practicable if a child sustains a head injury, no matter how minor.

Details of the injury and any first aid given are recorded in the accident record.

Parents are advised to monitor their child and seek medical advice if required.

Allergy & Anaphylaxis

Currents Pre-School recognises that some children may have food allergies or other medical allergies, which in some cases may result in a severe allergic reaction known as anaphylaxis.

The setting takes allergies extremely seriously and works closely with parents to ensure children's safety.

Identification of Allergies

Parents must inform the preschool of any known allergies or medical conditions before their child starts and update the setting if there are any changes.

Where a child has a diagnosed allergy:

- a care plan will be completed with parents and healthcare professionals where appropriate
- clear information about the allergy will be shared with relevant staff
- emergency medication (such as an adrenaline auto-injector) must be provided by parents if prescribed

Medication will be stored safely but accessible to staff in an emergency.

Preventing Exposure

Currents Pre-School takes steps to reduce the risk of exposure to allergens by:

- operating a strict no nut or nut product policy
- monitoring foods brought into the setting
- encouraging good hygiene practices, including handwashing before eating
- ensuring staff are aware of children's allergies

Where necessary, specific foods may be restricted or banned if they pose a risk to a child with allergies.

Recognising an Allergic Reaction

Staff are trained to recognise the signs of an allergic reaction, which may include:

- swelling of the lips, face, or eyes
- hives or skin rash
- breathing difficulties
- vomiting or stomach pain
- dizziness or collapse

Responding to Anaphylaxis

If a child shows signs of anaphylaxis:

1. Staff will immediately follow the child's individual care plan.
2. Emergency medication (such as an adrenaline auto-injector) will be administered if prescribed.
3. Emergency services (999) will be called immediately.
4. Parents will be contacted as soon as possible.

All incidents will be recorded and reviewed to ensure procedures remain effective.

Illness and Infection Control

First aid treatment is carried out following **good hygiene practices**, including:

- the use of disposable gloves
- appropriate cleaning and disposal of waste
- handwashing after treatment

Staff follow infection control procedures to **reduce the risk of cross-contamination**.

After an Incident

Following a serious accident or incident:

- procedures and risk assessments are reviewed
- any necessary actions are implemented to prevent recurrence
- staff and children are supported as appropriate

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 18/09/2026

Date of next review: 18/09/2027

Health & Safety Policy

Policy Statement

Currents Pre-School is committed to ensuring a safe and healthy environment for all children, staff, visitors, and contractors. The setting recognises its legal responsibilities under the Health and Safety at Work Act 1974 and associated regulations, and follows Surrey Safeguarding Children Partnership guidance to maintain a high standard of safety.

General Safety

All staff have a responsibility to maintain a safe environment. Equipment, furniture, and resources must be suitable, safe, and checked regularly. The setting will ensure that children are supervised at all times, and any hazards are identified and addressed promptly. Staff must report any accidents, unsafe practices, or dangerous conditions immediately to the most senior member of staff on site.

Children are encouraged to understand and follow basic safety rules appropriate to their age and development, such as safe use of resources, handwashing, and safe movement within the setting.

Risk Assessments

Currents Pre-School conducts regular risk assessments for all areas of the nursery, including classrooms, outdoor areas, kitchen, and storage. Risk assessments are also completed for outings, trips, and any activities that carry potential hazards. These assessments identify potential risks, control measures, and responsible staff.

Risk assessments are reviewed regularly and immediately following any incident, accident, or near miss. Staff are trained to understand and follow the measures outlined in the risk assessments to prevent accidents and maintain a safe environment.

Roles and Responsibilities

The most senior member of staff on site has overall responsibility for health and safety, including implementing risk assessments, monitoring compliance, and liaising with external health and safety authorities if necessary. All staff are responsible for following safety procedures, supervising children appropriately, and reporting concerns.

Health and Safety Lead

Currents Pre-School has a named Health and Safety Lead who has responsibility for overseeing health and safety within the setting. The Health and Safety Lead is responsible for identifying and managing risks, ensuring appropriate risk assessments are in place, reviewing safety procedures, providing guidance and support to staff, and ensuring health and safety records are maintained securely and appropriately.

The Health and Safety Lead for Currents Pre-School is:
Name: Jay Gauldie
Role: Director

All staff, students, and volunteers are aware of who the Health and Safety Lead and Deputy Health and Safety Lead are and understand the importance of reporting any health and safety concerns to them immediately.

Review

This policy is reviewed annually or immediately following any significant incident to ensure it remains effective and compliant with legislation.

Date of last review: 30/03/2026

Date of next review: 30/03/2027

Illness & Infectious Disease Policy

Policy Statement

Currents Pre-School is committed to promoting the good health of all children and preventing the spread of infection. This policy follows current NHS guidance on infectious diseases and exclusion periods.

Managing Illness

Children who are unwell should not attend preschool. If a child becomes unwell during the session, parents/carers will be contacted and asked to collect their child as soon as possible.

If a child develops a temperature of 38°C or above whilst at preschool, staff will monitor the child closely, ensure they are comfortable, offer fluids, and remove excess clothing if appropriate. If the child's temperature remains at or above 38°C for more than 30 minutes, parents/carers will be contacted and asked to collect their child as soon as possible. The child will be cared for in a quiet area under close supervision until collection.

As the preschool only administers prescription medication, non-prescription medicines such as Calpol will not be given.

Children with a high temperature, persistent cough, diarrhoea, vomiting, unexplained rash, or other symptoms of infectious illness will be excluded in line with NHS guidance.

Exclusion Periods

Exclusion periods for infectious diseases are followed in accordance with the most up-to-date NHS guidance. This includes, but is not limited to, sickness and diarrhoea (children must remain at home for at least 48 hours after the last episode), chickenpox, measles, impetigo, conjunctivitis where required, and other notifiable diseases.

If there is any uncertainty regarding exclusion periods, the preschool will refer to NHS advice or seek guidance from Public Health.

Notification to Parents

Where a child is diagnosed with a contagious illness, parents are expected to inform the preschool promptly. The setting will notify other parents of any confirmed infectious diseases within the setting, while maintaining confidentiality.

Information shared will include the nature of the illness, symptoms to look out for, and the recommended exclusion period in line with NHS guidance.

Infection Control Measures

Staff promote good hygiene practices, including regular handwashing, appropriate respiratory hygiene, and cleaning of toys and surfaces. Gloves and protective equipment are used when dealing with bodily fluids, in line with infection control procedures.

Enhanced cleaning procedures will be implemented during outbreaks of infectious disease.

Notifiable Diseases

Where required, certain infectious diseases will be reported to the relevant authorities in line with statutory requirements.

Review

This policy is reviewed annually or sooner if there are changes to NHS guidance, EYFS requirements, legislation, or following an incident.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

Intimate Care & Nappy Changing Policy

Policy Statement

Currents Pre-School is committed to ensuring that all children are treated with dignity, respect, and sensitivity during intimate care routines. This policy outlines procedures for nappy changing, toileting support, hygiene, and parental consent, in line with safeguarding and EYFS (2025) requirements.

Parental Consent

Written consent for nappy changing and intimate care is obtained from parents/carers before a child starts at the setting. Parents are encouraged to share any relevant information regarding their child's routines, preferences, medical needs, or skin sensitivities.

For children who require more specific intimate care due to medical or additional needs, an individual care plan will be agreed with parents and, where appropriate, health professionals.

Hygiene Procedures

Staff maintain high standards of hygiene when carrying out nappy changing or supporting children with toileting. The use of disposable gloves and aprons is based on risk assessment and may be used where appropriate.

Handwashing is mandatory after every nappy change, even if gloves have been worn. Staff must wash their hands thoroughly after each change, and children are supported to wash their hands appropriately.

Changing areas are cleaned and disinfected after every use. Soiled nappies are disposed of safely in designated bins.

All staff members are subject to enhanced DBS checks; therefore, all staff are permitted to carry out nappy changing and intimate care duties.

Safeguarding and Dignity

Intimate care is carried out in a designated area that ensures privacy while maintaining appropriate supervision and safeguarding. Staff speak to children in a respectful and reassuring manner, explaining what they are doing in an age-appropriate way.

Where possible, another member of staff will be within sight or hearing distance during intimate care routines. Staff are mindful of safeguarding procedures and report any concerns immediately to the Designated Safeguarding Lead in line with the Child Protection Policy.

Promoting Independence

Children are encouraged to develop independence in toileting according to their age and stage of development. Staff provide support sensitively, encouraging children to manage their own clothing and hygiene where appropriate.

Review

This policy is reviewed annually or sooner if legislation or safeguarding guidance changes.

Date of last review: 14/03/2026

Date of next review: 14/03/2027

Outings Policy

Purpose

At Currents, we believe that learning happens everywhere. Outings provide valuable opportunities for children to explore their community, develop confidence, and extend their curiosity beyond the preschool environment. This policy ensures that all outings are carefully planned and carried out safely, with children's wellbeing and security as the highest priority.

Staffing and Ratios

To ensure appropriate supervision and safety, no fewer than two members of staff will attend any outing, regardless of the number of children attending.

All outings will remain within the statutory staff-to-child ratios at all times. Staff will position themselves appropriately to ensure children are always supervised and supported throughout the outing.

Preparation and Risk Assessment

Before any outing takes place, staff will complete a risk assessment to identify potential hazards and plan appropriate safety measures. This includes considering travel routes, location safety, access points, toilet facilities, weather conditions, and emergency procedures.

Prior to leaving the setting, staff will:

- Ensure written parental permission has been obtained for outings.
- Take photographs of all children attending the outing to assist with identification if required.
- Carry a register of children and staff attending the outing.
- Ensure appropriate first aid supplies and emergency contact details are available.

- Review the risk assessment with staff attending the outing.

Safety Measures During Outings

To support children's safety while off site, the following measures will always be in place:

- All children will wear high-visibility jackets so they can be easily seen in public spaces.
- Each child will wear a wristband displaying the setting's contact telephone number.
- Staff will conduct regular headcounts throughout the outing, including before leaving the setting, during the outing, and before returning.
- Children will remain with the group and under staff supervision at all times.

Staff will also ensure that children understand basic safety expectations in an age-appropriate way, such as staying with the group and listening to adult instructions.

Roles and Responsibilities

The setting manager is responsible for ensuring that outings are appropriately planned and risk assessed. Staff attending outings are responsible for maintaining supervision, ensuring children's safety, and following the agreed procedures.

Parents will be informed in advance of planned outings and any relevant details such as destination, timings, or additional requirements.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 10/09/2026

Date of next review: 10/09/2027

Sun Safety Policy

Policy Statement

At Currents Preschool, we recognise the importance of outdoor play and the benefits it brings to children's physical health, emotional wellbeing, curiosity and development. We are committed to ensuring that children can enjoy our outdoor environment safely, including during warmer weather and periods of increased ultraviolet (UV) radiation.

Young children's skin is particularly vulnerable to sun damage. Sunburn and repeated exposure to UV radiation can cause lasting skin damage and increase the risk of skin cancer later in life. We therefore take a proactive approach to sun safety, ensuring that appropriate precautions are taken to protect children and staff.

This policy is based on three key commitments:

Protection: Providing an environment that enables children and staff to stay safe in the sun through appropriate clothing, sun hats, sunscreen, shade, hydration and the management of outdoor activities.

Education: Helping children understand sun safety through age appropriate discussions, activities and everyday routines that encourage healthy habits.

Collaboration: Working in partnership with parents, staff, management and the wider community to reinforce consistent sun safety practices.

Sun safety measures will be implemented whenever required by the UV index, regardless of whether the weather feels particularly hot or the sky is cloudy.

Monitoring UV Levels

A member of staff will monitor the daily UV forecast during warmer months and whenever increased UV exposure is anticipated.

Sun protection measures will be implemented whenever the UV index reaches **3 or above**. Staff will consider the forecast alongside current weather conditions and the length of time children will spend outdoors.

The Met Office UV forecast will be used as a source of information when planning outdoor activities. Staff will also remain alert to changing conditions throughout the day.

When UV levels are high, staff will adapt outdoor provision as necessary, including increasing access to shade, limiting prolonged direct sun exposure and adjusting the timing or duration of outdoor activities.

Clothing and Sun Hats

Clothing is one of the most effective ways to protect skin from UV radiation and will be encouraged as the first line of defence against sun exposure.

Parents will be encouraged to dress children appropriately for warmer weather, with particular attention to covering the shoulders, which can burn easily. Clothing that covers more skin and is made from a closely woven fabric provides better protection. UV protection factor (UPF) rated clothing may offer additional protection.

Children will be encouraged to wear suitable sun hats when outdoors during periods of increased UV exposure. Hats should be:

- Broad brimmed, bucket style or legionnaire style, providing shade for the face, ears, neck and cheeks.
- Comfortable and appropriately sized so that children can wear them safely during play.

Baseball caps are not recommended because they do not adequately protect the ears, neck and cheeks.

Parents should provide a suitable sun hat for their child and ensure that it is clearly labelled. Staff will support children to wear their hats and develop independence with putting them on where appropriate.

Where a child does not have suitable protective clothing or a sun hat, staff will take reasonable steps to reduce their exposure to direct sunlight and communicate with parents where necessary.

Sunscreen

Sunscreen will be used to protect areas of skin that cannot be covered by clothing. It is an additional protective measure and must not be relied upon as the only form of sun protection.

Sunscreen used at Currents Preschool should:

- Have a minimum Sun Protection Factor (SPF) of 30.
- Be labelled broad spectrum, providing protection against UVA and UVB radiation.

- Display a UVA symbol with a minimum four star UVA rating.

Parents will be asked to apply sunscreen to their child before attending preschool when UV levels are expected to reach 3 or above. Sunscreen should be applied generously to exposed skin approximately 20 minutes before going outdoors, in accordance with the manufacturer's instructions.

Where sunscreen application is required during the preschool day, staff will follow the setting's agreed arrangements and any parental permissions. Sunscreen will be reapplied at least every two hours and more frequently where necessary, including after sweating, towelling or other activities that may remove it, following the manufacturer's instructions.

Parents should provide sunscreen suitable for their child, clearly labelled with their child's name. Staff will check that sunscreen is in date and suitable for use. Expired sunscreen will not be used. Where no expiry date is displayed, the period after opening will be checked using the manufacturer's guidance, including the open jar symbol where present.

Sunscreen will be stored in a cool, dry place, away from direct sunlight and in accordance with the manufacturer's storage instructions. It will be kept safely out of children's reach while remaining accessible to authorised staff.

Staff will apply sunscreen hygienically, with appropriate regard for children's privacy, individual needs and any known skin sensitivities or allergies. Any concerns about a reaction will be addressed promptly, and parents will be informed.

Where a child arrives without suitable sunscreen, staff will follow the setting's arrangements for parental contact and take additional steps to minimise direct sun exposure.

Shade and Time Spent Outdoors

Currents Preschool recognises the importance of providing opportunities for outdoor play while reducing children's exposure to excessive UV radiation.

Staff will make use of available natural and constructed shade, including suitable portable shade where available. Outdoor activities will be planned to make the best use of shaded areas, particularly during periods of high UV exposure.

Children will be encouraged to play in shaded areas when the sun is strongest. Staff will monitor the suitability of shaded spaces throughout the day, taking account of changing sunlight and the movement of shadows.

Outdoor play will be adapted according to UV levels and weather conditions. Particular care will be taken during peak UV hours, generally between 11am and 3pm. Where UV levels are high,

staff may move activities to shaded areas, shorten periods of direct sun exposure or bring activities indoors.

Children will always be supervised appropriately. Staff will balance sun protection with children's need for movement, exploration and outdoor learning, ensuring that activities remain safe and enjoyable.

If conditions become excessively hot, or there are concerns about a child's wellbeing, outdoor activities will be modified or suspended as appropriate.

Monitoring Children's Wellbeing

Staff will remain alert to signs that a child may be becoming too hot, dehydrated or affected by sun exposure.

These may include unusual tiredness, irritability, flushed skin, headache, dizziness, nausea or a child appearing unwell. Staff will respond promptly by moving the child to a cooler, shaded or indoor area, offering fluids where appropriate and informing the manager.

If a child shows signs of heat exhaustion or another potentially serious heat related illness, staff will follow the setting's first aid and emergency procedures. Emergency medical assistance will be sought where necessary.

Any suspected sunburn will be addressed promptly, parents will be informed and the child's time in direct sunlight will be reduced.

Staff Responsibilities and Role Modelling

All staff are responsible for implementing this policy and maintaining consistent sun safety practices.

The manager will ensure that staff understand the requirements of this policy, know how to monitor UV levels and are aware of the procedures for sunscreen application, hydration, shade and recognising signs of heat related illness.

Staff will act as positive role models by adopting appropriate sun protection practices themselves, including wearing suitable clothing and hats, using sunscreen and drinking water regularly.

Staff must also consider their own exposure to UV radiation when working outdoors. Sun safety is a wellbeing and health consideration for employees as well as children.

Any concerns about inadequate sun protection, missing supplies or unsafe outdoor conditions must be raised with the manager promptly.

Educating Children About Sun Safety

Sun safety education will be incorporated into everyday routines and age appropriate learning experiences.

Staff will help children understand that the sun can affect their skin and that there are simple ways to stay safe outdoors. This may include learning about wearing hats, using sunscreen with adult support, choosing shaded spaces and drinking water regularly.

Learning opportunities may include stories, songs, conversations, role play and practical activities that help children recognise and follow sun safety routines.

Staff will use positive, reassuring language and encourage children to participate in their own sun protection wherever developmentally appropriate. Children will be supported to develop independence without being made to feel anxious or fearful about the sun.

Sun safety will be reinforced consistently throughout the year, with additional emphasis during periods of increased UV exposure.

Informing and Working with Parents

Currents Preschool recognises that effective sun safety depends on a partnership between the setting and families.

Parents will be informed of this policy and reminded of sun safety expectations, particularly during warmer months and periods of high UV exposure.

Parents are asked to:

- Provide a clearly labelled, suitable sun hat for their child.
- Apply appropriate sunscreen before attendance when required.
- Provide named sunscreen where needed in accordance with the setting's arrangements.
- Dress children in clothing suitable for warm weather, ensuring shoulders are covered where possible.
- Inform staff of any sunscreen allergies, skin sensitivities or other relevant concerns.
- Encourage sun safety habits at home so that children receive consistent messages.

Staff will communicate with parents if a child repeatedly arrives without the items needed to support safe outdoor play. The aim will always be to work collaboratively to ensure the child's safety and continued access to outdoor learning.

Currents Preschool will share relevant sun safety information with families as appropriate and will promote awareness of the importance of protecting skin from UV radiation.

Hydration

Regular hydration is essential, particularly during warm weather and periods of active outdoor play. Young children may not recognise thirst or remember to drink independently and can be more vulnerable to dehydration and heat related illness.

Fresh drinking water will be readily available to children throughout the preschool day, indoors and outdoors.

Staff will:

- Encourage children to drink water regularly rather than waiting for them to ask.
- Offer additional opportunities for drinking during warm weather and physical activity.
- Remind children to drink before, during and after outdoor play.
- Observe children for signs of dehydration or overheating.
- Ensure children have access to water during outdoor activities.
- Support children who need help accessing or drinking water.

Parents should ensure that children bring any required named drinking bottle in accordance with the setting's usual arrangements. Water will be replenished as necessary.

Children will never be discouraged from drinking water when they are thirsty.

Equality, Inclusion and Individual Needs

Sun safety measures will be implemented in a way that takes account of each child's individual needs.

Staff will consider any medical conditions, skin sensitivities, allergies, sensory preferences or additional needs that may affect a child's ability to tolerate sunscreen, wear a hat or recognise thirst and discomfort.

Reasonable adjustments will be made where necessary, in consultation with parents and relevant professionals where appropriate. Children will be supported sensitively to participate in sun protection routines without unnecessary distress.

Review

This policy will be reviewed annually or sooner if legislation changes or if an incident occurs.

Date of last review: 20/10/2026

Date of next review: 20/10/2027