



# SUNSMART POLICY AND PROCEDURES

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## **STATEMENT OF PURPOSE:**

This policy provides guidelines to ensure protection from over-exposure to UV radiation. The policy applies to all school events on and off site. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer in later life.

### **Legislation and Standards**

- [Occupational Health and Safety Act 2004](#)
- [Education and Training Reform Act 2006](#): Sch.5 Reg. 1 (1.2)

## **AIMS:**

This SunSmart policy has been developed to:

- ensure all students and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for students and staff;
- ensure students are encouraged and supported to develop independent sun protection skills to help them be responsible for their own sun protection;
- support duty of care requirements; and
- support appropriate OHS strategies to minimise UV risk and associated harms for staff and visitors.

## **IMPLEMENTATION:**

We use a combination of sun protection measures for all outdoor activities throughout the school year. Broad brimmed hats must be worn during Terms 1 and 4, and will be required on any day during Terms 2 and 3 when the UV level reaches 3 and above, the level that can damage skin and eyes. Therefore hats are to remain available at all times throughout the entire school year.

A nominated staff member will access the SunSmart UV Alert at [sunsmart.com.au](http://sunsmart.com.au) to find out daily local sun protection times to assist with the implementation of this policy. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.

### a) **Shade**

- The school council makes sure there are sufficient shelters and trees providing shade in outdoor areas particularly in high-use areas e.g. where students have lunch, canteen, assemblies, sports, outdoor lessons and popular play spaces.
- The availability of shade is considered when planning all other outdoor activities.
- Students are encouraged to use available areas of shade when outside.
- Students who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.
- In consultation with the school council, shade provision is considered in plans for future buildings and grounds.
- A shade assessment is conducted regularly to determine the current availability and quality of shade.

### b) **Clothing**

- Sun protective clothing is included in our school uniform. School clothing is cool, loose fitting and made of densely woven fabric. It includes shirts with collars and longer sleeves and longer style dresses.

c) **Hats**

- **During Term 1 and Term 4, all** students and staff are required to wear hats outside that protect their face, neck and ears, i.e. broad brimmed, whenever they are outside. Baseball or peak caps are not considered a suitable alternative. All students and staff must have access to a hat and sunscreen at all other times for school or for out-of-school activities during Terms 2 and 3 in the event of the UV level reaching 3.

d) **Sunglasses [OPTIONAL]**

- Students and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

e) **Sunscreen**

- Students must provide their own SPF 30+ broad spectrum, water resistant sunscreen. Parents/carers should ensure that sunscreen is applied to students prior to attending school on days of high UV levels.
- Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every two hours or more frequently if sweating or swimming.
- Strategies are in place to remind students to apply sunscreen before going outdoors.

f) **Learning and skills**

- Lessons on sun protection are included in the curriculum for all year levels.

g) **Engaging children, educators, staff and families**

- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, school website/facebook page, staff and parent meetings, school assemblies, student and teacher activities and at student enrolment/new staff orientation.
- As part of OHS UV risk controls and role-modelling, staff:
  - wear a sun protective hat, covering clothing and, if practical, sunglasses;
  - apply SPF 30+ broad spectrum, water resistant sunscreen
  - seek shade whenever possible
- Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses, sunscreen and shade) when participating in and attending outdoor school activities

**EVALUATION:**

- The school council and staff monitor will review the effectiveness of the SunSmart policy and revise the policy when required by completing a policy review and membership renewal with SunSmart at [sunsmart.com.au](http://sunsmart.com.au).
- SunSmart policy updates and requirements will be made available to staff, families and visitors.

**Ratified at School Council Meeting held August 28th, 2017.**

**Relevant documents / links**

- DET School Policy & Advisory Guide (SPAG) [Sun & UV protection](#) (2016)
- DET [The Compact: Roles and Responsibilities in Victorian government school education](#): Principle 3 (2012)
- DET [OHSMS Implementation Guide](#) (2009)
- DET [Building Quality Standards Handbook](#) (BQSH): Section 8.5.5 Shade Areas
- DET [Guidelines for School Playgrounds](#) –Playground safety management: Section 3.2.5 (2012)
- DET [Outdoor activities](#)
- Catholic Education Commission of Victoria (CECV) [Your Child's Health Wellbeing and Safety](#) (Primary)
- Independent Schools Victoria (ISV) [Managing a school – Health & Safety Compliance Framework: OHS >Sun Protection](#)
- [My Time, Our Place: Framework for School Age Care in Australia](#) (2011)
- [Victorian Early Years Learning and Development Framework](#) (VEYLDF) (May 2016)
- Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](#) - Principle 3.2
- [Australian Professional Standards for Teachers](#) (APST) – Standard 4.4 and 7.2
- Education and Training Parliamentary Committee Inquiry into [Dress Codes and School Uniforms in Victorian Schools –Final Report](#)
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)
- AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods