

## SUN SMART POLICY



### Help for non-English speakers.

If you need help to understand the information in this policy, please contact Aspendale Gardens Primary School on 03 9587 0877 or [aspendale.gardens.ps@education.vic.gov.au](mailto:aspendale.gardens.ps@education.vic.gov.au).

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This policy applies to all outdoor school activities on and off-site and is considered in the planning of all outdoor events.

### Rationale

Too much ultraviolet (UV) radiation exposure can cause sunburn, skin and eye damage and skin cancer. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

Australia has one of the highest rates of skin cancer in the world. More than two in three Australians will be diagnosed with skin cancer in their lifetime. As the sun's UV radiation (which cannot be seen or felt) is the major cause of skin cancer, most skin cancers can be prevented by using sun protection measures whenever UV levels are three or higher.

### Aims:

- To encourage children and teachers to protect themselves from the harmful effects of the sun.
- To educate students as to suitable sunsmart protection strategies.
- Ensure the outdoor environment is sun safe and provides shade for students and staff.

### Purpose

Given school hours fall within peak UV periods of the day, this comprehensive evidence-informed policy provides guidelines on effective UV protection strategies.

This SunSmart policy provides guidelines 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 our school's strategies to meet its duty of care and occupational health and safety obligations to minimise harmful UV exposure for students, staff and visitors.

### Legislation and standards

- [Duty of Care](#)

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

## Implementation

**Daily sun protection times** are forecast by the Bureau of Meteorology for the time-of-day UV levels are predicted to reach 3 or higher, based on location. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels typically reach 3 or higher daily from mid-August to the end of April.

To assist with the implementation of this policy, staff and students are encouraged to access the daily local sun protection times via the [SunSmart widget](#) on the school's website/intranet, [free SunSmart Global UV app](#), [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

The sun protection measures listed in this policy are used for all outdoor activities **during the daily local sun protection times**.

**Implementation only in Terms 1 and 4 is insufficient to protect against UV exposure risks.**

## Procedures

### 1. Physical environment

Shade: *Seek shade*

- The school council/board ensures there is enough shade (natural, built, temporary) available in the school grounds, particularly in high-use areas– for example sand pit, eating areas and outdoor lessons
- The availability of shade is considered when planning all outdoor activities and excursions.
- Students are encouraged to use available areas of shade when outside.
- The school council/board ensures 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.

### 2. Social-emotional environment

School uniform/dress code

The school's uniform/dress code for students and staff applies to all outdoor events on and off-site including PE and sports lessons, interschool sports activities, excursions, camps and free dress days.

Clothing: *Slip on sun protective clothing*

- Both the school uniform/dress code and sports uniform/dress code include:
  - Cool, loose-fitting, sun protective clothing made of densely woven fabric
  - Shirts with collars and elbow-length sleeves
  - Longer-style dresses, skirts, shorts and pants.
  - Rash vests or t-shirts for outdoor swimming and water sport activities.
- Students without appropriate covering clothing will be asked to use shaded areas or suitable areas protected from the sun

#### Hats: *Slap on a sun protective hat*

- Hats must be worn from September to the end of April
- All staff and students wear broad-brimmed, bucket or legionnaire hats that protect their face, head, neck and ears, whenever they are outside.
- Caps and visors are not considered a suitable alternative.
- Students without an appropriate hat will be asked to use shaded areas or suitable areas protected from the sun

#### Sunscreen: *Slop on sunscreen*

- Children will be actively encouraged to wear a broad-spectrum water resistant sunscreen (SPF30+). Sunscreen will be applied by parents or supplied by parents for their children to wear. Sunscreen will generally be applied by students themselves or with the assistance of their sunscreen buddy according to the manufacturer's directions, under the supervision of teachers. Teachers may supply sunscreen to children when they are on excursions, camps and sporting events when the need arises.
- The school community is educated about the correct use of sunscreen and the level of protection it provides (apply 20 minutes before going outdoors and reapply every 2 hours, or more frequently if sweating or swimming e.g. towel dry and then re-apply).

#### Sunglasses: *Slide on sunglasses [if practical]*

- School Council also approves students wearing close fitting UV protection wrap around AS1067 sunglasses whenever they are outside.

### 3. Governance and leadership

#### Staff role-modelling and OHS

- As part of OHS UV risk controls and role-modelling, staff:
  - wear a sun-protective hat, covering clothing and, if practical, sunglasses;
  - apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen; and
  - seek shade whenever possible.
- SunSmart information is included in staff handbook/orientation materials.
- Staff are supported to access resources, tools and professional learning to enhance their knowledge and capacity to promote sun protection education across the curriculum.
- UV radiation exposure is considered as part of the [school's risk management and assessment](#) for all outdoor events and activities on and off-site, e.g. UV radiation protection strategies (hats, clothing, shade, sunscreen) are included in school camp activities, excursions, sports days and interschool sports events.

### 4. School and community partnerships

#### Families and visitors

- For their own safety and to reinforce our school's sun protection strategies, families, visitors and volunteers are also asked to:

- wear a sun-protective hat, covering clothing and, if practical, sunglasses;
- apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen; and
- seek shade whenever possible.

## 5. School curriculum

### Learning

- Students are encouraged to be involved in initiatives to promote and model sun protection measures at the school including taking leadership roles in managing sun protection for the whole school community e.g. accessing daily sun protection times, hat reminders and supporting sunscreen application.
- SunSmart behaviour is regularly reinforced and promoted to the whole school community through a variety of channels such as newsletters, school website, staff meetings, school assemblies, student and teacher activities and at student enrolment/new staff orientation.

### Monitoring and review

- The school council, staff and students/SRC monitor and review the effectiveness of our SunSmart policy (at least every three years) and revise the policy when required.
- SunSmart policy updates and requirements will be made available to staff, families, students and visitors.
- The school's SunSmart policy is easily accessible to staff, students and parents via the schools website
- Our school is committed to our SunSmart membership and complete a policy review and membership renewal with SunSmart at <https://www.sunsmart.com.au/advice-for/schools-early-childhood/renew-your-sunsmart-membership>
- As registered SunSmart members, we have submitted a copy of our policy to SunSmart and commit to implementing the sun protection measures as documented.

*Please note: Certain health conditions and medications mean some people are more sensitive to UV radiation and need to use sun protection at all times regardless of the UV levels. Please make sure your policy includes the particular needs of these children and staff at your school. For further information visit [Risk factors for skin cancer](#).*

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- SunSmart
  - [Sun protection resources and information for primary schools](#)
  - [Sun protection resources and information for secondary schools](#)
  - [Sun protection advice for parents and carers](#)
  - [Sun protection information in different languages](#)
  - [Sun protection information for workplaces](#)
- Department of Education and Training (Vic): Policy & Advisory Library (PAL)
  - [Sun and UV Protection](#) / SunSmart policy template (DET portal) (Feb 2023)
  - [Shade Sails](#)
  - [Outdoor activities and working outdoors](#)
  - [Outdoor Education Schools](#)
  - [Risk management – schools](#)
- Victorian School Building Authority (VSBA) [Building Quality Standards Handbook](#) (BQSH):
  - Section 5.1 Landscape architecture, 5.1.5 Shade Areas (May 2022)
- Victorian Registration and Qualifications Authority (VRQA) [Guidelines to the Minimum Standards and Requirements for School Registration](#) - Care, safety and welfare of students p.23 (January 2022)
- Victorian Institute of Teaching (VIT), [The Victorian Teaching Profession's Code of Conduct](#) - Principle 3.2 (May 2021)
- [Australian Professional Standards for Teachers](#) (AITSL) – Standard 4.4 and 7.2
- [Victorian Early Years Learning and Development Framework](#) (VEYLDF) (May 2016)
- Catholic Education Commission of Victoria (CECV) [Your Child's Health Wellbeing and Safety \(Parent Handbook\)](#)
- Independent Schools Victoria – [isComply](#) (ISV portal)
- Education and Training Parliamentary Committee Inquiry into [Dress Codes and School Uniforms in Victorian Schools – Final Report](#) (2007)
- Australian Radiation Protection and Nuclear Safety Authority [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (Mar 2020)
- AS 4174:2018 Knitted and woven shade fabrics
- AS/NZS 1067.1:2016 (Amd 2021), Eye and face protection - Sunglasses and fashion spectacles
- AS 4399:2020, Sun protective clothing - Evaluation and classification
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1: General considerations, 6.3.9: Shade and sun protection, Appendix A: Shade and sun protection
- [Healthy Schools Achievement Program](#) – Sun protection
- United Nations. 1989. ["Convention on the Rights of the Child."](#) Treaty Series 1577 (November): 3
- World Health Organization and the United Nations Educational, Scientific and Cultural Organization, Health Promoting Schools – [global standards and indicators](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	3rd October 2023
Consultation	Leadership Team School Council Consultative Committee
Approved by	Principal
Next scheduled review date	Before October 2027