

	Policy Name:	Sunsmart Policy	Date of Approval:	2018
	Responsible:	OHS Committee	Review Date:	2021

SUNSMART POLICY

PURPOSE:

The purpose of this policy is to encourage behaviours at Tyabb Primary School that reflect a healthy UV exposure balance, ensuring some sun exposure for vitamin D while minimising the risk of skin cancer.

This policy provides guidelines to:

- ensure all students and staff are protected from over-exposure to UV radiation
- support staff and students to use a combination of sun protection measures when UV index levels are 3 or above (generally September – April) and allow sun exposure when UV levels are below 3 (generally May – August)
- ensure that there are outdoor environments that provide adequate shade for students and staff
- ensure students are encouraged and supported to develop independent sun protection skills to help them to be responsible for their own protection
- support our school’s strategies to meet its duty of care and occupational health and safety obligations to minimise harmful UV exposure and associated harm for students and staff.

SCOPE

This policy applies to all school activities, including camps and excursions. It is applicable to all students and staff.

POLICY

A balance of sun exposure is important for health. Excessive exposure to the sun can cause health problems including sunburn, dehydration, damage to skin and eyes, and an increased risk of skin cancer. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer in later life.

Too little UV exposure from the sun can lead to low Vitamin D levels. Vitamin D is essential for healthy muscles and bones, and overall health.

It is important to be aware that UV radiation:

- cannot be seen or felt
- can be reflected off surfaces such as buildings, asphalt, concrete, water, sand and snow
- can pass through light clouds
- varies in intensity across the year (highest in Victoria from September - April)
- peaks during school hours

A combination of sun protection measures should be put in place from September to the end of April, and whenever UV levels reach 3 and above.

LEGISLATION AND STANDARDS

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

PROCEDURES

Tyabb Primary School has the following measures in place to help reduce the risk of excessive UV sun exposure for staff and students.

- staff and students are encouraged to access the daily local sun protection times via the [SunSmart widget](#) on the school's website, the free [SunSmart app](#), or at [sunsmart.com.au](https://www.sunsmart.com.au).
- The sun protection measures listed are used for all outdoor activities during the **daily local sun protection times**. The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.

1. *Seek shade*

- When building works or grounds maintenance is conducted at Tyabb Primary School that may impact on the level of shading available to staff and students, a review of the shaded areas available will be conducted and further shading installed as appropriate.
- 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.

2. *Slip on sun protective clothing*

Tyabb Primary School recommends that from September to April, and whenever UV levels reach 3 and above, students wear sun-protective clothing such as:

- loose, cool, closely-woven fabric
- shirts with a collar and/or high necklines
- tops with elbow length or long sleeves
- longer style shorts and skirts
- rash vests or t-shirts for outdoor swimming activities.

3. *Slap on a hat*

- All students are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket hat), whenever they are outside during September to April, and whenever UV levels reach 3 and above. Peak caps and visors are not considered a suitable alternative.
- Students are required to wear a school hat whilst at school or during school activities with the exceptions of camps when students are either provided with an approved hat or may bring their own. In these cases the hat must protect the face, neck and ears when outdoors, for example broad-brimmed, legionnaire or bucket.
- Students who may not be wearing appropriate protective clothing or a hat may be asked to play in designated undercover areas.

- Where students fail to wear or bring a hat on repeated occasions a reminder note will be sent home to parents informing them of our Sunsmart Policy and the requirement for their child to stay undercover until they bring and wear a hat.

3. Slop on sunscreen

- Tyabb Primary school encourages all staff and students to apply SPF 30+ (or higher) broad-spectrum, water-resistant sunscreen daily at a minimum from September to the end of April, and whenever UV levels reach 3 and above. Sunscreen should be applied at least 20 minutes before going outdoors, and reapplied every two hours if necessary.
- It is a parent/guardians responsibility to apply sunscreen prior to the start of each school day during the Sunsmart period or when UV levels are going to be above 3.
- Students are asked to provide their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen with students keeping this in their school bag to reapply during the day.
- The school supplies SPF30+ (or higher) broad-spectrum, water-resistant sunscreen for staff and student's to use. Each classroom is provided with a pump pack sunscreen available for students to use during the day. If a child has sensitive skin, it is recommended that parents apply their own sunscreen and provide a bottle in their child's school bag.
- Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and re-apply every two hours, or more frequently if sweating or swimming).
- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).

4. Slide on sunglasses [if practical]

- Where practical students 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.

CURRICULUM

- Students at our school are encouraged to make healthy choices, and are supported to understand the benefits and risks of sun exposure. Tyabb Primary School will address sun, UV safety and Vitamin D education as part of our beginning of the year Start Up Program , during the Whole School Health unit and incidentally during the sunsmart period.
- Staff are encouraged to access resources, tools, and professional learning to enhance their knowledge and capacity to promote sun smart behaviour and Vitamin D education across the school community.
- Programs on sun protection are included in the curriculum for all year levels.

ENGAGING STUDENTS, STAFF AND FAMILIES

- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, school website/intranet, 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, families and visitors:
 - wear a sun protective hat, covering clothing and, if practical, sunglasses
 - apply sunscreen; and seek shade whenever possible.

MONITORING AND REVIEW

- The school council and staff monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at sunsmart.com.au.

- SunSmart policy updates and requirements will be made available to staff, families and visitors.

FURTHER INFORMATION AND RESOURCES

- School Policy Advisory Guide:
 - [Sun and UV Protection Policy](#)
 - [Duty of care](#)
- [SunSmart](#)
- 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](#)
- [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](#)

REVIEW CYCLE:

This policy was last dated on 16.10.18 and is scheduled for review in October 2021.

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	No, this school policy is optional.
Does this policy have to be approved by school council?	Yes, for any aspect of your SunSmart policy that involves uniform/dress code (eg hats). Given school council will be approving any uniform aspects of the policy, it is recommended that the whole policy be approved by school council.
Is school community consultation required for this policy?	School council should be consulted and its views should be taken into account when you adopt this policy, as the sections in this template that are marked in yellow should be tailored to your school community.
What is the basis for this policy?	<ul style="list-style-type: none"> • School Policy and Advisory Guide: Sun and UV Protection • Common law duty of care
Recommended review cycle	3 to 4 years