

Policy No.	MELTON WEST PRIMARY SCHOOL	Reviewed
000	SUNSMART AND HEAT POLICY	August 2017

## 1. PURPOSE

- Over exposure to the sun presents a serious health risk. Students must therefore be educated as to the need for suitable sun protection, and protected from over exposure to the sun whilst at school. Sun protection is used 'during the daily local sun protection times (whenever UV levels are three or above)' and NOT just during terms one and four. The 'SunSmart UV Alert' is now just referred to as the *daily sun protection times*. The sun protection times are issued whenever UV levels reach three and above. It is important to use a combination of sun protection measures during these times and never just rely on one. Sun protection times are also available on the [free SunSmart app](#) or at [sunsmart.com.au](http://sunsmart.com.au) or [myuv.com.au](http://myuv.com.au). If students are unable to follow the daily sun protection times, they are encouraged to use sun protection from *mid-August to the end of April* when average UV levels are three or higher in Victoria.
- 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, the [free SunSmart app](#), or at [sunsmart.com.au](http://sunsmart.com.au) or [myvu.com.au](http://myvu.com.au).

## 2. POLICY STATEMENT

- Ensure all children, educators and staff have some UV exposure for vitamin D.
- Ensure all children, educators and staff are well protected from too much UV exposure by using a combination of sun protection measures during the daily local sun protection times (issued whenever UV levels are 3 and above).
- Ensure the outdoor environment is sun safe and provides shade for children, educators and staff.
- Ensure children are encouraged and supported to develop independent sun protection skills.
- Support duty of care and regulatory requirements.
- Support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

## 3. IMPLEMENTATION

- a) The sun protection measures outlined in the policy are used for all outdoor activities during the daily local sun protection times.
- b) This policy is to be read as part of our Student Dress Code.
- c) Children will be required to wear School Council approved school uniform, which will include shirts with collars, longer styled shorts and skirts.
- d) Students and staff are required to wear broad brimmed hats, that protect their face, neck and ears (at least 5-6 cm rigid brim). Peak caps and visors are not considered a suitable alternative.
- e) Appropriate School Council approved school uniform hats for students will be readily available for purchase through Lowes available at Woodgrove Shopping Centre Melton.
- f) The school supplies SPF30 or higher broad spectrum, water-resistant sunscreen for staff and student use. Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices). Sunscreen is applied before going outdoors in Terms 1 and 4.
- g) School Assemblies will be held in the mornings in Terms 1 and 4 to avoid the heat of the later part of the day.
- h) School Council also approves students wearing close fitting UV protection wrap around AS1067 sunglasses whenever they are outside.

- i) Children without broad brimmed hats or appropriate clothing will be restricted to play in designated shaded areas.
- j) Whenever possible, outside activities will be planned in shaded areas.
- k) Hot Day timetable to be implemented (subject to extreme weather)
- l) The school council will provide adequate shade structures for students as practicable; particularly over high density play areas such as sand pits and play equipment.
- m) Students are encouraged to use available areas of shade when outside.
- n) The school newsletter and school assemblies will be used to highlight and reinforce the need for sun protection and using shaded areas.
- o) Our school is a member of the SunSmart Schools and Early Childhood Program at Cancer Council Victoria.

Commented [TW1]: I've added heat to the policy title so that people don't confuse sun protection (protection from UV) with heat.

#### 4. EVALUATION AND REVIEW

4.1 This policy will be reviewed as part of our school's regular three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Date Reviewed (School Council Endorsement)	August 2017
Date of Last Review	Feb 2016
Next Review Due Date	Feb 2020
Responsible for Review	Assistant Principal
Frequency of Review Review Date (Yearly)	3 Year cycle
References	Victorian Government Schools Policy Advisory Guide

#### 5. RELEVANT DOCUMENTS & LINKS

- DEAT The Compact: Roles and Responsibilities in Victorian government school education: Principle 3 (2012)
- DEAT School Policy & Advisory Guide (SPAG) Sun & UV protection (2011)
- DEAT OHSMS Implementation Guide (2009)
- DEAT Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas (Oct 2011)
- DEAT Guidelines for School Playgrounds – Playground safety management: Section 3.2.5 (2012)
- DEAT Outdoor activities
- Catholic Education Commission of Victoria (CECV) Occupational Health & Safety Checklist
- Independent Schools Victoria (ISV) Compliance Framework: Sun Protection / Health & safety
- Victorian Early Years Learning and Development Framework (VEYLDF)
- Education and Training Parliamentary Committee Inquiry into Dress Codes and School Uniforms in Victorian Schools – Government Response
- Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)
- AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods

## 6. APPENDIX

### 30 SPF SUNSCREEN AVAILABLE IN CLASSROOMS

Dear Parents and Guardians,

As part of our Sunsmart and Heat Policy, the school has supplied each classroom with a pump bottle of Cancer Council 30 SPF Sunscreen. Teachers will remind children that it is available for use on a regular basis, however children will be expected to apply their own sunscreen if they choose to use the school supplied.

I have included a copy of the brand we are supplying, with the list of ingredients so that you can advise your child/ren whether it is a brand that suits them. Some sunscreens have been known to cause skin reactions, so if you are aware that your child has issues with this particular brand or any of the ingredients you are free to supply your own sunscreen, which they can apply themselves.

Please let your child's teacher know if you **DO NOT** want your child to have access to the sunscreen supplied by the school.

You may like to put the first application on at home as part of your daily routine, in case they forget to apply the school supplied sunscreen.

**PLEASE NOTE:** Teachers will not be applying the sunscreen. They will remind the children it is available for their use.

Please chat to your child at home about how to apply sunscreen to the exposed areas of the skin.

Yours Sincerely

Michelle Costa  
Principal  
Melton West PS

