

# MELTON WEST PRIMARY SCHOOL

## SUNSMART POLICY

### PURPOSE

The purpose of this policy is to encourage behaviours at Melton West Primary School to minimise the risk of skin and eye damage and skin cancer.

This policy provides guidelines to:

- support staff and students to use a combination of sun protection measures when UV index levels are 3 or above (generally mid-August – end of April)
- 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

Excessive exposure to the sun's ultraviolet (UV) radiation can cause health problems including sunburn, damage to skin and eyes, and an increased risk of skin cancer.

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 mid-August – end of April)
- peaks during school hours

Sun safety is a shared responsibility and staff, parents and students are encouraged to implement a combination of sun protection measures whenever UV levels reach 3 and above (typically from mid-August to the end of April in Victoria).

This policy is to be read as part of our Student Dress Code.

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

### Shade

Melton West Primary School will provide sufficient options for shelter and trees to provide shade on school grounds, particularly in places such as:

- sufficient options for shelter and trees to provide shade on school grounds, particularly in places such as the pergola area and playgrounds
- 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.
- School Council approval for students to wear close fitting UV protection wrap around AS1067 sunglasses whenever they are outside.
- children without broad brimmed hats or appropriate clothing will be restricted to play in designated shaded area
- hot day timetable will be implemented on days of extreme heat
- staff and students are encouraged to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen daily whenever UV levels reach 3 and above.

When building works or grounds maintenance is conducted at Melton West 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.

## FURTHER INFORMATION AND RESOURCES

- the Department's Policy Advisory Library:
  - [Sun and UV Protection Policy](#)
  - [Duty of care](#)
- [SunSmart](#)
- Victorian School Building Authority [Building Quality Standards Handbook](#) (BQSH): Section 5.1.4 Shade Areas (2018)
- DET [Outdoor activities](#) (2018)
- 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](#)
- *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](#) (2007)
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- *Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)*

## REVIEW CYCLE

This policy was last updated on March 2020 and is scheduled for review on February 2023.

<b>School Council</b>	Approval required
<b>Date Reviewed/Approved</b>	15 <sup>th</sup> June 2020
<b>Communication method</b>	School website, Staff Handbook
<b>Date communicated</b>	
<b>Source of Requirement</b>	Optional
<b>Responsible for Review</b>	Assistant Principal
<b>Review Cycle</b>	3 Year review cycle
<b>Next Review Due Date</b>	February 2023
<b>References</b>	Victorian Government Schools Policy Advisory Guide

## APPENDIX

Dear Parents and Guardians,

### Sun protection agreement and permission form

I understand Melton West Primary school is a registered member of the SunSmart Schools Program and follows SunSmart and Cancer Council Victoria guidelines to use a combination of sun protection measures (clothing, sunscreen, a hat, shade, and if practical, sunglasses) whenever UV levels reach 3 or higher. In Victoria UV levels are typically three and above from mid-August to the end of April.

I agree to support the school's SunSmart membership to help minimise my child's potential risk of skin and eye damage and skin cancer by doing the following:

(Please tick all that apply)

- Support the school uniform / dress code and ensure my child is wearing cool clothing that covers as much skin as possible e.g. tops that cover the shoulders, arms and chest, has higher necklines or collars, and long shorts and skirts
- Remind my child to bring and wear the school uniform sun-protective hat that shades the face, neck and ears (e.g. wide-brimmed, bucket or legionnaire hat). I understand that baseball / peak style caps do not provide adequate sun protection and are not appropriate for outdoor play and activities.
- If needed, provide my child with appropriate close-fitting wrap-around sunglasses labelled AS:1067 to help protect their eyes.
- Give permission for my child to develop independent, self-help skills by applying their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen to all exposed parts of skin including their face, neck, ears, arms and legs.

### 30 SPF SUNSCREEN AVAILABLE IN CLASSROOMS

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.

Child(ren)'s name(s): \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_ (Please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Yours Sincerely

Michelle Costa

Principal

Melton West PS

