

MELTON WEST PRIMARY SCHOOL

SUN PROTECTION POLICY

PURPOSE

The purpose of this policy is to support sun protection behaviours at Melton West Primary School to minimise risk of health problems from sun overexposure, including 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 to the end of April in Victoria)
- 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 on and off-site, including camps and excursions. It is applicable to all students and staff.

POLICY

Overexposure 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 damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

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 day and the year (highest from mid-August to the end of April in Victoria)
- 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 or above. Information about the daily local sun protection times is available via the SunSmart widget on the school's website/intranet, the free SunSmart app, or at sunsmart.com.au or bom.gov.au.

Melton West Primary School has the following measures in place for all outdoor activities during the daily sun protection times to help reduce the risk of over-exposure to UV radiation 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.

Sun protective uniform/clothing

Melton West Primary School recommends that from mid-August to end of April, and whenever UV levels reach 3 and above, students come to school wearing sun-protective clothing such as:

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

Melton West Primary School's uniform or dress code includes sun-protective clothing, including:

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

Melton West Primary School dress code applies on and off-site unless otherwise advised. When students are not required to wear school uniform (such as school camps, free dress day), Melton West Primary School will ensure steps are taken to encourage students to wear sun-protective clothing whenever UV levels reach 3 and above.

Hats

From mid-August (exact date to be set by the school annually) to 30 April, all students **must** wear a sun protective hat that shades the face, neck and ears for all outdoor activities. Hats may also be worn for all outdoor activities outside of the August to April time period, by parent or student choice.

Students wear a school hat or a hat that protects the face, head, neck and ears when outdoors, for example broad-brimmed, legionnaire or bucket hat.

Baseball or peaked caps and sun visors are not considered a suitable alternative, as they do not protect the ears, cheeks or neck.

Students who are not wearing appropriate protective clothing or hats will be asked to use available areas of shade when outdoors or a suitable area protected from the sun.

Sunscreen

Melton West Primary School encourages all staff and students to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen daily whenever UV levels reach 3 and above. Sunscreen should be applied at least 20 minutes before going outdoors, and reapplied every two hours (or more frequently if sweating or swimming).

Melton West Primary School supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and students to use and the location is communicated to all staff and students, so it is readily accessible AND/OR Students and staff are reminded and encouraged to bring their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen to school. This is included on the school's booklist each year.

Melton West Primary School has strategies in place to remind students to apply sunscreen before going outdoors, sunscreen stations near entry and exit points in the classroom.

Sunscreen that is supplied by the school is stored below 30 degrees and the expiry date monitored.

At Melton West Primary School, if students do not have their own sunscreen, they are welcome to attend first aid to access sunscreen if there is none available in the classroom.

Staff and students who may suffer from skin reactions from certain types of sunscreen are encouraged to contact the school nurse/ first aid to implement a plan to reduce the risk of a sunscreen reaction at school, such as families sending their child to school with a suitable alternative sunscreen.

Sunglasses

Where practical, Melton West Primary School encourages students and staff engaged in outdoor activities 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. They are supported to understand effects of sun exposure and are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school.

Staff role-modelling and OHS

Staff are encouraged to access resources, tools, and professional learning to enhance their knowledge and capacity to promote sun smart behaviour across the school community.

UV radiation exposure is considered as part of our school's risk management and assessment for all outdoor events and activities, i.e. UV radiation protection strategies are included in school camp activities, excursions, sports days and interschool sports events.

Families and visitors

Families and visitors participating in and attending outdoor school activities are encouraged 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 when outdoors.

Community engagement

Sun protection 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.

Families, students and staff are provided with information, ideas and practical strategies to support UV safety at school and at home. Melton West Primary School may provide information through newsletters, Class Dojo, noticeboards, school website, school assemblies.

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
- Reminders in our school newsletter
- Discussed in student forums
- Hard copy available from school administration upon request.

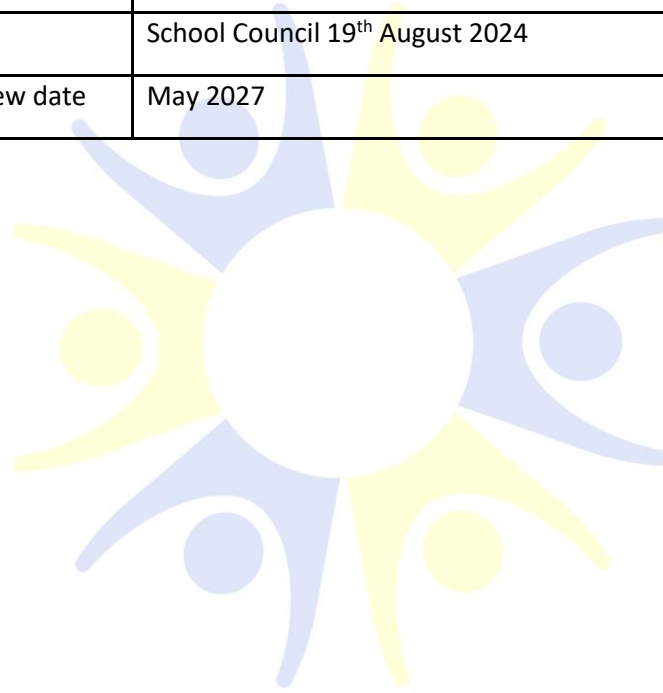
FURTHER INFORMATION AND RESOURCES

- 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 \(2016\)](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2024
Approved by	School Council 19 th August 2024
Next scheduled review date	May 2027



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