



## SUN PROTECTION POLICY



**Help for non-English speakers** If you need help to understand the information in this policy please contact Cheltenham Primary on **03 8585 3200** or [cheltenham.ps@education.vic.gov.au](mailto:cheltenham.ps@education.vic.gov.au)

### Purpose

The purpose of this policy is to support sun protection behaviours at Cheltenham 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 [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

Cheltenham 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**

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

- the canteen
- outdoor lesson areas
- popular play
- assembly areas

Students are encouraged to use available areas of shade when outdoors during peak sun protection times, particularly if they do not have appropriate hats or outdoor clothing.

When building works or grounds maintenance is conducted at Cheltenham Primary School that may impact on the level of shade 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**

Cheltenham 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.

Cheltenham 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.

### **Hats**

From mid-August to 30 April, all students must wear a sun protective hat that shades the face, neck and ears for all outdoor activities. The school bucket hat may also be worn for all outdoor activities outside of the mid-August to April time period, by parent choice.

Students are required to wear a school bucket hat that protects the face, neck and ears when outdoors. Students who are not wearing appropriate protective clothing or a hat will be asked to play in the shade or in a suitable area protected from the sun.

Staff are encouraged to wear hat styles that protect the face, neck and ears when outdoors.

Cheltenham Primary School's uniform or 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), Cheltenham Primary School will ensure steps are taken to encourage students to wear sun-protective clothing whenever UV levels reach 3 and above.

### **Sunscreen**

Cheltenham 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).

Staff and families should role model SunSmart behaviour and are encouraged to apply SPF 30 (or higher) broad-spectrum, water-resistant sunscreen when outside.

### **Curriculum**

Students at Cheltenham Primary School are encouraged to make healthy choices, and are supported to understand the benefits and risks of sun exposure. Cheltenham Primary School will address sun and UV safety education as part of the Health and Physical Education Curriculum.

### **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, staff and parent meetings, school assemblies, student and teacher activities and at student enrolment and new staff orientation.

Families, students and staff are provided with information, ideas and practical strategies to support UV safety at school and at home. Cheltenham Primary School may provide information through the school's website, newsletter and school assemblies.

### **Extreme Heat**

Schools do not close at a certain temperature threshold during days of extreme heat. However, Cheltenham Primary School has strategies to manage the risks associated with

extreme hot weather and heat wave, including indoor play during recess and lunch in the event of extreme temperatures and regular reminders to students to keep hydrated by drinking water.

### 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 transition and enrolment packs
- 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 and Advisory Library:
  - [Sun and UV Protection Policy](#)
  - [Heat Health](#)
  - [Outdoor Activities and Working Outdoors](#)
  - [Risk Management – Schools](#)
  - [Shade Sails](#)
  - [Student Dress Code](#)
- [SunSmart](#) and Cancer Council Victoria.
  - [Primary schools](#) free education resources, sample policies and information about the free [SunSmart Schools Program](#).
  - [Secondary schools](#) free education resources and sample policies.
  - [Sunscreen reactions](#)

### Policy review and approval

Policy last reviewed	May 2023
Approved By	Principal
Next scheduled review date	May 2026