

# SUNSMART POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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## PURPOSE

The purpose of this policy is to encourage behaviours at Richmond 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.

## DEFINITIONS

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.

*Vitamin D* – Vitamin D is essential for healthy bones and muscles, and for general health

*Ultraviolet radiation* - 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

## POLICY IMPLEMENTATION

Arising from our understanding of the dangers of UV rays, particularly on young sensitive skin and the dangers from being exposed at such a young age, we have developed and implemented a SunSmart policy to ensure that:

- Students are educated in the potential dangers of being exposed to UV rays
- Students are instructed in how to protect themselves from skin damage caused by the harmful rays of the sun
- Staff and students adopt good personal sun-safe practices

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- Appropriate OHS strategies are implemented to minimise UV risk and associated harms for staff and visitors
- Duty of care requirements are supported

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). Information about the daily local sun protection times is available via the free SunSmart app, or at [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

At Richmond West Primary School we aim for the maintenance of a healthy UV exposure balance for students and staff, by following our sun protection policy from the beginning of September until the end of April. From May until August, sun protection is not used unless the UV index is above 3. Particular care is to be taken between 10a.m. and 3p.m. when UV index rates reach their peak

The SunSmart policy is considered when planning outdoor events such as camps, excursions and sporting events

## Shade

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

- where students congregate for lunch
- outdoor lesson areas
- popular play areas
- assembly areas
- sporting grounds/courts

Students who do not have appropriate hats or sun-protective clothing are asked to play in the shade

## Sun protective uniform/clothing

Richmond 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. Sun protective clothing is included in our school uniform but may also include the following options:

- 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.

## Hats

Students will be required to wear hats which protect their face, neck and ears from September

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to the end of April, when they are outside

Hats must be broad brimmed, legionnaire or a bucket hat. Baseball caps and visors are not considered a suitable alternative.

Students who are not wearing appropriate protective clothing or a hat may be asked to play in the shade or in a suitable area protected from the sun.

Staff are also required to wear a hat that protects the face, neck and ears when outdoors

## Sunscreen

Richmond 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 according to [manufacturer's instructions](#).

**Parents are encouraged to** supply SPF 30+ or higher broad spectrum, water resistant sunscreen for student's use. Classrooms and the front office will also have a supply of sunscreen.

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

## Sunglasses

Where practical Richmond 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 and are supported to understand the benefits and risks of sun exposure. Richmond West Primary School will address sun and UV safety education through:

- Programs on skin cancer prevention and Vitamin D for all year levels
- SunSmart behaviour regularly reinforced and promoted to the whole school community through newsletters, parent meetings, staff meetings and school assemblies.

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.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Included in staff induction processes and staff training
- Available publicly on our school's website communications platform (COMPASS)
- Included in staff handbook/manual
- Discussed at staff briefings/meetings as required
- Included in transition and enrolment packs

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- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

### RELATED POLICIES

- Camps and Excursions Policy
- Child Safety Policy
- Inclusion and Diversity Policy
- Visitors Policy
- Volunteers Policy

The Department's Policy and Advisory Library (PAL):

- [Duty of Care](#)
- [Sun and UV Protection](#)

### Other resources

- Cancer Council Victoria [SunSmart Primary School Resources](#)
- Cancer Council Victoria [SunSmart High School Resources](#)

## POLICY REVIEW AND APPROVAL

This policy will be reviewed as part of the school's review cycle, or if the school's uniform changes.

Policy last reviewed	February 2022
Approved by	Principal
Consultation	School Council noting March 2022
Next scheduled review date	February 2026