

# Woodend Primary School

(Woodend Campus & Carlsruhe Annex)

## Sunprotection Policy



### Help for non-English speakers

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

### Purpose

The purpose of this policy is to encourage behaviours at Woodend 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 the middle of 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 year (highest in Victoria 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 Sun Smart widget on the school's website, the free Sun Smart app, or at [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

Woodend 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**

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

- the canteen
- outdoor lesson areas
- popular play 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 Woodend 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**

Woodend Primary School's uniform and 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.

Woodend Primary School's uniform and dress code applies on and off-site unless otherwise advised. When students are not required to wear school uniform (such as school camps, casual clothes day) Woodend 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 (beginning week 6 of term 3) until 30 April, all students **must** wear a sun protective hat (such as a broad-brimmed, legionnaire or bucket hat) that shades the face, neck and ears for all outdoor activities. 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. Hats may also be worn for all outdoor activities outside of the August to April time period, by parent or student choice.

### **Sunscreen**

Woodend 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). Students and staff are reminded and encouraged to bring their own SPF30 (or higher) broad-spectrum water-resistant sunscreen to school.

### **Sunglasses**

Where practical, Woodend 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 as the eye as possible.

### **Curriculum**

Students at our school are encouraged to make healthy choices. They are supported to understand the effects of sun exposure and are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school. Woodend Primary School will address sun protection 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, the school website, staff and parent meetings, school assemblies, student and teacher activities and at student enrolment/staff orientation, families, students and staff are provided with information, ideas and practical strategies to support UV safety at school and at home.

### **Communication**

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

- Available publicly on our school's website
- Included in our staff induction processes
- Included in our staff handbook/manual
- Included in our transition and enrolment packs
- Discussed at parent information nights/sessions
- 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.
- Sunscreen reactions.

### **Policy review and approval**

Policy last reviewed	October 2023
Approved by	School Council
Next scheduled review date	2026 Note, the recommended minimum review cycle for this policy is 3 to 4 years.