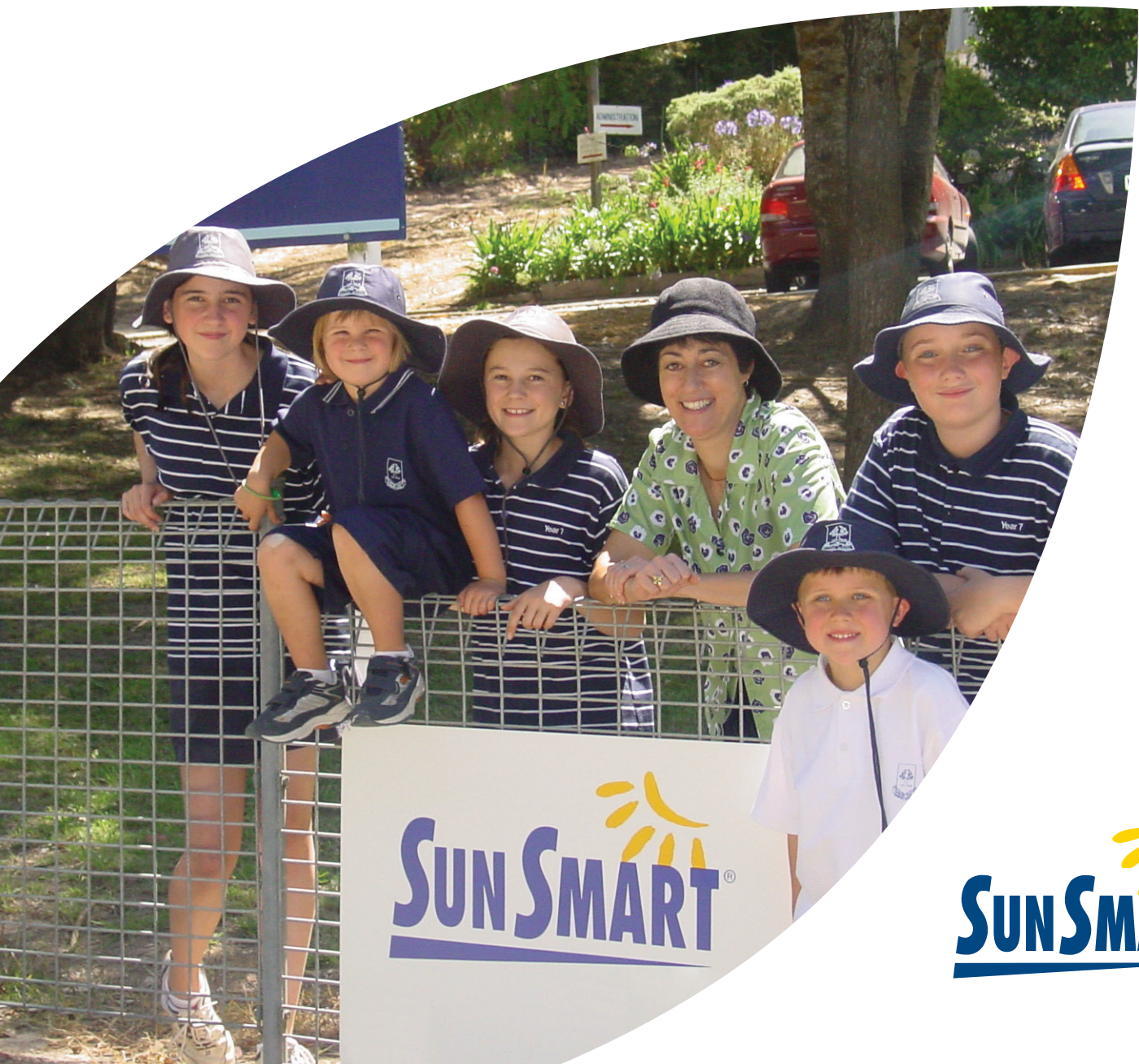


# **SunSmart primary school policy guidelines.**



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# Introduction.

## What is skin cancer?

Skin cancer is a disease of the skin's cells, with the majority of skin cancers being caused by overexposure to the sun's ultraviolet (UV) radiation.

In Australia, over 950,000 cases of skin cancer are treated every year, and at least two in three people are diagnosed with some form of skin cancer before the age of 70. Over 2,000 people die from skin cancer each year and 80 per cent of those deaths are due to melanoma.

Melanoma, the most dangerous form of skin cancer, is the most common cancer in the 12–24 year age group and is often referred to as the young people's cancer.

It is estimated that 95–99 per cent of skin cancers are caused by overexposure to UV radiation. Therefore, many skin cancers can be prevented by adequately protecting the skin from overexposure to damaging UV radiation.

Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk. Schools can make a significant contribution to lowering the risk of childhood skin damage by implementing comprehensive policy and practice that protects the children in their care.

## What causes skin cancer?

### UV radiation from the sun causes skin damage.

Too much UV radiation from the sun can cause sunburn, skin damage (e.g. wrinkles, blotches and other signs of ageing), eye damage and skin cancer.

The UV radiation level is determined by the angle of the sun to the earth's surface. UV radiation levels peak over the middle of the day when the sun is directly overhead.

UV radiation cannot be seen or felt and is different to infra red radiation, therefore UV levels are not related to temperature. UV radiation can be high even on cool and cloudy days, so clear skies or high temperatures can't be used to determine when sun protection is needed.

A UV radiation level of 3 is high enough to cause damage to unprotected skin, therefore it is important to protect skin when the UV radiation level is 3 and above. The higher the UV radiation level, the greater the potential for skin damage. In South Australia, the UV radiation levels are 3 and above during terms 1, 3 and 4. The UV radiation level may also be 3 and above from May to July so it is important to check the UV radiation levels daily.

## The UV Index and daily sun protection times

The Global Solar UV Index is a rating system developed by the World Health Organization (WHO) that measures the amount of UV radiation at the earth's surface.

It has five categories which are detailed below. The higher the UV index value, the greater the potential for skin damage. Sun protection is required when the UV Index is 3 and above.

11+	Extreme
8, 9, 10	Very High
6, 7	High
3, 4, 5	Moderate
1, 2	Low

The sun protection times are issued daily by the Bureau of Meteorology (BOM), when the UV Index is forecast to reach 3 and above.

When the sun protection times are issued, sun protection measures are recommended during the times indicated.

The sun protection times are reported on the weather page of all major Australian daily newspapers, on the BOM website [www.bom.gov.au/sa/uv](http://www.bom.gov.au/sa/uv) for over 20 locations across South Australia, via the SunSmart app for smart phones, on some television and radio broadcasts, and via [www.myuv.com.au](http://www.myuv.com.au).

## Sun exposure and vitamin D— a healthy balance

A balance between sun protection to lower the risk of skin cancer, and sun exposure for the production and maintenance of Vitamin D is important for normal growth and development of bones and teeth.

The sun's ultraviolet (UV) radiation is both the major cause of skin cancer and the best natural source of vitamin D. In Australia, we need to balance the risk of skin cancer from too much sun exposure with maintaining vitamin D levels.

## When should I protect my skin?

Whenever the UV level is 3 and above, UV radiation is strong enough to cause skin damage and therefore skin cancer.

## UV Index 3 and above

When the UV level is 3 and above, a combination of sun protective measures (broad-rimmed hat, sun protective clothing, SPF 30 or higher broad spectrum sunscreen, sunglasses and shade) is recommended when outdoors.

**In South Australia, the UV is 3 and above from 1 August until 30 April.**

## Steps to being SunSmart

When the UV Index level is 3 and above, use a combination of five SunSmart steps whenever you are outside to protect against skin damage and skin cancer.

### 1. Slip on sun protective clothing

Cover as much of the child's skin as possible with cool, loose fitting clothes and wraps for babies.

The higher the UV protection factor (UPF) of the fabric, the greater the protection provided.

When clothing doesn't have a UPF label, look for fabrics that are closely woven and darker in colour. The tighter the fabric structure, whether knitted or woven, the better the protection from UV radiation. Longer style shorts or skirts and tops that cover the shoulders, arms and chest are best. Polo shirts with a collar also help protect the neck.

### 2. Slap on SPF 30 or higher sunscreen

Apply SPF 30 or higher, broad spectrum, water resistant sunscreen to skin not protected by clothing at least 20 minutes before going outdoors. Reapplication every two hours is essential. Most people don't apply enough sunscreen, so frequent reapplication is important to maintain maximum sun protection. It is recommended that children from about five years of age be encouraged to apply their own sunscreen under supervision. It is important they are given time to develop this skill so they will be ready for independent application at school.

Sunscreens with titanium dioxide or zinc oxide scatters UV radiation away from the skin, and are less likely to cause problems with sensitive skin.

### 3. Slap on a hat

Choose hats that provide good shade to the face, back of the neck, eyes and ears. A good sun hat can also help protect the eyes by reducing the amount of UV radiation by 50 per cent.

Suitable sun protection hats include:

- legionnaire hat with a flap at the back to protect the neck—the flap and front peak should overlap
- bucket hat with a deep crown and angled brim that sit easily on the child's head
- broad-brimmed hat.

Baseball caps do not offer enough protection for the cheeks, ears and neck and are not an acceptable choice for sun protection.



## 4. Seek shade

A combination of natural and built shade is essential for the outdoor play space. Research has shown that natural outdoor play spaces with shrubs, uneven ground and low reflective surfaces are better for sun protection and stimulate more physical activity.

Shade alone can reduce overall exposure to UV radiation by about 75 percent. Shade should be correctly designed to offer the greatest coverage during peak UV radiation times and peak periods of use. For best protection, choose shade that has extensive overhead and side cover and is positioned away from highly reflective surfaces.

All children should be encouraged to use shaded areas for outdoor play. Even when in the shade, the sun's UV radiation can reflect from surfaces such as sand and concrete, so always wear a hat, clothing, sunscreen and sunglasses.

For more information about shade design at your service, visit [www.sunsmart.com.au/uv-sun-protection/seek-shade](http://www.sunsmart.com.au/uv-sun-protection/seek-shade)



## 5. Slide on some sunglasses

If practical, encourage children to wear sunglasses when playing outdoors. Sunglasses and a hat provide very good eye protection. Look for sunglasses that:

- are a close fitting, wraparound style that cover as much of the eye area as possible
- meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four)
- are preferable marked eye protection factor (EPF) 10
- have soft elastic to keep them in place.

Novelty tinted glasses do not meet the requirements for sunglasses under the Australian Standard and should not be used for sun protection.

## Is skin protection a school issue?

**Research shows that overexposure to the sun's UV radiation during childhood and adolescence increases the risk of developing skin cancer.**

Children are at school five days a week throughout the high risk period of the day. Adequate sun protection whilst at school is crucial in decreasing a child's risk of developing skin cancer later in life. Schools can play a significant role in changing behaviours through education and are well placed to protect students with good sun protection policy and practice.

# Skin cancer—an important school issue.

## Schools have a duty of care to students

In general, duty of care refers to the need to protect students against foreseeable harm.

Sunburn is a foreseeable outcome of overexposure to UV radiation and there is now considerable evidence linking UV radiation exposure, particularly during childhood and adolescence, to the development of skin cancer. It should also be remembered that skin damage may occur without any sign of sunburn.

Every teacher has a duty of care towards every student under his or her supervision, by virtue of the conditions of the teacher's employment, and by virtue of the common law principles of negligence.

Any activity that involves students being outdoors for any period of time should be seen as potentially placing them at risk of sunburn and other skin damage, and subsequent skin cancer.

Legal action has occurred in some states as a result of students being sunburnt during school organised activities, particularly all-day events such as swimming carnivals and excursions.

## Work Health & Safety

Exposure to UV radiation has been accepted as an occupational hazard for people who spend all or part of their working day outside. It is estimated that 95 per cent of skin cancers can be prevented by reducing UV exposure. Educators that spend all or part of their day outdoors can receive up to nine times more UV exposure than an indoor worker. Work Health & Safety (WHS) legislation varies from state to state. In South Australia, you can refer to the Work Health and Safety Act (2012). You are advised to contact your WHS authority for further advice.

A useful reference document is 'Guide on Exposure to Solar Ultraviolet Radiation (UVR) 2013' from Safe Work Australia [www.safeworkaustralia.gov.au/doc/guide-exposure-solar-ultraviolet-radiation-uvr](http://www.safeworkaustralia.gov.au/doc/guide-exposure-solar-ultraviolet-radiation-uvr)

## How can my school protect our staff and students?

Schools can play a major role in protecting staff and students and reducing their risk of developing skin cancer in future years as evidence shows:

- the crucial period for sustaining damaging levels of UV radiation exposure occurs during childhood and adolescence
- students are at school during high-risk UV radiation times five days a week
- schools, in partnership with families and their communities, can play a significant role in reducing exposure and changing behaviours through policy, education and role modelling.

Primary school communities have a responsibility to implement skin cancer prevention strategies in the interests of student and staff health and welfare. Strategies must be practical in the context of the school's environment and circumstances.

It is recommended that all schools implement a comprehensive sun protection policy during terms 1, 3 and 4 (or 1 August to 30 April), and when the UV radiation level is 3 and above at other times, and that the policy covers the areas of:

- curriculum
- the environment (shade)
- skin protection (clothing, hats, sunscreen)
- scheduling of outdoor activities to minimise exposure during peak UV radiation times.

## Department for Education requirements

All public schools including primary, combined, area and secondary schools are required to have an active sun protection policy in place in terms 1, 3 and 4 that meets the DECD 'Inclement Weather and Sun Protection' procedure. Public schools are encouraged to contact Cancer Council SA or access SunSmart template policies when establishing a local sun protection policy.

# The process for developing your policy.

The process of developing a sun protection policy is as important as the policy itself. All stakeholders of the school community need to be consulted and given an opportunity to comment on the draft.

The policy is more likely to be adhered to if all those affected have been involved in its development and agree and understand its intent. These steps can be used as a guide:

## Step 1: Form a committee

The committee may include any of the following members: principal, teachers, students, parents, health/physical education coordinator.

The committee's role is to make recommendations about the content of the policy, to develop and circulate a draft and to prepare the final version of the document. They do this on behalf of the school community.

Once a sun protection policy is in place, an existing committee, such as the Student Well-being Committee, could monitor its long-term implementation.

## Step 2: Conduct information sessions

The whole school community (parents, staff and students) needs to be aware of the dangers of overexposure to the sun, especially during childhood and adolescence.

Cancer Council SA can provide awareness raising sessions for parents and staff which will assist in gaining support for the implementation of a sun protection policy.

## Step 3: Identify sun protection measures that are already being undertaken

The checklist on the following page can be used as a discussion document for improving sun protection at your school.

## Step 4: Write, review and finalise the policy

The policy should contain defined goals and clear statements on the implementation of sun protection strategies. A sun protection policy review checklist is provided within this document to assist with writing and reviewing the criteria required to meet the National SunSmart Schools Program guidelines.

When the draft has been written, clearly label it as a draft and make it available for your staff and appropriate decision makers to review e.g. Governing Council, staff.

Prepare the final version of the policy for endorsement.

## Step 5: Implement the policy

Publicise the policy as widely as possible. Consider giving a copy to all staff, including the policy in a newsletter and distributing information to parents and students. Include the policy in all teacher induction packages and student enrolment packages.

## Step 6: Monitor and evaluate your sun protection policy

A policy is only as good as its implementation. Routinely promote your policy by:

- briefing all new staff
- including sun protection as a set agenda item on relevant committee meetings at appropriate times e.g. first staff meeting of the year
- including information in your parent information booklet
- using newsletters and assemblies to promote sun protection.

Review the effectiveness of the policy after a set time period. Involve students where possible. Evaluation strategies could include:

- conducting a brief survey
- making observations e.g. the number of students wearing hats
- assessing shade provision
- conducting a curriculum audit.

# Sun protection policy review checklist for South Australian primary schools.

Please use this checklist to assist with writing and reviewing your sun protection policy.

	<p><b>Sun protection times:</b> The sun protection policy is in place during terms 1, 3 and 4 (or 1 August to 30 April), and when the UV radiation level is 3 and above at other times.</p>
	<p><b>Scheduling:</b> Care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible. Sports days and other outdoor events to be held during term 2 or earlier in the day where practical.</p> <p>A combination of skin protection measures are considered when planning outdoor events e.g. camps, excursions, sporting activities and swimming carnivals.</p>
	<p><b>Slip on clothing:</b> Appropriate sun protective clothing is included in the school uniform/dress code. Clothing made of a closely woven material including tops with collars and longer sleeves and longer-style skirts, dresses and shorts are recommended. Rash tops or t-shirts over bathers are recommended for outdoor swimming activities.</p>
	<p><b>Slop on sunscreen:</b> SPF 30 or higher broad spectrum, water resistant sunscreen is supplied by the school for students and staff use. Alternatively, families and staff are asked to supply their own sunscreen. Sunscreen is applied 20 minutes before outdoor activities and reapplied every two hours when outdoors. Outline in the policy your school's sunscreen application and reminder processes.</p>
	<p><b>Slap on a hat:</b> All students and staff are required to wear a hat that gives good cover to the face, neck and ears. Broad brimmed (at least 6 cm for students and 7.5 cm for adults), legionnaire or bucket style hats (bucket hats must have a deep crown and crown and at least 5 cm brim for students and 6 cm for adults) are recommended. Baseball caps are not acceptable.</p> <p>Students who are not wearing appropriate hats or clothing are asked to play in areas protected by the sun.</p>
	<p><b>Seek shade:</b> Students are actively encouraged to use available areas of shade for outdoor activities.</p> <p>The school has shade from at least two of the following:</p> <ul style="list-style-type: none"> <li>- shady trees</li> <li>- built shade structures, and/or</li> <li>- portable shade structures</li> </ul> <p>If minimal shade is available, management have plans to invest in more.</p>
	<p><b>Slide on sunglasses:</b> If practical, encourage children to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/ NZS 1067.1:2016 (Sunglasses: lens category 2, 3 or 4).</p>
	<p><b>Curriculum:</b> Programs on skin cancer prevention are included in the curriculum of all year levels or every second year.</p>
	<p><b>WH&amp;S and role modelling:</b> For Work Health and Safety and role modelling, when the UV is 3 and above, staff are required to practice SunSmart behaviours including wearing sun protective clothing, sunscreen, appropriate hats and sunglasses and seek shade when outdoors. Alternatively, UV risk controls for staff may be covered in a separate Work Health and Safety policy.</p> <p>Visitors and parents are encouraged to role model SunSmart behaviours when participating in or attending outdoor activities with the school.</p>
	<p><b>Policy promotion:</b> SunSmart behaviour is regularly reinforced and promoted to the whole school community (e.g. via newsletters, assemblies, bulletin boards, parent and staff meetings) and all families and staff members are informed of the policy.</p>
	<p><b>Policy review:</b> The school reviews its sun protection policy regularly (at least every three years) to ensure that the information remains current and relevant.</p>



# Sample sun protection policy for primary schools.

Schools are welcome to copy this SunSmart policy and use it as their own. Please ensure it accurately reflects your setting.

**Please note: to comply with the Department for Education requirements and SunSmart guidelines, your policy must state sun protection is used during terms 1, 3 and 4 (or 1 August to 30 April *please select either terms or dates*), and whenever UV levels are 3 and above at other times.**

## <School>'s SunSmart policy

This policy applies to all school events on and off-site.

## Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

## Objectives

This sun protection policy has been developed to:

- encourage the entire school community to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe school environment that provides shade for students, staff and the school community at appropriate times
- assist students to be responsible for their own sun protection
- ensure families and new staff are informed of the school's sun protection policy.

Staff are encouraged to access the daily local sun protection times on the SunSmart app or [www.myuv.com.au](http://www.myuv.com.au), to assist with the implementation of this policy.

## Legislation

- Work Health and Safety Act 2012

## Procedures

Staff are encouraged to access the daily local sun protection times on the SunSmart app or <http://www.myuv.com.au>, to assist with implementing this policy.

The school uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 (or 1 August to 30 April – *please select terms or dates*), and whenever UV levels reach 3 and above at other times. A combination of skin protection measures are considered when planning outdoor events e.g. camps, excursions, sporting activities and swimming carnivals.

### 1. Clothing

Sun protective clothing is included in the school uniform/dress code and sports uniform. The clothing is cool, loose fitting and made of closely woven fabric. It includes shirts with collars and elbow length sleeves, longer style dresses and shorts and rash tops or t-shirts for outdoor swimming.

### 2. Sunscreen

- Students must provide their own SPF 30 or higher broad spectrum, water resistant sunscreen (*and/or*) the school supplies SPF 30 or higher broad spectrum, water resistant sunscreen for staff and students' use. This is included on the school's booklist each year (*if applicable*).
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours.
- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors and sunscreen buddies). (*Please include the strategies adopted by your school.*)
- Families with children who have naturally very dark skin are encouraged to discuss their vitamin D requirements with their GP or paediatrician.

### 3. Hats

All students and staff are required to wear hats that protect their face, neck and ears e.g. legionnaire, broad brimmed or bucket hats (*please include the style/s available at your school*), whenever they are outside. Baseball or peak caps are not acceptable.

## 4. Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- The school council ensures there is a sufficient number of shelters, portable shade structures and trees providing shade in the school grounds, particularly in areas where students congregate e.g. canteen, outdoor lesson areas and popular play areas.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- In consultation with the school council, shade provision is considered in plans for future buildings and grounds.
- Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times or in the shade where possible. Sports days and other outdoor events to be held during term 2 or earlier in the day where practical.
- Students are encouraged to use available areas of shade when outside.
- Students who do not have appropriate hats or clothing are asked to play in the shade or a suitable area protected from the sun.

## 5. Sunglasses [optional]

Students and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

## 6. Staff WHS and role modelling

As part of WHS UV risk controls and role modelling, when the UV is 3 and above staff will:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.

Families and visitors are encouraged to use a combination of sun protection measures e.g. sun protective clothing and hats, sunglasses, sunscreen and shade, when participating in and attending outdoor school activities.

## 7. Curriculum

- Programs on skin cancer prevention are included in the curriculum for all year levels (or) every second year.
- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, school homepage, parent meetings, staff meetings, school assemblies, student and teacher activities and in student enrolment packs. *(Please include the strategies adopted by your school.)*

## Policy review

The school council and staff regularly monitor and review the effectiveness of the sun protection policy (at least every three years) and revise the policy when required.

Date of next policy review: .....

## Relevant resources

- **Sun protection times:** The sun protection times show when the UV is forecast to be 3 and above. They can be accessed via the free SunSmart app, the free widget to place on your website (download via [www.cancersg.org.au/sunsmart-apps](http://www.cancersg.org.au/sunsmart-apps)), in the weather section of the newspaper or the Bureau of Meteorology website [www.bom.gov.au/sa/uv](http://www.bom.gov.au/sa/uv).
- **Creating effective shade:** This online shade audit tool allows you to assess whether your existing shade is adequate. It also helps you develop a list of practical recommendations to improve both built and natural shade. Visit [www.sunsmart.com.au/shade-audit](http://www.sunsmart.com.au/shade-audit).
- **Generation SunSmart:** Fun and interactive online sun protection modules for teachers, school nurses and year 6-9 students. Visit [www.generationsunsmart.com.au](http://www.generationsunsmart.com.au).
- **SunSmart millionaire:** How SunSmart are you? An innovative online game-based resource for children aged 9-13 years that promotes the science behind the SunSmart message. Visit: <http://lrrpublic.cli.det.nsw.edu.au/lrrSecure/Sites/Web/sunsmart/>.

# Sample sun protection policy for primary schools, including OSHC and vacation care.

Schools are welcome to copy this sun protection policy and use it as their own. Please ensure it accurately reflects your setting.

**Please note: to comply with the Department for Education requirements and SunSmart guidelines, your policy must be in place during terms 1, 3 and 4 (or 1 August to 30 April please select either terms or dates), and whenever UV levels are 3 and above at other times.**

**This policy template is only suitable for school operated OSHC services, and not those operated by third parties. Independent OSHC services should have their own policies in place.**

## <School> and OSHC's sun protection policy

This policy applies to all school events on and off-site.

### Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

### Objectives

This sun protection policy has been developed to:

- encourage the entire school community to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe school environment that provides shade for students, staff and the school community at appropriate times
- assist students to be responsible for their own sun protection
- ensure families and new staff are informed of the school's sun protection policy.

Staff are encouraged to access the daily local sun protection times on the SunSmart app or [www.myuv.com.au](http://www.myuv.com.au), to assist with the implementation of this policy.

The school uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 (or 1 August to 30 April *please select terms or dates*), and whenever UV levels reach 3 and above at other times.

### School implementation times

The school uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 (or 1 August to 30 April – *please select terms or dates*), and whenever UV levels reach 3 and above at other times. A combination of skin protection measures are considered when planning outdoor events e.g. camps, excursions, sporting activities and swimming carnivals.

### OSHC and vacation care implementation times

**Before school care:** sun protection is not required as the UV radiation levels are rarely above 3 during this time.

**After school care:** sun protection is required during terms 1 and 4, and whenever the UV is 3 and above at other times. Staff are encouraged to access the daily local sun protection times to determine if sun protection measures are required during terms 2 and 3.

**Vacation care:** sun protection is required for all outdoor activities from 1 August to 30 April, and whenever the UV is 3 and above at other times.

#### 1. Clothing

Sun protective clothing is included in the school uniform/dress code and sports uniform. The clothing is cool, loose fitting and made of closely woven fabric. It includes shirts with collars and elbow length sleeves, longer style dresses and shorts and rash tops or t-shirts for outdoor swimming.

## 2. Sunscreen

- Students must provide their own SPF 30 or higher broad spectrum, water resistant sunscreen *(and/or)* the school supplies SPF 30 or higher broad spectrum, water resistant sunscreen for staff and students' use. This is included on the school's booklist each year *(if applicable)*.
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours.
- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors and sunscreen buddies). *(Please include the strategies adopted by your school.)*
- Families with children who have naturally very dark skin are encouraged to discuss their vitamin D requirements with their GP or paediatrician.

## 3. Hats

All students and staff are required to wear hats that protect their face, neck and ears e.g. legionnaire, broad brimmed or bucket hats *(please include the style/s available at your school, and OSHC and vacation care)*, whenever they are outside. Baseball or peak caps are not acceptable.

## 4. Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- The school council ensures there is a sufficient number of shelters, portable shade structures and trees providing shade in the school grounds, particularly in areas where students congregate e.g. canteen, outdoor lesson areas and popular play areas.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- In consultation with the school council, shade provision is considered in plans for future buildings and grounds.
- Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times or in the shade where possible. Sports days and other outdoor events to be held during term 2 or earlier in the day where practical.
- Students are encouraged to use available areas of shade when outside.
- Students who do not have appropriate hats or clothing are asked to play in the shade or a suitable area protected from the sun.

## 5. Sunglasses [optional]

Students and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

## 6. Staff WHS and role modelling

As part of WHS UV risk controls and role modelling, when the UV is 3 and above staff will:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.

Families and visitors are encouraged to use a combination of sun protection measures e.g. sun protective clothing and hats, sunglasses, sunscreen and shade, when participating in and attending outdoor school activities.

## 7. Curriculum

- Programs on skin cancer prevention are included in the curriculum for all year levels *(or)* every second year.
- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, school homepage, parent meetings, staff meetings, school assemblies, student and teacher activities and in student enrolment packs. *(Please include the strategies adopted by your school, and OSHC and vacation care.)*

## Legislation

This policy relates to the following National Law and Regulations:

- Education and Care Services National Law Act 2010
  - Section 167 – Protection from harm and hazards
- Education and Care Services National Regulations 2011
  - Regulation 100 – Risk assessment must be conducted before excursion
  - Regulation 113 – Outdoor space–natural environment
  - Regulation 114 – Outdoor space–shade
  - Regulation 168 – Policies and procedures (2)(a)(ii)–sun protection
  - Regulation 170 – Policies and procedures to be followed
  - Regulation 171 – Policies and procedures to be kept available
  - Regulation 172 – Notification of change to policies or procedures.
- Work Health and Safety Act 2012

## National Quality Standards

All of the following SunSmart procedures link to:

- Quality area 2: Children’s health and safety.

There are also links to:

- Quality area 1: Educational program and practice
- Quality area 3: Physical environment
- Quality area 5: Relationships with children
- Quality area 6: Collaborative partnerships with families and communities
- Quality area 7: Governance and leadership.

## My Time Our Place

The sun protection procedures link to the following outcomes in the learning framework:

- Outcome 2: Children are connected with and contribute to their world
- Outcome 3: Children have a strong sense of well-being
- Outcome 4: Children are confident and involved learners
- Outcome 5: Children are effective communicators.

## Policy review

The school council and staff regularly monitor and review the effectiveness of the sun protection policy (at least every three years) and revise the policy when required.

Date of next policy review: .....

## Relevant resources

- **Sun protection times:** The sun protection times show when the UV is forecast to be 3 and above. They can be accessed via the free SunSmart app, the free widget to place on your website (download via [www.cancersa.org.au/sunsmart-apps](http://www.cancersa.org.au/sunsmart-apps)), in the weather section of the newspaper or the Bureau of Meteorology website [www.bom.gov.au/sa/uv](http://www.bom.gov.au/sa/uv).
- **Creating effective shade:** This online shade audit tool allows you to assess whether your existing shade is adequate. It also helps you develop a list of practical recommendations to improve both built and natural shade. Visit [www.sunsmart.com.au/shade-audit](http://www.sunsmart.com.au/shade-audit).
- **Generation SunSmart:** Fun and interactive online sun protection modules for teachers, school nurses and year 6–9 students. Visit [www.generationsunsmart.com.au](http://www.generationsunsmart.com.au).
- **SunSmart millionaire:** How SunSmart are you? An innovative online game-based resource for children aged 9–13 years that promotes the science behind the SunSmart message. Visit: <http://lrrpublic.cli.det.nsw.edu.au/lrrSecure/Sites/Web/sunsmart/>.

# Implementation tips.

There are five key sun protection areas that need to be considered when implementing your policy:

- consider UV radiation levels when planning any outdoor activities
- using shade
- sun protective uniforms e.g. clothing, hats and sunglasses
- sunscreen use
- curriculum/school programs.

These strategies and examples are not exhaustive and you may choose to develop alternatives. If you require additional information for any category, contact Cancer Council 13 11 20.

## Tips

### 1. Considering UV radiation levels when planning any outdoor activities

- arrange outdoor assemblies and fire drills outside peak UV times
- shorten lunchtimes and have a longer morning break
- hold swimming activities at an indoor venue
- schedule outdoor swimming or sports lessons early in the morning to avoid having students exposed in peak UV times
- alter physical education (PE)/sports lessons/outdoor swimming timetables to avoid having the class in peak UV radiation times.

### 2. Using shade as much as possible

- evaluate the use of current shaded areas and areas where students congregate at peak UV radiation periods, particularly lunchtimes
- plan to increase shade at your school
- undertake a shade audit to ensure all shade possibilities are explored and shade is planned for the future
- purchase and provide portable shade for use in school lessons, special events and school sport e.g. tents, umbrellas
- make it a requirement that students use shaded areas while waiting to participate in activities during sports days and physical education lessons
- ensure that competitors' marshalling areas are shaded throughout sports carnivals
- provide shade options for students and staff on excursions and camps
- ensure shade is available for breaks on outdoor excursions.

### 3. Including sun protective styles of clothing as part of school uniform/dress code

- ensure hats and sun protective clothing are required as part of the school uniform/dress code
- encourage staff to act as positive role models by wearing appropriate clothing when outside
- ensure the design of clothing currently worn at school, including that used for PE/sports, provides adequate protection from UV radiation e.g. longer sleeves, collared shirts, long shorts/skirts/dresses
- form a uniform committee and include students to look at and discuss style options.

### 4. Requiring students and staff to wear a hat that protects the face, neck and ears when outdoors

- ensure a sun protective hat is part of the school uniform and remove unsuitable options (such as caps)
- encourage staff to act as positive role models by wearing an appropriate hat when outside
- make the wearing of broad brimmed, bucket or legionnaire style hat mandatory during terms 1, 3 and 4
- stock approved hats that can be purchased from the uniform shop.

## 5. Supplying and actively encouraging the application of SPF 30 or higher, broad spectrum, water resistant sunscreen before outdoor activities

- educate the school community about the correct use of sunscreen and the level of protection it provides
- actively encourage students to apply sunscreen, particularly before the lunch break
- provide sunscreen at various points around the school
- please ensure it is out of direct sun and is stored below 30 degrees
- allow class time for students to apply sunscreen
- incorporate the application of sunscreen into the lunchtime and physical/outdoor education routine e.g. students apply sunscreen, wash hands, eat lunch
- consider the different types of sunscreen available and discuss preferences with students.

## 6. Allowing the wearing of sunglasses (to be considered)

- discuss eye protection and safety implications with staff, parents and students
- source wraparound style sunglasses with an EPF10 for maximum protection
- uniform shop to stock approved 'school sunglasses' that students can wear.

## 7. Reinforcing the SunSmart message in all school activities

- incorporate lessons on sun protection at all year levels
- reinforce sun protection strategies through role modelling
- conduct a UV risk assessment for staff and students
- include regular SunSmart articles in the school's newsletters, particularly during terms 1, 3 and 4
- include sun protection messages at school assemblies
- conduct a 'SunSmart Day' each year to raise awareness in the school community
- book a speaker from Cancer Council SA to talk to staff and parents about skin cancer prevention.

## 8. Monitoring your policy

- make a commitment to review the policy at least every three years
- nominate a committee and/or person within the school to take responsibility for reviewing the policy
- contact Cancer Council SA to ensure that up to date information is maintained in relation to resources and policy information.

**For more information phone Cancer Council 13 11 20.**

# Joining the National SunSmart Schools Program.

Research has shown that members of the National SunSmart Schools Program have better policy and practice in place and therefore offer students a more sun protective environment.

## Cancer Council SA offers free membership to the SunSmart Schools Program

Benefits of becoming a SunSmart school include:

- formal recognition of your commitment to protecting staff and students from the risks of UV radiation
- providing documented proof of your sun protection measures through a comprehensive sun protection policy approved by Cancer Council SA
- promoting your school within the community as one that is committed to the health of students in your care.

However, the best benefit of all is knowing your school is making a significant difference to the health of students and staff in your care, which lasts a lifetime.

Your school will receive:

- a large aluminium sign to display on your fence
- free teaching resources to download or order online
- access to up to date information on sun protection
- ongoing support from Cancer Council SA's SunSmart team
- childrens' reading material
- a range of resources including posters, UV charts and brochures.
- 25% discount on Cancer Council Sunscreen
- access to staff training and development opportunities.

## How to become a SunSmart school

Visit the website ([www.sunsmart.org.au](http://www.sunsmart.org.au)) to apply online.

- attach a copy of your school's sun protection policy, in word format, making sure it includes all the main points recommended by Cancer Council SA (see SunSmart schools policy checklist)
- your application and policy will be assessed to ensure it meets the National SunSmart Schools Program criteria
- when the application and policy are finalised and accepted, you will be sent a congratulatory email and arrangements will be made for the delivery of a SunSmart sign to show your community that you are a registered SunSmart school
- you will then be sent free curriculum resources to assist with the implementation of the policy
- SunSmart schools complete a review every three years to ensure policy and practices continue to meet the SunSmart criteria.

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