



Heidelberg Primary School

SUN PROTECTION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Heidelberg Primary School on 94572259.

PURPOSE

The purpose of this policy is to support sun protection behaviours at Heidelberg 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 UV meter in Bottom school, the free SunSmart app, or at sunsmart.com.au or bom.gov.au.

Heidelberg 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

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

- Under the shade sails in top school
- Under the COLA in Middle school
- In the shelter shed in lower school
- The playground area in the lower school

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 Heidelberg 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

Heidelberg 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. Heidelberg Primary School's Uniform and dress code includes sun-protective clothing, including:

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

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

Hats

From the 1st of September to 30th of 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.

Sunscreen

Heidelberg 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).

Heidelberg Primary School has available 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. Students and staff are also encouraged to bring their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen to school.

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

Staff and students who may suffer from skin reactions from certain types of sunscreen are encouraged to supply their own sunscreen to reduce the risk of an allergic reaction at school.

Sunglasses

Where practical, Heidelberg Primary School encourages and allows 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.

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
- Hard copy available from school administration upon request.

FURTHER INFORMATION AND RESOURCES

- the Department's Policy and Advisory Library:
 - [Sun and UV Protection Policy](#)
 - Duty of care
- [SunSmart](#) and Cancer Council Victoria.
 - [Primary schools](#) free education resources, sample policies and information about the free [SunSmart Schools Program](#).

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Consultation	School Community – Weekly newsletter (Capers) 20 October 2023 All staff – Daily Organisation – 14 November 2023
Approved by	School Council – 28 November 2023
Next scheduled review date	March 2026