

## Sunsmart (Sun Protection) Policy



### HELP FOR NON-ENGLISH SPEAKERS AND FOR THOSE WITH ADDITIONAL NEEDS

If you need help to understand the information in this policy, please contact Lyndhurst Primary School (LPS) on 03 8768 6700 or [lyndhurst.ps@education.vic.gov.au](mailto:lyndhurst.ps@education.vic.gov.au).



### PURPOSE

Given school hours fall within peak UV periods of the day, this comprehensive evidence-informed policy provides guidelines on effective UV protection strategies.

This SunSmart policy provides guidelines to:

- ensure all students and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for students and staff;
- ensure students are encouraged and supported to develop independent sun protection skills to help them be responsible for their own sun protection;
- support our school's strategies to meet its duty of care and occupational health and safety obligations to minimise harmful UV exposure for students, staff and visitors.

### LEGISLATION AND STANDARDS

- [Duty of Care](#)
- [Occupational Health and Safety Act 2004](#)
- [Education and Training Reform Act 2006](#): Sch.5 Reg. 1 (1.2)

### SCOPE

This policy applies to all school activities, including camps and excursions. It is applicable to all students and staff.

#### 1. Implementation

*The sun protection measures listed are used for all outdoor activities during the daily local sun protection times.*

**Daily sun protection times** are forecast by the Bureau of Meteorology for the time-of-day UV levels are predicted to reach 3 or higher, based on location. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels typically reach 3 or higher daily from mid-August to the end of April.

To assist with the implementation of this policy, staff and students are encouraged to access the daily local sun protection times via the [SunSmart widget](#) on the school's website/intranet, [free SunSmart app](#), [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

The sun protection measures listed in this policy are used for all outdoor activities **during the daily local sun protection times**.

**Implementation only in Terms 1 and 4 is insufficient to protect against UV exposure risks.**

Lyndhurst Primary School is a SunSmart School and employs the following procedures:

## Procedures

### 1. Physical environment

#### Shade: *Seek shade*

- There are many shady areas in our school playground. Children are encouraged to use these, especially during periods of sustained high temperatures.
- The availability of shade is considered when planning all outdoor activities and excursions.
- The school council ensures shade provision is considered in plans for future buildings and grounds.
- A shade assessment is conducted regularly to determine the current availability and quality of shade.
- School fitness sessions are all scheduled before 12.00.
- Junior and senior sport sessions are scheduled in the mornings.
- The sport teacher is aware of shaded and indoor areas for Physical Education sessions if these are scheduled between 11.00 am and 3.00 pm.

### 2. Social-emotional environment

#### School uniform/dress code

The school's uniform/dress code for students and staff applies to all outdoor events on and off-site including PE and sports lessons, interschool sports activities, excursions, camps and free dress days.

#### Clothing: *Slip on sun protective clothing*

- Sun protective clothing is included in our school uniform dress code and sports uniform. School clothing is made of close weave fabric and includes shirts with collars and longer sleeves, longer style dresses and shorts and rash vests or t-shirts for outdoor swimming.

#### Hats: *Slap on a sun protective hat*

- During the SunSmart period (mid-August – 30th April), children must wear Lyndhurst Primary School uniform wide brimmed / bucket hats which protect the face, neck and ears whenever they are outside  
e.g. recess, lunch, sport and excursions.
- Caps and visors are not considered a suitable alternative.
- Children who do not wear a hat or appropriate clothing are restricted to shaded areas in the playground during recesses and lunches.
- All staff should follow these guidelines and wear hats whilst on yard duty and involved in sporting events.

#### Sunscreen: *Slop on sunscreen*

- Children are encouraged to wear SPF 30+ broad-spectrum water-resistant sunscreen whenever possible. Children are encouraged to keep their own sunscreen at school and reapply it at before going outside.
- The school supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and students to use.
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if outdoors.
- Children are reminded to apply sunscreen before going outdoors.
- When Lyndhurst Primary School children are out of the school grounds, they are still expected to use sunscreen and hats. At sporting events, shade will be provided for children waiting to participate in their events.
- Strategies are in place to remind and encourage students to apply sunscreen before going outdoors (e.g., reminder notices, sunscreen monitors, sunscreen buddies) with time for this scheduled into the daily routine.
- The school community is educated about the correct use of sunscreen and the level of protection it provides (apply 20 minutes before going outdoors and reapply every 2 hours, or more frequently if sweating or swimming e.g. towel dry and then re-apply).

### 3. Governance and leadership

### Staff role-modelling and OHS

- As part of OHS UV risk controls and role-modelling, staff:
  - 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.
- SunSmart information is included in staff handbook/orientation materials.
- Staff are supported to access resources, tools and professional learning to enhance their knowledge and capacity to promote sun protection education across the curriculum.
- UV radiation exposure is considered as part of the [school's risk management and assessment](#) for all outdoor events and activities on and off-site, e.g. UV radiation protection strategies (hats, clothing, shade, sunscreen) are included in school camp activities, excursions, sports days and interschool sports events.

## 4. School and community partnerships

### Families and visitors

- For their own safety and to reinforce our school's sun protection strategies, families, visitors and volunteers are also asked 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.

## 5. School curriculum

### Learning

- Incorporate programs on skin cancer prevention and vitamin D into the curriculum.
- Regularly reinforce SunSmart behaviour in a positive way through the school bulletins, information meetings, student and teacher activities and at senior, junior and general school assemblies.
- Students are encouraged to be involved in initiatives to promote and model sun protection measures at the school including taking leadership roles in managing sun protection for the whole school community e.g. accessing daily sun protection times, hat reminders and supporting sunscreen application.
- SunSmart behaviour is regularly reinforced and promoted to the whole school community through a variety of channels such as newsletters, school website/intranet/noticeboard, staff meetings, school assemblies, student and teacher activities and at student enrolment/new staff orientation.

## 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 and staff training
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Discussed at student forums
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- SunSmart
  - [Sun protection resources and information for primary schools](#)
  - [Sun protection resources and information for secondary schools](#)
  - [Sun protection advice for parents and carers](#)
  - [Sun protection information in different languages](#)
  - [Sun protection information for workplaces](#)
- Department of Education and Training (Vic): Policy & Advisory Library (PAL)
  - [Sun and UV Protection](#) / SunSmart policy template (DET portal) (Dec 2022)

- [Shade Sails](#)
- [Outdoor activities and working outdoors](#)
- [Outdoor Education Schools](#)
- [Risk management – schools](#)
- Victorian School Building Authority (VSBA) [Building Quality Standards Handbook](#) (BQSH):
  - Section 5.1 Landscape architecture, 5.1.5 Shade Areas (May 2022)
- Victorian Registration and Qualifications Authority (VRQA) [Guidelines to the Minimum Standards and Requirements for School Registration](#) - Care, safety and welfare of students p.23 (January 2022)
- Victorian Institute of Teaching (VIT), [The Victorian Teaching Profession's Code of Conduct](#) - Principle 3.2 (May 2021)
- [Australian Professional Standards for Teachers](#) (AITSL) – Standard 4.4 and 7.2
- [Victorian Early Years Learning and Development Framework](#) (VEYLDF) (May 2016)
- Catholic Education Commission of Victoria (CECV) [Your Child's Health Wellbeing and Safety \(Parent Handbook\)](#)
- Independent Schools Victoria – [isComply](#) (ISV portal)
- Education and Training Parliamentary Committee Inquiry into [Dress Codes and School Uniforms in Victorian Schools – Final Report](#) (2007)
- Australian Radiation Protection and Nuclear Safety Authority [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- *Safe Work Australia: Guide on exposure to solar ultraviolet radiation (UVR)* (Mar 2020)
- *AS 4174:2018 Knitted and woven shade fabrics*
- *AS/NZS 1067.1:2016 (Amd 2021), Eye and face protection - Sunglasses and fashion spectacles*
- *AS 4399:2020, Sun protective clothing - Evaluation and classification*
- *AS/NZS 2604:2021 Sunscreen products - Evaluation and classification*
- *AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1: General considerations, 6.3.9: Shade and sun protection, Appendix A: Shade and sun protection*
- [Healthy Schools Achievement Program](#) – Sun protection
- *United Nations. 1989. "Convention on the Rights of the Child." Treaty Series 1577 (November): 3*
- World Health Organization and the United Nations Educational, Scientific and Cultural Organization, Health Promoting Schools – [global standards and indicators](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	29th October 2024
Consultation	Student representative groups, parent groups, School Council (as applicable)
Approved by	School Council
Next scheduled review date	29th October 2027 or as required