

# Sample SunSmart policy for schools



Schools are welcome use this SunSmart policy or copy parts to add to your existing policy.

Please note: To comply with SunSmart guidelines, please ensure your policy states sun protection is used **'whenever UV levels are 3 or higher'**. If you can't check the daily sun protection times please use sun protection **'from mid-August to the end of April'** (when Victoria's UV levels are typically above three). Please do not just use sun protection during Terms 1 and 4. Only using sun protection during these terms means children and staff will not be protected from UV when they need to be.

## <School>'s SunSmart policy

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

### Purpose

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 duty of care requirements; and
- support appropriate OHS strategies to minimise UV risk and associated harms for staff and visitors.

### Background

Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer in later life.

### Legislation and Standards

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

### Procedures

- 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, the free [SunSmart app](#), or at [sunsmart.com.au](http://sunsmart.com.au).
- The sun protection measures listed are used for all outdoor activities during the **daily local sun protection times**.

*The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.*

### 1. Seek shade

- The school council makes sure there are sufficient shelters and trees providing shade in outdoor areas particularly in high-use areas e.g. where students have lunch, canteen, assemblies, sports, outdoor lessons and popular play spaces.
- The availability of shade is considered when planning all other outdoor activities.
- Students are encouraged to use available areas of shade when outside.
- Students who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.
- In consultation with the school council, 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.

### 2. Slip on sun protective clothing

- Cool, loose-fitting, sun protective clothing made of densely woven fabric is included in our school uniform / dress code and sports uniform. It includes shirts with collars and elbow-length sleeves, longer dresses and shorts and rash vests or t-shirts for outdoor swimming.



### 3. Slap on a hat

- All students are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket hat), whenever they are outside. Peak caps and visors are not considered a suitable alternative.

### 3. Slop on sunscreen

- Students must provide their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen. This is included on the school's booklist each year.  
**AND / OR**  
The school supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and student's use.
- Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply every two hours, or more frequently if sweating or swimming).
- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).

### 5. Slide on sunglasses [if practical]

- Where practical students are encouraged 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.

#### Learning and skills

- Programs on sun protection are included in the curriculum for all year levels.

#### Engaging children, educators, staff and families

- SunSmart 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.
- As part of OHS UV risk controls and role-modelling, staff, families and visitors:
  - wear a sun protective hat, covering clothing and, if practical, sunglasses;
  - apply sunscreen; and
  - seek shade whenever possible.

#### Monitoring and review

- The school council and staff monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at [sunsmart.com.au](http://sunsmart.com.au).
- SunSmart policy updates and requirements will be made available to staff, families and visitors.

Next policy review: . . . . .

#### Relevant documents / links

- DET School Policy & Advisory Guide (SPAG) [Sun & UV protection](#) (2016)
- DET [The Compact: Roles and Responsibilities in Victorian government school education](#): Principle 3 (2012)
- DET [OHSMS Implementation Guide](#) (2009)
- DET [Building Quality Standards Handbook](#) (BQSH): Section 8.5.5 Shade Areas
- DET [Guidelines for School Playgrounds](#) – Playground safety management: Section 3.2.5 (2012)
- DET [Outdoor activities](#)
- Catholic Education Commission of Victoria (CECV) [Your Child's Health Wellbeing and Safety](#) (Primary)
- Independent Schools Victoria (ISV) [Managing a school – Health & Safety Compliance Framework: OHS >Sun Protection](#)
- [My Time, Our Place: Framework for School Age Care in Australia](#) (2011)
- [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#) (May 2016)
- Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](#) - Principle 3.2
- [Australian Professional Standards for Teachers](#) (APST) – Standard 4.4 and 7.2
- Education and Training Parliamentary Committee Inquiry into [Dress Codes and School Uniforms in Victorian Schools –Final Report](#)
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)
- AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods

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