



# Glenroy Central Primary School

## SUN PROTECTION POLICY

Approved by School Council:  
June 2023

Review date: June 2026



### Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9306 4144.

### Purpose

The purpose of this policy is to support sun protection behaviours at Glenroy Central 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. 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 widget on the school's website, the free SunSmart app, or at [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

Glenroy Central 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**

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- The school will make sure there is a sufficient number of shelters and trees providing shade in the school grounds particularly in areas where students congregate e.g. lunch, canteen, outdoor lesson areas and popular play areas.
- The availability of shade is considered when planning all other outdoor activities and excursions.
- 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.

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 GCPS 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**

- Sun protective clothing is included in our school uniform / dress code and sports uniform. School clothing is cool, loose fitting and made of densely woven fabric. It includes shirts with collars and elbow length sleeves, longer style dresses and shorts.

The school's uniform / 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), GCPS will ensure steps are taken to encourage students to wear sun-protective clothing whenever UV levels reach 3 and above.

### **Hats**

- All students and staff are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed whenever they are outside during the on the months of September through to April. Baseball or peak caps and visors are not considered a suitable alternative.

### **Sunscreen**

- Students must provide their own SPF 30 or higher broad spectrum, water resistant sunscreen. It is recommended that the sunscreen be a roll on.
- The school supplies SPF 30 or higher broad spectrum, water resistant sunscreen for staff and student's when necessary.
- 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).
- Staff and families should role model SunSmart behaviour and are encouraged to apply SPF 30 (or higher) broad-spectrum, water-resistant sunscreen when outside.

### **Sunglasses (if practical)**

- Where practical students and staff may 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**

- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, parent meetings, staff meetings, school assemblies and on student enrolment.
- Students at our school are encouraged to make healthy choices, and are supported to understand the benefits and risks of sun exposure.
- 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.

### **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, 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 handbook/manual
- Included in 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.](#)
  - [Secondary schools free education resources and sample policies.](#)
  - [Sunscreen reactions.](#)

### **Approval and Review**

- Consultation on this policy was undertaken with student representative groups 26/05/2023, parent groups 01/06/2023 and school council 15/06/2023.

### **Evaluation**

- This policy will be reviewed as part of the school's three-year review cycle.
- Sun Protection Policy updates and requirements will be made available to staff, families and visitors.