

POLICY TITLE: Sun Protection Policy  
 DATE DEVELOPED: August 2023  
 REVIEW DATE: August 2027

ENPS MISSION: We maximise the potential of all; empowering independence, excellence, innovation and engagement with the world.

Critical Engagement with the World	Academic Excellence	Inclusive Learning Environment	Personal and Social Wellbeing
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**PURPOSE**

Essendon North Primary School aims to create healthy environments and encourage appropriate behaviours and independent sun protection skills relating to the exposure to the sun. The purpose of this policy is to encourage behaviours at Essendon North Primary School to minimise the risk of health problems from sun exposure, 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 in Victoria from mid-August to the end of April)
- 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 and above (typically from mid-August to the end of April in Victoria). 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).

Essendon North Primary School has the following measures in place to help reduce the risk of excessive UV sun exposure for staff and students.

### **Shade**

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

- where students congregate for lunch
- outdoor lesson areas
- popular play areas
- assembly area
- sporting grounds.

Students are encouraged to use available areas of shade when outdoors during peak sun protection times. When building works or grounds maintenance is conducted at Essendon North Primary School that may impact on the level of shading 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**

Essendon North Primary School's school uniform and dress code includes sun-protective clothing, including:

- loose, cool, closely woven fabric
- shirts with a collar and/or high necklines
- tops with elbow length or long sleeves
- longer style shorts and skirts.

From mid-August to 30 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. Students are required to wear a school hat or another hat style in alignment with our school uniform guidelines that protects the face, neck and ears when outdoors, for example broad-brimmed, legionnaire or bucket. Peak caps and visors are not considered a suitable alternative, as they do not protect the ears, cheeks or neck.

Students who are not wearing appropriate protective clothing or a hat will be asked to play in the shade or in a suitable area protected from the sun.

### **Sunscreen**

Essendon North 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 according to [manufacturer's instructions](#).

Essendon North Primary School has strategies in place to remind students to apply sunscreen before going outdoors, including reminder notices and SunSmart posters.

At Essendon North Primary School students are welcome to attend the first aid room to access sunscreen. Sunscreen is also available prior to lunch eating time in each Year Level. Staff and students who may suffer from allergic reactions from certain types of sunscreen are encouraged to contact the School Office to implement a management plan to reduce the risk of an allergic reaction at school. Alternatively students may wish to supply their own sunscreen that is suitable for their skin.

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**

Where practical Essendon North Primary School encourages students and staff engaged in outdoor activities to wear close-fitting, wrap-around sunglasses that meet the Australian or New Zealand standard AS or NZS 1067.1:2016 (with lens category 2, 3 or 4) and cover as much of the eye area as possible. It is preferable to have sunglass lenses with an eye protection factor (EPF) rating of either 9 or 10 or be labelled UV 400. SunSmart has further information on [sunglasses](#).

### **Curriculum**

Students at our school are encouraged to make healthy choices and are supported to understand the benefits and risks of sun exposure. Essendon North Primary School will address sun and UV safety education as part of our health education programs and units of inquiry.

### **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 meetings, school assemblies, student and teacher activities, student and teacher activities and at student enrolment/new staff orientation.

Families and staff are provided with information, ideas and practical strategies to support UV safety at school and at home. Essendon North Primary School may provide families and staff with information through newsletters, noticeboards, school website and school assemblies.

## 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
- Included in staff handbook
- Included in transition and enrolment packs
- Discussed at parent information nights
- 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](#)
  - [Duty of care](#)
  - [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](#)
  - [Sunscreen reactions](#)
- [Achievement Program's](#) SunSmart policy

## RELATED POLICIES

- Anaphylaxis Policy
- Asthma Policy
- Duty of Care Policy
- Excursions Policy - including camps and adventure activities
- First Aid for Students and Staff Policy
- Health Care Needs
- Medication Policy
- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2017 (Vic)
- WorkSafe Compliance Code – First Aid in the Workplace
- Yard Duty and Supervision Policy

## HELP FOR NON-ENGLISH SPEAKERS



If you need help to understand the information in this policy please contact Essendon North Primary School on (03) 9379 3979.

## POLICY REVIEW AND APPROVAL

Policy Last Reviewed	August 2023
Approved By	Kate Barletta and School Council
Next Scheduled Review Date	August 2027