



# Castlemaine Primary School

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## Sunsmart Policy

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### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Castlemaine Primary School on 03 5472 1452 or [castlemaine.ps@education.vic.gov.au](mailto:castlemaine.ps@education.vic.gov.au)

### PURPOSE

The purpose of this policy is to support sun protection behaviours at Castlemaine 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 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 free SunSmart app, or at [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

Castlemaine 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

Castlemaine 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
- assembly areas

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 Castlemaine Primary School that may impact 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

Castlemaine Primary School's uniform or dress code includes sun-protective clothing, including:

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

Castlemaine Primary School's uniform or dress code applies on and off-site unless otherwise advised. When students are not required to wear school uniform (such as school camps, or free dress day), Castlemaine Primary School will ensure steps are taken to encourage students to wear sun-protective clothing whenever UV levels reach 3 and above.

## Hats

From mid-August to 30 April each year, 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 September to April time period, by parent or student choice.

Students wear a school hat or a hat that protects the face, head, neck, and ears when outdoors, for example broad-brimmed, legionnaire, or bucket hat.

Baseball or peaked caps and sun 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 hats will be asked to use available areas of shade when outdoors or a suitable area protected from the sun.

## **Sunscreen**

Castlemaine 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).

Castlemaine Primary School supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and students to use, which is located in each classroom.

Staff and students who may suffer from skin reactions from certain types of sunscreen are encouraged to bring to school a suitable alternative sunscreen.

## **Curriculum**

Students at our school are encouraged to make healthy choices. They are supported to understand the effects of sun exposure and are encouraged to be involved in initiatives to promote and model sun protection measures for the whole school. Castlemaine Primary School will address sun protection and UV safety education as part of its Health and PE curriculum.

## **Staff role-modeling 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, the 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. Castlemaine Primary School may provide information through the school newsletter, noticeboard, 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
- Hard copy available from school administration upon request
- Reminders in our school newsletter

## 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](#) have free education resources and sample policies.
  - [Sunscreen reactions](#).
- The [Healthy Schools Achievement Program](#)’s Sun Protection health priority area [schools will need to register for the free program to gain access to these resources]

## POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2023
Approved by	School Council
Next scheduled review date	October 2026