

SUNSMART POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact school office Tel: 9699 9090

PURPOSE

The purpose of this policy is to encourage behaviours at Albert Park Primary School to minimise the risk of skin and eye damage and 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 – end of April)
- 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, including camps and excursions. It is applicable to all students and staff.

POLICY

Excessive exposure 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 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 year (highest in Victoria from mid-August – 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 or bom.gov.au.

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

Shade

Albert Park Primary School will provide sufficient options for shelter and trees to provide shade on school grounds, particularly in places such as popular play areas, play equipment and the oval /assembly area and where students eat their lunch.

When building works or grounds maintenance is conducted at Albert Park 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

Albert Park 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
- rash vests or t-shirts for outdoor swimming activities.

From **20 August to 30 April** all students and staff **must** wear a sun protective hat that shades the face, neck and ears for all outdoor activities.

Students and staff are required to wear a school hat or another hat style that protects the face, neck and ears when outdoors, for Albert Park Primary broad-brimmed or bucket. Students who are not wearing appropriate protective clothing or a hat may be asked to play in the shade or in a suitable area protected from the sun.

HATS

From mid-August (exact date to be set by the school annually) 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 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

Albert Park Primary School encourages all staff and students to apply SPF50 or SPF50+ (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](#).

Albert Park Primary School has strategies in place to remind students to apply sunscreen before going outdoor i.e. sunscreen stations and SunSmart posters at the classroom, sunscreen monitor reminders to students to apply sunscreen before they prepare to eat -approximately 15 minutes prior to going outside.

Sunscreen that is supplied by the school is stored below 30 degrees and the expiry date monitored.

At Albert Park Primary School students are welcomed to the staff room foyer to access sunscreen. Staff and students who may suffer from allergic reactions from certain types of sunscreen are encouraged to contact the school nurse and bring their own sunscreen to implement a management plan to reduce the risk of an allergic reaction at school.

Staff and families should role model SunSmart behaviour and are encouraged to apply SPF 50+ (or higher) broad-spectrum, water-resistant sunscreen when outside.

SUNGLASSES

Where practical Albert Park Primary School encourages students and staff engaged in outdoor activities 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.

CURRICULUM

Students at our school are encouraged to make healthy choices, and are supported to understand the benefits and risks of sun exposure. Albert Park Primary School will address sun and UV safety education as part of the Victorian Curriculum health and Physical Education.

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 SPF50 or SPF50+ 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/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. Albert Park Primary School may provide information through school newsletters or 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/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.](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2025
Approved by	School Council
Next scheduled review date	April 2028