

# Sun protection policy review checklist for South Australian secondary schools.

Please use this checklist to assist with writing or reviewing your school's sun protection policy.

**This checklist assists Department for Education schools to meet their duty of care and work health and safety obligations outlined in the department's Safety Management Procedure.**

- ✓ Ensure your policy reflects all of these statements if you would like to achieve or maintain SunSmart recognition.
- There are some additional optional statements you may like to consider.

**Policy implementation times:** *Please select either terms or dates. If your school implements hat wearing all year round, please specify this too.*

- ✓ The school uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 (or 1 August to 30 April), and whenever UV levels reach 3 and above at other times.

*If your location is in or north of Elliston, Cowell, Burra or Port Broughton it is particularly important to monitor sun protection times during May, June and July due to higher local UV Index from being closer to the equator.*

*If your location is in or south of Kingston SE or Naracoorte due to lower latitude, during August your school can choose to implement sun protection only when the UV is 3 and above. Procedures must be implemented to ensure sun protection times are monitored daily.*

Consider this additional statement (if relevant).

- Staff are encouraged to check the daily sun protection times each morning for our location using the free SunSmart Global UV app, SunSmart widget, myuv.com.au or the Bureau of Meteorology website to support the implementation of sun protection at the school.

**Scheduling:** *Outline whether activities are scheduled outside peak UV times or in the shade.*

- ✓ Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times, where possible or in the shade.
- ✓ A combination of sun protection measures are considered when planning outdoor activities such as camps, excursions, sporting activities and water-based activities.

*Peak UV times of the day are when the UV is highest in the day and are different from the local sun protection times which change daily issued by the Bureau of Meteorology. For an implementation guide peak UV times of the day are: 11.00 am-3.00 pm during daylight savings and 10.00 am-2.00 pm during non-daylight savings.*

Consider this additional statement (if relevant).

- Sports days and other outdoor events to be held during term 2 or earlier in the day/at twilight where practical.

**Slip on clothing:** *Include at least two clothing requirements based on your school uniform/dress code.*

- ✓ Appropriate sun protective clothing is included in the school uniform/dress code and sports uniform. Clothing made of a closely woven material including tops with collars or higher necklines and elbow-length sleeves and longer-style skirts, dresses and shorts are recommended. Rash tops or t-shirts over bathers are recommended for outdoor swimming activities.

**Slop on sunscreen:** *Outline in the policy who is responsible for supplying sunscreen for students and staff.*

- ✓ SPF 50+ broad-spectrum, water-resistant sunscreen is supplied by the school for students and staff use. (or) Families and staff are asked to supply their own SPF 50+ broad-spectrum, water-resistant sunscreen.

Consider these additional statements (if relevant).

- Families with children who have sensitive skin are asked to provide a suitable SPF 50+ broad-spectrum, water-resistant sunscreen for their child's use.
- Families with children who are concerned about vitamin D requirements are encouraged to speak to their GP or paediatrician.
- Students are encouraged to apply sunscreen before or upon arriving at school.

*Read the below statements and include **at least one** based on your school's sunscreen application and reminder processes.*

- ✓ Students are reminded to apply sunscreen before going outdoors. (and/or)
- ✓ Time is provided to apply sunscreen before going outdoors. (and/or)
- ✓ Sunscreen is applied at least 20 minutes before going outdoors. (and/or)
- ✓ Sunscreen is re-applied every 2 hours when remaining or returning outdoors.

Consider this additional statement (if relevant).

- Sunscreen is re-applied immediately after sweating, water-based activities, towel drying or being washed off.

**Slap on a hat:** *Outline the hat styles available at your school.*

- ✓ All students and staff are required to wear a broad-brimmed, legionnaire or bucket hat that protects the face, ears, and neck.
- ✓ Baseball caps are not acceptable.

Consider this additional statement (if relevant).

- The school has a limited number of spare hats available for student use.

*While providing spare hats for outdoor activities is good practice, an alternative measure should also be in place for instances where spare hats are unavailable (e.g. supplies are exhausted, correct size is unavailable etc.)*

**Seek shade:**

- ✓ Staff are to use available areas of shade for outdoor activities as much as possible and actively encourage students to play in the shade.
- ✓ Students who are not wearing a SunSmart hat or appropriate clothing are asked to play in the shade or return indoors.

Consider these additional statements (if relevant).

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- The school Governing Council ensures there are sufficient numbers of shelters, portable shade structures and trees providing shade in the school grounds, particularly in areas where students frequent e.g., canteen, outdoor lesson areas and popular play areas.
- In consultation with the school Governing Council, shade provision is considered in plans for future buildings and grounds.

**Slide on sunglasses (optional):** *Wearing sunglasses is an optional practice.*

- Where practical, students and staff are encouraged to wear close-fitting, wrap-around sunglasses that meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

**Staff WH&S and role modelling:** *Alternatively, UV risk controls for staff can be covered in a separate Work Health and Safety policy.*

- ✓ For work health and safety and role modelling, when the UV is 3 and above, staff are required to practice SunSmart behaviours including wearing sun protective hats, clothing, and sunglasses when outside, applying SPF 50+ broad-spectrum, water-resistant sunscreen and seeking shade whenever possible.
- ✓ Families and visitors are encouraged to use a combination of sun protection measures when participating in or attending outdoor school activities.

**Curriculum:**

- ✓ Sun protection education is incorporated into the curriculum for all year levels (or) at least every second year.

**Policy promotion:** *Outline communication strategies adopted by your school.*

- ✓ Sun protection information and the sun protection policy is promoted to the whole school community through newsletters, school homepage, parent meetings, staff meetings, school assemblies, student, and teacher activities and in student enrolment packs.

**Policy review:**

- ✓ The school will review the policy regularly (at least every three years) and revise the policy when required.  
Consider this additional statement (if relevant).
- The school agrees to notify any relevant stakeholders (e.g., families, staff, Cancer Council SA) should significant policy updates be made.