**Sample sun protection policy for primary and combined schools, including OSHC and vacation care.**

**Schools are welcome to copy this sun protection policy and use it as their own. Please ensure it accurately reflects your school and OSHC service’s practices.**

**All blue highlighted text is guiding information only and can be removed from your policy.**

**This policy assists Department for Education schools, and OSHC and vacation care services located   
at Department for Education sites, to meet their duty of care and work health and safety obligations outlined in the department’s Safety Management Procedure.**

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| *This combined policy template is only suitable for school operated OSHC services, and not those operated by third parties. Independent OSHC services should have their own policies in place.* |

<School> and OSHC’s Sun Protection policy

This policy applies to all school and OSHC and vacation care activities and events on and off-site.

**Rationale**

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun’s UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

**Objectives**

This sun protection policy has been developed to:

* encourage the entire school community to use a combination of sun protection measures whenever the UV Index reaches 3 and above.
* work towards a safe school environment that provides shade for students, staff, and the school community at appropriate times.
* assist students to be responsible for their own sun protection.
* ensure families and new staff are informed of the school and OSHC service’s sun protection policy.

**Procedures**

**School implementation times**

Staff are encouraged to check the daily sun protection times each morning for our location using the free [SunSmart Global UV app](https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/sunsmart-apps/sunsmart-app/), [SunSmart widget](https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/sunsmart-apps/sunsmart-app/), [myuv.com.au](https://www.myuv.com.au/) or the [Bureau of Meteorology website](http://www.bom.gov.au/places/sa/adelaide/forecast/) to support the implementation of sun protection at the school. *If relevant.*

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 *– please select terms or dates)*, and whenever UV levels reach 3 and above at other times.

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| *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.* |

**OSHC and vacation care implementation times**

**Before school care:** sun protection is not required, as the UV Index is rarely 3 and above at this time. During terms 1, 3 and 4 it is recommended to apply sunscreen to assist with sun protection for the remainder of the day *Optional.*

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| *If your OSHC service is at the same premise as the primary school, your service may like to implement hat wearing before school to comply with the school’s sun protection policy.* |

**After school care:** sun protection is required during terms 1 and 4 and whenever the UV is 3 and above at other times. Staff are encouraged to access the daily local sun protection times to determine if sun protection measures are required during terms 2 and 3.

**Vacation care:** sun protection is required for all outdoor activities from 1 August to 30 April and whenever the UV is 3 and above at other times.

**Scheduling**

A combination of sun protection measures are considered when planning outdoor activities such as camps, excursions, sporting activities and water-based activities.

Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times, where possible or in the shade.

Sports days and other outdoor events are held during term 2 or earlier in the day/ at twilight where practical. *If relevant.*

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| *Peak UV times of the day are when the UV is highest during the daytime and differ from the local sun protection times issued by the Bureau of Meteorology, which change daily. 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.* |

**Sun protection measures**

1. **Hats**

All students and staff are required to wear a broad-brimmed, legionnaire or bucket hat which protects the face, ears, and neck (*include the hat style/s available at your school and accepted at OSHC).* Baseball caps are not acceptable. The school *(and/or)* OSHC has a limited number of spare hats available for student use. *If relevant.*

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| *Whilst 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 not available, etc.)* |

**2. Clothing**

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 *(include* ***at least two*** *clothing requirements based on the uniform/dress code at your school).*

**3. Sunscreen**

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| *Outline in the policy who is responsible for supplying sunscreen for children and staff.* |

* SPF 50+ broad-spectrum, water-resistant sunscreen is supplied by the school for student and staff use. *(and/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.

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| *Read the below statements and outline* ***at least one*** *based on your school and OSHC service’s sunscreen application and reminder processes.* |

* Time is provided to apply sunscreen before going outdoors. *(and/or)*
* Students are reminded 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.

**4. 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.

**5. Sunglasses *(optional)***

Students and staff are encouraged to wear close-fitting, wrap-around sunglasses that provide the best protection against UV eye damage. Sunglasses should meet Australian standard AS/NZS 1067 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

**6. Staff WH&S and role modelling**

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| *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
* 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.

**7. Learning and development**

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

**8. Policy promotion**

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| *Outline communication strategies adopted by your school and OSHC service.* |

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 and OSHC service will review the policy regularly (at least every three years) and revise the policy when required.

*Consider this additional statement (if relevant).*

The school and OSHC service will notify any relevant stakeholders should any significant policy updates be made (e.g., families, staff, Cancer Council SA).

Date of next policy review:…..................…………………

**Legislation**

This policy relates to the following National Law and Regulations:

**Education and Care Services National Law Act 2010**

* Section 167 – Protection from harm and hazards

**Education and Care Services National Regulations 2011**

* Regulation 100 – Risk assessment must be conducted before excursion
* Regulation 113 – Outdoor space–natural environment
* Regulation 114 – Outdoor space–shade
* Regulation 168: Policies and procedures (2)(a)(ii)–sun protection
* Regulation 170 – Policies and procedure to be followed
* Regulation 171 – Policies and procedures to be kept available
* Regulation 172 – Notification of change to policies or procedures.

**Work Health and Safety Act 2012**

**National Quality Standards**

All of the following sun protection procedures link to:

* **Quality area 2: Children’s health and safety.**

There are also links to:

* **Quality area 1: Educational program and practice**
* **Quality area 3: Physical environment**
* **Quality area 5: Relationships with children**
* **Quality area 6: Collaborative partnerships with families and communities**
* **Quality area 7: Governance and leadership.**

**Relevant resources**

**Twinkl Curriculum Resource**

Free sun protection curriculum resources suitable for Foundation to Year 6 to be used in classroom teaching and learning activities. Visit: [**Foundation – Year 6 sun safety curriculum resources**](https://www.twinkl.com.au/resources/australian-resources/partnerships-australia/cancer-council-sunsmart-program-partnerships-australia)

**SunSmart Literature Activities**

Literature resource activities for over 20 picture books with various themes related to the sun, weather, the seasons, sun protection and skin. Visit: [**www.generationsunsmart.com.au/sunsmart-literature-activities/**](https://www.generationsunsmart.com.au/resources/sunsmart-literature-activities/)

**Sid Seagull Activity Book**

Fun Sid the Seagull simple activities such as colouring in, crossword puzzles and spot the difference. Visit: [**www.cancersa.org.au/uploads/sunsmart/SunSmart%20activity%20book%20for%20kids.pdf**](http://www.cancersa.org.au/uploads/sunsmart/SunSmart%20activity%20book%20for%20kids.pdf)

**SunSmart Hat-Wearing Toolkit**

Leads staff through simple steps, with useful tips and resources to reinforce current SunSmart hat-wearing behavior to reach 100% compliance or to phase out baseball caps. Visit: [**https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/hat-wearing-toolkit**](https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/hat-wearing-toolkit/)