



Williamstown Primary School

Sun Smart Policy

PURPOSE

The purpose of this policy is to encourage behaviours at Williamstown 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.

DEFINITIONS

School means Williamstown Primary School.

SunSmart is a multi-faceted health promotion program jointly funded by Cancer Council Victoria and VicHealth. It is recognised for providing leadership and innovation in UV protection and skin cancer prevention.

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.

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

Shade

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

- where students congregate for lunch
- the canteen
- outdoor lesson areas
- popular play areas
- assembly areas
- sporting grounds

When building works or grounds maintenance is conducted at Williamstown 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

Williamstown Primary School's 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 start of Term 4 to end of Term 1, 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 Term 4 to end of Term 1 time period, by parent or student choice. Students should also keep a hat in their school bags in Term 2 and 3 to ensure they have a sun protective hat for days that have high ultraviolet rays. Students will be strongly encouraged to wear hats in Term 2 and 3 when the sun's ultraviolet rays are high.

Staff and students are encouraged to wear hat styles that protect the face, neck and ears when outdoors, for example broad-brimmed, legionnaire or bucket.

are required to wear a school hat or another hat style that protects the face, neck and ears when outdoors, for example broad-brimmed, legionnaire 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.

Sunscreen

Williamstown 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](#). Parents are encouraged to ensure sunscreen has been applied to students before attending school.

Williamstown Primary School has strategies in place to remind students to apply sunscreen before going outdoors [for example i.e. reminder notices, sunscreen monitors, sunscreen buddies].

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 Williamstown 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. Williamstown Primary School will address sun and UV safety education as part of our Learning to Learn units of work and health units. Students will also have regular conversations about being SunSmart before, during and after activities.

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.

Engaging students, staff and families

SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, school website, staff and parent meetings, school assemblies, 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. Williamstown 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
- Reminders in our school newsletter
- 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](#)
- [SunSmart](#)

REVIEW AND POLICY HISTORY

This policy is due for formal review in February 2025 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

POLICY REVIEW AND APPROVAL

Policy last reviewed	July 2022
Approved by	School Council
Next scheduled review date	April 2025

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
August 2011	Comprehensive review	N/A	N/A	N/A
June 2014	Update	N/A	N/A	N/A
February 2019	Comprehensive review	No	Yes	Consultation required.
May 2022	Update	No	Yes	Consultation required. (uniform)