



SUN SAFETY



Help for non-English speakers

If you need help to understand the information in this policy please contact Warrnambool East Primary School - 55624100.

Information for parents - Our commitment to the responsible use of digital technology

PURPOSE

The purpose of this policy is to encourage behaviours at Warrnambool East Primary School to minimise the 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 – 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

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 year (highest in Victoria from mid-August – end of April, which covers most of the school year)
- 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 (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.

Warrnambool East Primary School has the following measures in place to help reduce the risk of over-exposure to UV radiation for staff and students.

Shade

Warrnambool East 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 recesses
- outdoor lesson areas
- popular play areas
- assembly areas
- sporting grounds

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 Warrnambool East 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

Warrnambool East Primary School expects that from mid-August to end of April, and whenever UV levels reach 3 and above, students come to school wearing sun-protective clothing such as:

- 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

Warrnambool East 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.

Warrnambool East Primary School 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, free dress day, Warrnambool East 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 (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.

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

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

Warrnambool East Primary School encourages all staff and students to apply SPF50 or SPF50+ 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).

Warrnambool East Primary School supplies SPF50 or SPF50+broad-spectrum, water-resistant sunscreen for staff and students to use and the location is communicated to all staff and students, so it is readily accessible AND/OR Students and staff are reminded and encouraged to bring their own



SPF30 (or higher) broad-spectrum, water-resistant sunscreen to school. This is included on the school's booklist each year.

Warrnambool East Primary School has strategies in place to remind students to apply sunscreen before going outdoors [for example, reminder notices, sunscreen monitors, sunscreen buddies, sunscreen stations near entry and exit points].

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

At Warrnambool East Primary School, if students do not have their own sunscreen, they are welcome to attend [classroom or office] to access sunscreen.

Staff and students who may suffer from skin reactions from certain types of sunscreens are encouraged to contact their classroom teacher to implement a plan to reduce the risk of a sunscreen reaction at school, such as families sending their child to school with a suitable alternative sunscreen.

Sunglasses

Where practical, Warrnambool East 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. They are supported to understand effects of sun exposure and are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school. Warrnambool East Primary School will address sun and UV safety education within the Health and Physical Education curriculum.

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. Staff may practice and



role-model these behaviours even when the UV is below 3, particularly if they spend extended periods of time outdoors all year round.

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, 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. Warrnambool East Primary School may provide families and staff with information through the Link, 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
- 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.](#)
- 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]

FURTHER INFORMATION AND RESOURCES

- School Policy Advisory Guide:
 - [Sun and UV Protection Policy](#)
 - [Duty of care](#)
- [SunSmart](#)
- [Achievement Program](#)'s SunSmart policy

REVIEW CYCLE

Policy last reviewed	September, 2026
Approved by	School Council
Next scheduled review date	September, 2029

Warrnambool East Primary School

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Activity	Requirements
Requirement for a local school policy	Optional
Review cycle	3 - 4 years – recommended
Source of requirement	- Duty of care - Department policy – Sun and UV Protection
Consultation requirements	Required – school council You should consult with your school council to develop this policy as the school council sets school dress codes and also has a role to play in relation to the maintenance of grounds (including shade provided in the school grounds).
Approval requirements	School council
Communication methods - required	School website (publicly accessible)
Communication methods - recommended	- Usual school community communication platform (e.g. Compass, Xuno or Sentral) - Staff induction materials - School Council induction materials - Annual communication to school community - Enrolment pack - Parent information night - Newsletter - Staff briefing