



This policy applies to all school events on and off site.

## RATIONALE

St Joseph's School Sorrento acknowledges that overexposure to Ultra Violet (UV) Radiation during childhood and adolescence is a major factor in determining future skin damage and the potential risk of cancer (Melanoma). Our school has a duty of care and responsibility to ensure that adequate sun protection is provided for all students, staff members, contractors and volunteers, when at school or otherwise engaged in school related activities.

The school's SunSmart Policy, (this policy) aims to protect students, staff members, contractors and volunteers, as far as reasonably practicable, from the dangers associated with exposure to UV Radiation.

## OBJECTIVES

St Joseph's School Sorrento's SunSmart Policy provides guidelines to:

- » Ensure all students, staff members, contractors and volunteers are protected from over-exposure to UV radiation;
- » Ensure the outdoor environment provides shade for students, staff members, contractors and volunteers;
- » Ensure students are encouraged and supported to develop independent sun protection skills to help them be responsible for their own sun protection;
- » Support duty of care requirements;
- » Support the school's Occupational Health & Safety (OHS) obligations and initiatives to ensure the safety and well-being of all members of the School Community.

## DEFINITIONS

**Sun protection:** the creation of environments and behaviours that will minimise UV radiation exposure and skin cancer risk.

**UV radiation:** Ultraviolet (UV) radiation is a type of energy produced by the sun Too much UV radiation can cause skin and eye damage, sunburn, tanning and skin cancer. Some UV exposure is recommended for vitamin D.

**Daily sun protection times:** Are a forecast by the Bureau of Meteorology for the time-of-day UV levels are predicted to reach 3 or higher, based on location. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.

## SCOPE

This policy applies to all members of the school community, school events both on and off-site, and all other school related activities. We recognise that every member of the St Joseph's School community has an impact on students' health and can contribute to creating an environment that promotes and implements sun protection measures. All members of our school community including staff, students, families and volunteers will be supported to meet this policy.

## IMPLEMENTATION

To assist with the implementation of this policy, staff members, parents and carers are encouraged to access the daily local sun protection times via the [SunSmart Widget](#) located on the school website or via the free [SunSmart Application \(App\)](#).

## LEADERSHIP COMMITMENT

- » Staff, families and students are active participants in the development and implementation of the whole school Sun Protection Policy and are seen as key partners in promoting and supporting a combination of sun protection measures in the school.
- » Staff, families and students are provided with information about policy requirements, with opportunities to provide feedback and input.

## HEALTHY PHYSICAL ENVIRONMENT

### Seek Shade:

St Joseph's School will ensure that there is sufficient shelter and trees to provide shade in outdoor spaces particularly in high-use areas, e.g. where students have lunch, canteen, assemblies, sports, outdoor lessons and popular play spaces.

The school will ensure:

- » The availability of shade is considered when planning all other outdoor activities;
- » Students are encouraged to use available areas of shade when outside;
- » Students who do not have appropriate hats or outdoor clothing will not be permitted in the sun;
- » An assessment of shade is conducted at least annually to determine the current availability and quality of shade;
- » In consultation with the school council, shade provision is considered in plans for future buildings and grounds.

## HEALTHY CULTURE

- » Diversity and cultural practices are considered when implementing this policy and sun protection practices.
- » Sun protective behaviours are regularly reinforced and promoted.
- » The uniform/dress code for students and staff applies to all outdoor events on and off-site including PE and sports lessons, interschool sports activities, excursions, camps and free dress days.

**Sun Protective Clothing:**

St Joseph's School acknowledges that clothing is the most protective barrier from UV Radiation. Sun protective clothing is included in our school uniform / dress code. This includes shirts with collars and elbow-length sleeves, longer dresses and shorts. Rash vests or t-shirts are also required for all outdoor swimming.

Staff members, contractors and volunteers are also encouraged to consider sun protective clothing when conducting or participating in outdoor activities.

**Sun Protective Hats:**

All St Joseph's School students are required to wear a hat that protects their face, neck and ears (legionnaire, broad-brimmed or bucket hat preferred), whenever they are outside, from mid-August to end of April. Peak caps and visors are not considered a suitable alternative.

Students not wearing sun protective clothing and hats must stay in the shade or areas protected from the sun.

**Sunscreen:**

- » Parent's & Carer's must ensure that their child provides their own SPF50+ broad-spectrum, water-resistant sunscreen. In the absence of a student providing their own SPF50+ broad-spectrum, water-resistant sunscreen, staff members will offer a school purchased product to the student.
- » Parent's & Carer's are reminded that in this instance St Joseph's School cannot be held responsible for any subsequent reaction that the student may experience as a result of the application of school sunscreen.
- » Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every two hours or more frequently if sweating or swimming.
- » Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- » For their own safety and to reinforce our school's sun protection strategies, families and visitors are encouraged to wear clothing, sunscreen and hats that follow sun protection guidelines (e.g. wearing a legionnaire, broad-brimmed or bucket hat when outside).

**Sunglasses:**

Where practical students, staff members, contractors and volunteers are encouraged 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.

**LEARNING & SKILLS**

Age-appropriate sun protection education is provided in all year levels about sun protective behaviours, UV radiation, health risks associated with UV exposure and vitamin D considerations

We involve students in the design and implementation of sun protection initiatives and policy development.

Staff have access to professional development and teaching resources about sun protection education.

## **OUR SCHOOL COMMUNITY**

### **Engaging Students, Staff Members, Contractors, Parents & Carer's:**

St Joseph's School ensures SunSmart behaviours are regularly reinforced and promoted to the whole school community. This is achieved via the school newsletter, school website/intranet, staff and parent meetings, school assemblies and at student enrolment/new staff orientation.

As part of the school's SunSmart risk management strategy and role-modelling, students, staff members, contractors and volunteers are required to:

- » Wear a sun protective hat, covering clothing and, if practical, sunglasses;
- » Apply sunscreen;
- » Seek shade whenever possible.

## **SCHOOL RELATED POLICIES**

- » Physical Activity and Movement
- » Dress code / Uniform Policy

## **MONITORING and REVIEW**

- » This Sun Protection Policy will be monitored and reviewed by the staff, school council, student representatives and the health and wellbeing team at least once every three years.

## **REFERENCES**

- » [Duty of Care](#)
- » [Department of Education: Sun and UV Protection policy 2023](#)
- » [Shade Sails](#)
- » [Outdoor activities and working outdoors](#)
- » [Outdoor Education Schools](#)
- » [Risk management – schools](#)
- » Catholic Education Commission of Victoria (CECV) [Your Child's Health Wellbeing and Safety \(Parent Handbook \)](#)
- » Independent Schools Victoria – [isComply \(ISV portal\)](#)[Victorian School Building Authority \(VSBA\) Building Quality Standards Handbook \(BQSH\): Section 5.1 Landscape architecture, Section 5.1.5 Shade Areas \(May 2023\)](#)

- » WorkSafe Victoria: [Sun protection](#)
- » [Safe Work Australia: Guide on exposure to solar ultraviolet radiation \(UVR\) \(Dec 2019\)](#)
- » [SunSmart website](#)

### Relevant Documents / Links

- » Education and Training Reform Act 2006: Sch.5 Reg. 1 (1.2)
- » Occupational Health and Safety Act 2004
- » The Compact: Roles and Responsibilities in Victorian government school education: Principle 3 (2012)
- » DEECD School Policy & Advisory Guide (SPAG) Sun & UV protection (2011)
- » DEECD Health, Safety & Workcover
- » Melbourne Archdiocese Catholic Schools (MACS) Occupational Health & Safety Guidelines
- » Independent Schools Victoria (ISV) Compliance Framework
- » Victorian Early Years Learning and Development Framework (VEYLDF)
- » Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas (Oct 2011)
- » Education and Training Parliamentary Committee Inquiry into Dress Codes and School Uniforms in Victorian Schools -Government Response
- » Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)

**Relevant resources** – available from <http://www.sunsmart.com.au/communities/early-childhood-primary-schools/resources-primary-early-childhood>

- **SunSmart UV Alert:** available as a free SunSmart app, online (sunsmart.com.au or bom.gov.au/weather/uv), in the weather section of the Herald Sun newspaper or as a free widget to place on your website. The sun protection times show when the UV is forecast to be 3 or above.
- **Creating effective shade:** online shade audit tool allows you to assess whether your existing shade is adequate. It also helps you develop a list of practical recommendations to improve both built and natural shade.
- **Create your own SunSmart poster:** online SunSmart poster templates where children choose the scene, text, upload an image of their own face to place into the scene and print off their very own poster with them as the SunSmart star. There are sun protection, vitamin D and snow posters to choose from.
- **SunSmart Millionaire:** How SunSmart are you? An innovative online game-based resource for year 5–7 students that promotes the science behind the SunSmart message.
- **SunSmart Countdown:** song and associated activities
- **Skin:** Song written by Allan Caswell (who has kindly allowed SunSmart to share it with schools and services), this upbeat song has a focus on tolerance (and sun protection!).
- **Generation SunSmart:** fun and interactive online sun protection modules for teachers, school nurses and year 6 - 9 students.
- **Video clips, online learning modules, interactive games, curriculum resources and interactive whiteboard lessons** available from
- **Heat and UV Guide:** provides key information to deal with heat and UV.

**Reviewed and endorsed by school council:**

**Date: June 2025**

**Next review date: May 2028**