

SUN PROTECTION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school office.

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PURPOSE

The purpose of this policy is to support sun protection behaviours at Seaholme 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 to the end of April in Victoria)
- 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 day and the year (highest from mid-August to the end of April in Victoria, 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. Information about the daily local sun protection times is available via the free SunSmart Global UV app, or at sunsmart.com.au, or at the Bureau of Meteorology at bom.gov.au.

Seaholme Primary School has the following measures in place for all outdoor activities during the daily sun protection times to help reduce the risk of over-exposure to UV radiation for staff and students.

Shade

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

- play areas

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- assembly areas
- lunch areas (where applicable)
- 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. Students without hats will be restricted to play in designated shaded areas.

When building works or grounds maintenance is conducted at Seaholme Primary School that may impact on the level of shade 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

Seaholme 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
- rash vests or t-shirts for outdoor swimming activities.

Seaholme Primary School's 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), Seaholme 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.

- Students will be required to wear School Council approved school uniform hats from mid-August – end of April whenever they are outside. They will also be required to take these hats with them on all excursions and camps
- Staff members can wear broad brimmed hats of their own choosing so long as they comply with the above description. Staff can choose to wear the approved school uniform hat available from the school
- Appropriate approved school uniform hats for students will be readily available from the school for purchase
- 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

Seaholme 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 2 hours (or more frequently if sweating or swimming).

Seaholme 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. Students and staff may bring their own SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen to school. Sunscreen that is supplied by the school is stored below 30 degrees and the expiry date monitored.

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Seaholme Primary School has strategies in place to remind students to apply sunscreen before going outdoors such as reminder notices and sunscreen stations near classroom entry and exit points. At Seaholme Primary School, if students do not have their own sunscreen, they are welcome to attend the first aid room or front office to access sunscreen.

Staff and students who may suffer from skin reactions from certain types of sunscreen are encouraged to contact the wellbeing leader 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 applicable and practical, students and staff 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.

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. Seaholme Primary School will address sun protection and UV safety education as part of:

- SunSmart activities, sun protection and programs on skin cancer prevention as part of the Health and Physical Education curriculum at all year levels
- Whenever possible, outside activities on hot days should be scheduled before 11:30 am
- Regular reinforcement and promotion of SunSmart behaviour to the whole school community through newsletters, parent meetings, staff meetings and school assemblies.
- 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/intranet, staff and parent meetings, school assemblies, student and teacher activities and at student enrolment/new staff orientation.

Families, students and staff are provided with information, ideas and practical strategies to support UV safety at school and at home. Seaholme Primary School may provide information through newsletters, noticeboards, school website and school assemblies.

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COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website communications platform (COMPASS)
- Discussed at staff briefings/meetings as required
- Included in staff handbook/manual, staff induction processes and staff training
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

FURTHER INFORMATION AND RESOURCES

Related School Policies

- Camps and Excursions Policy
- Child Safety and Wellbeing Policy
- Inclusion and Diversity Policy
- Visitors Policy
- Volunteers Policy
- Yard Duty and Supervision Policy

The Department's Policy and Advisory Library (PAL):

- [Sun and UV Protection Policy](#)
- [Heat Health](#)
- [Outdoor Activities and Working Outdoors](#)
- [Risk Management – Schools](#)
- [Shade Sails](#)
- [Student Dress Code](#)

Other resources

- [SunSmart and Cancer Council Victoria.](#)
 - o [Primary schools free education resources, sample policies and information about the free SunSmart Schools Program.](#)
 - o [Sunscreen reactions.](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2025
Approved by	Principal and School Council
Consultation (Required)	School Council October 2025
Next scheduled review date	October 2028