



# SUN PROTECTION POLICY



## Help for non-English speakers

If you need help to understand this policy, please contact Mount Waverley Primary School on 9807 1480 or [mount.waverley.ps@education.vic.gov.au](mailto:mount.waverley.ps@education.vic.gov.au)

## PURPOSE

The purpose of this policy is to support sun protection behaviours at Mount Waverley Primary School to minimise 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, and they are encouraged to use these spaces
- 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 on and off-site, including camps, excursions and incursions. It is applicable to all students and staff.

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)
- peaks during school hours.

## POLICY

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 SunSmart widget on the school's website/intranet, the free SunSmart app, or at [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

Mount Waverley 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

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

- where students congregate for lunch
- outdoor deck areas
- popular play areas
- assembly areas
- garden areas and oval.

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 Mount Waverley 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

Mount Waverley Primary School's uniform or dress code includes sun-protective clothing, including:

- loose, cool, densely woven fabric
- shirts with a collar and/or high necklines
- tops with elbow length or long sleeves
- longer style shorts, dresses and skirts

Mount Waverley 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), Mount Waverley Primary School will ensure steps are taken to encourage students to wear sun-protective clothing whenever UV levels reach 3 and above.

## Hats

From 15 August 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 15 August to 30 April period, by parent or student choice. In this period, a whole school announcement will also be made to notify students when the UV (ultraviolet) level hits 3 or above.

Students wear the school uniform broad brimmed hat that protects the face, head, neck and ears when outdoors.

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.

Staff are required to wear a sun protective hat while on yard duty and during outdoor programs and events.

MWPS encourages staff and parents to act as role models by practising SunSmart behaviours.

## Sunscreen

Mount Waverley Primary School encourages all staff and students to apply SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen daily before going outdoors 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).

Staff and families should role model SunSmart behaviour and are encouraged to apply SPF 50 or SPF50+ broad-spectrum, water-resistant sunscreen when outside.

## Curriculum

The SunSmart policy will be reflected in the planning of all outdoor events (e.g. camps, excursions, sporting events between 15 August and 30 April. Students are encouraged to make healthy choices and are supported to understand the benefits and risks of sun exposure.

### MWPS teachers

1. incorporate programs on skin cancer prevention into the curriculum
2. regularly reinforce SunSmart behaviour in a positive way through newsletters, parent meetings, student and teacher activities.

## 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.

UV radiation exposure safety measures are 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

MWPS provides access to SPF30+ broad-spectrum, water-resistant sunscreen for staff and students use in our Health Centre, if needed.

MWPS ensures block approvals for the use of sunscreen are distributed to all families at the commencement of each school year and to new families on enrolment throughout the year.

Sunsmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, compass, 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.

MWPS may provide families and staff with information through communication strategies i.e. Compass, newsletters, noticeboards, school website, 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 office upon request.

## FURTHER INFORMATION, RESOURCES AND RELATED DOCUMENTS

- 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](#).
  - [Sunscreen reactions](#).

## POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2025
Approved by	School Council
Next scheduled review date	May 2029