Melton South Primary School's SunSmart/Sun Protection Policy

Help for English speakers

If you need help understanding the information in this policy, please contact the MSPS EAL Team on 9743 2922.

Rationale

Overexposure to ultraviolet (UV) radiation from the sun causes skin damage (sunburn, tanning, and ageing) and skin cancer. UV exposure may also increase the risk of eye diseases. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

Australia has one of the highest rates of skin cancer in the world. More than two in three Australians will be diagnosed with skin cancer in their lifetime. However, most skin cancer can be prevented by using sun protection.

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.

Purpose

Given school hours and activities fall within peak UV periods of the day, Melton South Primary School has strategies in place to reduce UV exposure and associated risks.

This SunSmart policy aims to:

- ensure all students and staff are protected from overexposure to UV radiation,

- support students and staff 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 the outdoor environment provides shade for students and staff,
- ensure students are encouraged and supported to develop independent sun protection skills to help them be responsible for their own sun protection,
- support our school's strategies to meet its duty of care and occupational health and safety obligations to minimise harmful UV exposure for students, staff and visitors.

Scope

This SunSmart policy applies to all;

- students, staff, volunteers, visitors and contractors,
- activities and events on and off-site including recess/lunch, outdoor lessons, assemblies, PE and sports classes, interschool sports activities, excursions, camps and free dress days,
- school environments and environments where school-related events occur.

Implementation

Melton South Primary School is committed to supporting effective UV protection strategies to minimise risk and require all students and staff to comply with this 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 or bom.gov.au.

Staff and students are encouraged to access, display and communicate the daily local sun protection times via the SunSmart widget on the school's website/intranet, free SunSmart Global UV app, sunsmart.com.au or bom.gov.au.

The sun protection measures listed in this policy are used for all outdoor activities **during the daily local sun protection times.** Implementation only in Terms 1 and 4 is **insufficient** to protect against UV exposure risks.

Procedures

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

1. **Environment**

Melton South Primary School provides sufficient shade (natural, built, temporary) in the school grounds, particularly in high-use areas– for example where students have lunch, canteen, popular play spaces/equipment, assemblies, sports and outdoor lessons.

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.

The availability of shade is considered when planning all outdoor activities and excursions.

When building works or ground maintenance is conducted at Melton South Primary School the level of shade may be impacted. A review of the shaded areas available will be conducted and further shading will be installed as appropriate. The school council ensures shade provision and UV reflective surfaces are considered in plans for refurbishments and future buildings and grounds.

A shade assessment is conducted regularly to determine the current availability and quality of shade.

2. Behaviours

Melton South Primary School has a school uniform/dress policy. It includes sun protection clothing such as shirts with collars and sleeves and the use of a sun protective hat. From mid-August to the 30th of April, all students and staff must wear a sun protective hat that shades the face, neck and ears for all outdoor activities. Hats may be worn outside of this time period if desired, parent or student choice.

Students and staff wear a navy broad-brimmed, bucket or legionnaire hat that protects their face, head, neck and ears when outdoors. Baseball, peaked caps and sun visors are not considered sun smart or a suitable alternative, as they do not protect the ears, face or neck.

Students without appropriate clothes and/or hats will be asked to use shaded areas or suitable areas protected from the sun.

3. Sunscreen

Melton South Primary School encourages all students and staff to apply SPF30 (or higher) broad spectrum, water-resistant sunscreen daily whenever UV levels reach 3 or above. Students and staff are responsible for supplying and applying their own sunscreen as many suffer from skin reactions from certain types of sunscreens. Staff will remind students who have sunscreen in their bags to reapply before recess and lunch breaks, as well as for physical education sessions and interschool sports activities.

4. Sunglasses

Where practical, Melton South 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 Melton South Primary School are encouraged to make healthy choices. They are educated about the effects of sun exposure and are encouraged to be involved in initiatives that promote and model sun protection measures to the whole school. Melton South Primary School will address sun protection and UV safety education as part of their Sun Safety Units of Investigation.

Staff and students are encouraged to complete Cancer Council Victoria's free SunSmart online learning courses for teachers and students.

Students are encouraged to be involved in initiatives to promote and model sun protection measures at the school including taking leadership roles in managing sun protection for the whole school community e.g. accessing daily sun protection times, hat and sunscreen application reminders, and supporting other students to be SunSmart.

Staff role-modelling and OHS

As part of Melton South Primary School's OHS staff are required to wear a sun-protective hat, covering clothing and, if practical, sunglasses, apply SPF50 or 50+ broad-spectrum, water-resistant sunscreen, and seek shade whenever possible.

Staff are encouraged to access resources, tools and professional learning to enhance their knowledge and capacity to promote sun smart behaviour across the curriculum.

SunSmart information is included in staff handbook/orientation materials and during new staff induction.

UV radiation exposure is considered part of Melton South Primary School's risk management and assessment for all outdoor events and activities, for example UV protection strategies are included in school camp activities, excursions, sports days and interschool sports event.

School and community engagement

For their own safety and to reinforce our school's sun protection strategies, families, visitors, contractors and volunteers participating in and/or attending any of Melton South Primary School's activities and events are encouraged to:

- wear a sun-protective hat, covering clothing and, if practical, sunglasses,
- apply SPF50 or 50+ broad-spectrum, water-resistant sunscreen, and
- seek shade whenever possible.

Sun protection behaviour is regularly reinforced and promoted to the whole school community through newsletter, school website/intranet, staff and parent meetings, school assemblies, student and teacher activities and at student enrolment/new staff orientation.

Monitoring and review

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

- school website
- discussed at parent interviews, information nights and parent information sessions
- reminders in our school newsletter
- discussed in student forums, and
- a hard copy will be made available from school administration upon request.

SunSmart policy updates and requirements will be made available to staff, families, students and visitors.

The school council, staff and students/student voice committee will monitor and review the effectiveness of our SunSmart policy (at least every five years) and revise the policy when required.

Melton South Primary School is committed to our SunSmart membership and completes an online policy review and membership renewal with SunSmart at least once every five years.

As registered SunSmart members, we have submitted a copy of our policy to SunSmart and commit to implementing the sun protection measures as documented. SunSmart will be notified of any changes to our policy.

Policy last reviewed:	**May 2026**
Approved by:	
Next scheduled review date:	**May 2031**

Related policies and documents

Legislation and standards

- Duty of Care
- Occupational Health and Safety Act 2004
- Education and Training Reform Act 2006: Sch.5 Reg. 1 (1.2)

Department of Education and Training (Vic): Policy & Advisory Library (PAL)

- Sun and UV Protection / SunSmart policy template (DET portal) (Feb 2023)

- Shade Sails
- Outdoor activities and working outdoors
- Outdoor Education Schools

Risk management – schools

Student Dress Code

- Victorian School Building Authority (VSBA) Building Quality Standards Handbook (BQSH):

Section 3.4 Landscape Planning, 5.1 Landscape architecture, 5.1.5 Shade Areas (May 2025)

SunSmart

- SunSmart online learning courses (aimed at educators, teachers and students)
- Sun protection resources and information for primary schools
- Sun protection resources and information for secondary schools
- Sun protection advice for parents and carers
- Sun protection information in different languages
- Sun protection information for workplaces

- Victorian Registration and Qualifications Authority (VRQA) Guidelines to the Minimum Standards and Requirements for School Registration - Care, safety and welfare of students p.23 (January 2022)
- Victorian Institute of Teaching (VIT), The Victorian Teaching Profession's Code of Conduct - Principle 3.2 (May 2021)
- Australian Professional Standards for Teachers (AITSL) – Standard 4.4 and 7.2

Victorian Early Years Learning and Development Framework (VEYLDF) (May 2016)

- Catholic Education Commission of Victoria (CECV) Your Child's Health Wellbeing and Safety (Parent Handbook)
- Independent Schools Victoria – isComply (ISV portal)
- Education and Training Parliamentary Committee Inquiry into Dress Codes and School Uniforms in Victorian Schools – Final Report (2007)

- Australian Radiation Protection and Nuclear Safety Authority Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)

WorkSafe Victoria: Sun protection

Safe Work Australia: Guide on exposure to solar ultraviolet radiation (UVR) (Mar 2020)

AS 4174:2018 Knitted and woven shade fabrics

AS/NZS 1067.1:2016 (Amd 2021), Eye and face protection - Sunglasses and fashion spectacles

AS 4399:2020, Sun protective clothing - Evaluation and classification

AS/NZS 2604:2012 Sunscreen products - Evaluation and classification

AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1: General considerations, 6.3.9: Shade and sun protection, Appendix A: Shade and sun protection

Healthy Schools Achievement Program – Sun protection

United Nations. 1989. *"Convention on the Rights of the Child."* Treaty Series 1577 (November): 3

- World Health Organization and the United Nations Educational, Scientific and Cultural Organization, Health Promoting Schools – *global standards and indicators*

Please note: Certain health conditions and medications mean some people are more sensitive to UV radiation and need to use sun protection at all times regardless of the UV levels. Please make sure your policy includes the particular needs of these children and staff at your school. For further information see Skin cancer risk factors.

Last updated: May 2026

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