



Catholic College Sale

SUNSMART POLICY

1.0 POLICY AUTHORITY

The Board of Catholic College Sale Limited (the Board) governs the College. Based on the principle of subsidiarity and in keeping with the Board's Delegations Schedule, the Board delegates a broad range of duties, functions, powers and authority to the Principal of Catholic College Sale (the College). This includes the effective implementation of this *SunSmart Policy* and the compliance obligations outlined herein.

2.0 PURPOSE

This Policy provides guidelines to:

- ensure all students and staff are protected from over-exposure to UV radiation;
- 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 duty of care requirements; and
- support appropriate OHS strategies to minimise UV risk and associated harms for staff and visitors.

3.0 BACKGROUND

Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer in later life.

4.0 PROCEDURES

To assist with the implementation of this Policy, staff and students are encouraged to access the daily local sun protection times via the SunSmart on the College intranet, the free SunSmart app, or at sunsmart.com.au.

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times.

The sun protection times are forecasts from the Bureau of Meteorology for the time of day when UV levels are forecast to reach 3 or higher. 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.

4.1 Seek shade

- The College makes sure there are sufficient shelters and trees providing shade in outdoor areas, particularly in high-use areas, e.g. where students have lunch, assemblies, sports, outdoor lessons and popular play spaces;
- 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 are asked to move into the shade or a suitable area protected from the sun;
- In consultation with the school council, shade provision is considered in plans for future buildings and grounds;
- A shade assessment is conducted regularly to determine the current availability and quality of shade.

4.2 Slip on sun protection clothing

- Cool, loose-fitting, sun-protective clothing made of densely woven fabric is included in our school uniform/dress code and sports uniform. It includes shirts with collars and elbow-length sleeves, longer dresses and shorts and rash vests or t-shirts for outdoor swimming.

4.3 Slap on a hat

- All students are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket hat) whenever they are outside. Peak caps and visors are not considered a suitable alternative.

4.4 Slop on sunscreen

- The College supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and students' use;
- If families require specialised sunscreen, they are asked to supply the product for student use;
- Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply 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).

4.5 Learning and skills

Programs on sun protection are included in the curriculum for all year levels.

4.6 Engaging children, educators, staff and families

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

As part of OHS UV risk controls and role-modelling, staff, families and visitors:

- wear a sun protective hat, covering clothing and, if practical, sunglasses;
- apply sunscreen; and
- seek shade whenever possible.

4.7 Monitoring and review

The College and staff monitor and review the effectiveness of this Policy and revise the Policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at sunsmart.com.au.

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

To assist with the implementation of this Policy, staff and students are encouraged to access the daily local sun protection times via the SunSmart widget on the College intranet, the free SunSmart app, or at sunsmart.com.au.

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times.

5.0 LEGISLATION AND RESOURCES

- DET School Policy & Advisory Guide (SPAG) Sun & UV protection (2016)
- DET The Compact: Roles and Responsibilities in Victorian government school education: Principle 3 (2012)
- DET OHSMS Implementation Guide (2009)
- DET Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas
- Catholic Education Commission of Victoria (CECV) Your Child's Health Wellbeing and Safety (Primary)
- Independent Schools Victoria (ISV) Managing a school – Health & Safety Compliance Framework: OHS >Sun Protection
- My Time, Our Place: Framework for School Age Care in Australia (2011)
- Victorian Early Years Learning and Development Framework (VEYLDF) (May 2016)
- Victorian Institute of Teaching (VIT) The Victorian Teaching Profession Code of Conduct - Principle 3.2
- Australian Professional Standards for Teachers (APST) – Standard 4.4 and 7.2
- Education and Training Parliamentary Committee Inquiry into Dress Codes and School Uniforms in Victorian Schools –Final Report
- ARPANSA Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- Safe Work Australia: Guidance Note – Sun protection for outdoor workers (2016)
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS/NZS 4399:2017, Sun protective clothing - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: 4. Labelling and advertising – directions for use of the product
- 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

6.0 APPROVAL

Approved by	CC Sale Ltd Board
Person(s) Responsible	Principal
Date(s) Reviewed or Updated	September 2025
Next Review Date	September 2027