

# SUN PROTECTION POLICY



## Help for non-English speakers

If you need help to understand the information in this policy, please contact Gleneagles Secondary College on (03) 9708 1319.

## PURPOSE

The purpose of this policy is to support sun protection behaviours at Gleneagles Secondary 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
- 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 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)
- 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 app, or at [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

Gleneagles Secondary College 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

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

- where students congregate for lunch
- the canteen
- popular play areas
- assembly areas
- 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. Gleneagles Secondary College puts in effect an extreme heat recess/lunchtime timetable when the weather is over 35 degrees. This includes closing the soccer pitch and football oval and opening supervised classrooms for students to seek shelter.

When building works or grounds maintenance is conducted at Gleneagles Secondary 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

Gleneagles Secondary College's uniform 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
- rash vests or t-shirts for outdoor swimming activities.

Gleneagles Secondary College's uniform applies on and off-site unless otherwise advised. When students are not required to wear school uniform (such as school camps, free dress day), Gleneagles Secondary will ensure steps are taken to encourage students to wear sun-protective clothing whenever UV levels reach 3 and above.

## Hats

As we are a secondary school, we expect students to take responsibility for their sun safety by wearing a hat during outdoor activities and adopting other sun protection measures such as wearing sunscreen or using shade. The Gleneagles Secondary College uniform includes a baseball style cap as an accessory item, however, this is not mandated.

## Sunscreen

Gleneagles Secondary College encourages all staff and students to apply 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 two hours (or more frequently if sweating or swimming).

Gleneagles Secondary College supplies SPF50+ broad-spectrum, water-resistant sunscreen for staff and students to use on Sports Carnival days and the location is communicated to all staff and students, so it is readily accessible.

Sunscreen that is supplied by the school is stored below 30 degrees and the expiry date monitored.

At Gleneagles Secondary College, if students do not have their own sunscreen, they are welcome to attend First Aid to access sunscreen.

Staff and students who may suffer from skin reactions from certain types of sunscreen are encouraged to contact our First Aid Officer on 03 9708 1319 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 practical, Gleneagles Secondary College 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 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. Gleneagles Secondary will address sun protection and UV safety education as part of their Health program in Years 7-9.

## 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 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+ 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.

## FURTHER INFORMATION AND RESOURCES

- 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.
  - [Secondary schools](#) free education resources and sample policies.
  - [Sunscreen reactions](#).

## POLICY REVIEW AND APPROVAL

Policy last reviewed	10/02/2025
Approved by	School Council
Next scheduled review date	February 2028