

# SunSmart Policy

## July 2022

### Summary

This policy applies to Community Language Schools SA and all member schools

**Table 1: Document Details**

<b>Policy Number</b>	<b>ES46</b>
<b>Related Policies</b>	ES01: Child Safe Environments Policy and Procedures ES02: Risk Assessment Policy ES05: School Personnel Code of Conduct Policy ES06: Student Code of Conduct Policy ES07: Enrolment Policy and Procedures ES07A: Student Online Enrolment Form ES07B: General Student Health Support Form ES09: Supervision of Students Policy ES20: Data and Information Policy ES23: Work Health and Safety Policy ES36: Excursions and Incursions Policy and Procedures ES37: Medication, Accident and First Aid Policy and Procedures ES46A: Consent Form – Sun Protection Agreement and Permission ES45: Hot Weather Policy
<b>Version</b>	1.1
<b>Created by</b>	CLSSA Policy Officer
<b>Reviewed by</b>	CLSSA Executive Officer
<b>Applies to</b>	All Community Language Schools
<b>Key Words</b>	Sun Safety; Sun exposure; UV index; Sun protection; Clothing.
<b>Status</b>	Approved
<b>Approved By</b>	CLSSA Board <i>(Administrative updates approved by Executive Officer)</i>
<b>Approval Date</b>	July 2022
<b>Review Date</b>	December 2022
<b>Notes</b>	Administrative update only

**Table 2: Revision Record**

<b>Date</b>	<b>Version</b>	<b>Revision Description</b>
November 2016	1.0	New policy developed
30 <sup>th</sup> June 2019	1.1	<ul style="list-style-type: none"> <li>Amend policy to make it generic by replacing individual school details with “Community Language Schools;”</li> <li>Separated and created ES46A- Sun Protection Agreement and Permission</li> <li>Changes in ‘Created By’ and ‘Reviewed By’ in Table 1; Changed Contents to Table of Contents; Reformatting of table and titles; Added new key words; Changed Other Relevant Documents to References and Other Documentation; Formatting of policy</li> </ul>
18 <sup>th</sup> January 2021	1.1	<ul style="list-style-type: none"> <li>Added Policies to Related Policies (Table 1)</li> </ul>
December 2021	1.1	<ul style="list-style-type: none"> <li>Administrative updates only</li> </ul>
July 2022	1.1	<ul style="list-style-type: none"> <li>Administrative updates only</li> </ul>

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## SunSmart Policy

### Introduction

Australia has one of the highest rates of skin cancer in the world. Anyone can be at risk of developing skin cancer with UV radiation in sunlight being the major cause of skin cancer in Australia. Sun exposure in the first ten years of life is a determining factor of the likelihood of skin cancer developing in later life. Community Language Schools have developed the following procedures to ensure all members of the school community are SunSmart.

### Objectives

Community Language Schools SunSmart Policy has been developed to:

- encourage the entire school community to use a combination of sun protection measures whenever UV Index levels reach 3 or higher
- raise awareness and promote positive attitudes towards skin protection with all members of the school community
- promote lifestyle practices that help reduce the incidences of skin damage
- ensure staff consider weather conditions when setting up learning spaces, modifying learning programmes and planning excursions
- promote personal responsibilities and decision making about skin protection
- ensure that families and new staff are informed of the school's SunSmart Policy

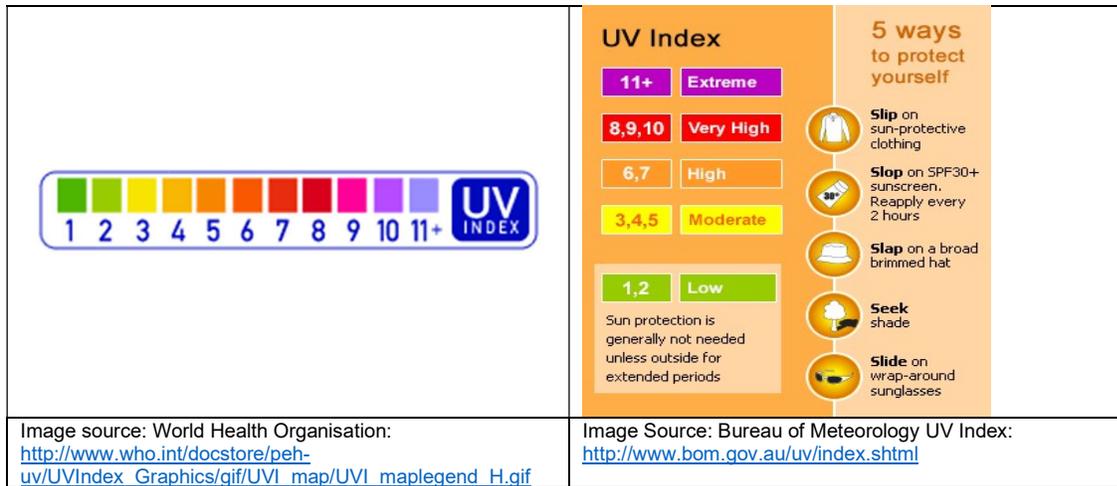
### Definitions

**UV:** Ultraviolet

**UV Radiation:** invisible rays that are part of the energy that comes from the sun that cannot be seen or felt. The Intensity of solar radiation is influenced by many factors, including: sun height, latitude, cloud cover, altitude, ozone and environment.

**UV Index:** an international scale used to indicate the intensity of the Sun's ultraviolet rays – refer to **Diagram 1**

**Sun Protection Times:** times that are forecast by the Bureau of Meteorology when the UV index will be 3 or higher. The sun protection times will vary depending on your location.



**Diagram 1: International Scale Used to Indicate the Intensity of the Sun's Ultraviolet Rays**

## Procedures

### Determining the UV-Index

The following sites and apps can be used to find the UV levels:

- Look for the SunSmart UV Alert on The Advertiser weather page
- Visit the Bureau of Meteorology website at [www.bom.gov.au/sa/uv](http://www.bom.gov.au/sa/uv)
- Visit <http://www.myuv.com.au/> and select location to see the UV index and the sun protection period for a given day.
- Download the SunSmart app or widget [www.cancersa.org.au/sunsmart-apps](http://www.cancersa.org.au/sunsmart-apps) or <http://www.sunsmart.com.au/uv-sun-protection/uv/uv-widget>

The image below provides an indication of the Monthly Average UV index for Adelaide. The graph shows when the UV index is 3 or higher in Adelaide. Community Language Schools have determined the sun protection period based on this graph.

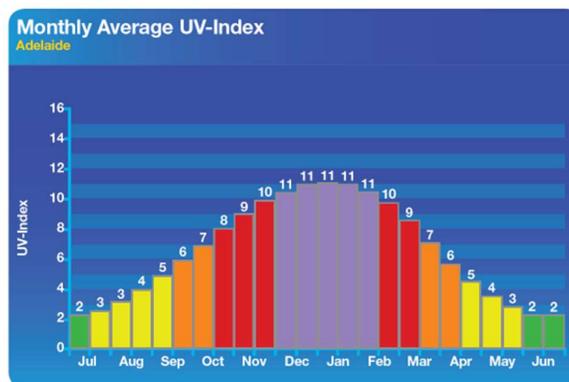


Image source: Cancer Council SA

**Diagram 2: SunSmart Program Implementation Times**

The Principal will check the UV Index and adjust outdoor activities to ensure the risk of skin damage is minimised. Announcements will be made to staff and students to inform them of the UV index and the sun protection measures that will be implemented.

## Sun Protection Measures

Community Language Schools uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 and whenever UV levels reach 3 or above at other times throughout the year. Care is taken during the peak UV radiation times and outdoor activities are planned outside of these times where possible.

## Clothing

Community Language Schools recommends clothing that is cool, loose fitting and made of closely woven fabric. It includes clothing with collars and elbow length sleeves, socks and hats.

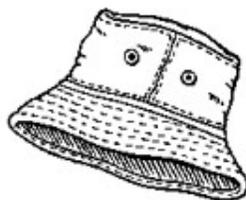
## Hats

- All children, and staff must wear a hat outside from the beginning of August to the end of April and will be encouraged to wear a hat at other times of the year. Hats that protect students' face, neck and ears such as a broad brim, bucket hat or legionnaire hat is required. Baseball or peak hats are not acceptable. The Cancer Council recommends the following hats:

Broad brim hat



Bucket hat



Legionnaire hat

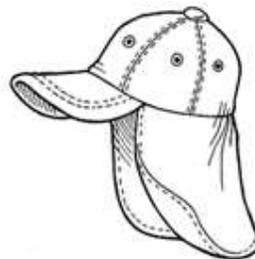


Image source: Cancer Council SA

### Diagram 3: Types of Recommended Hats

- Children who are not wearing an appropriate hat will be provided with a suitable hat or required to play in the shade or indoors. This applies during the high risk months of August to April.
- Parents are encouraged to dress their children in appropriate protective clothing, including garments with long sleeves.

- Parents will be informed through information sheets of the dress requirements for outdoor excursions.

### Sunscreen

- Students must provide their own SPF30 or higher broad spectrum, water resistant sunscreen.
- Students are encouraged to apply sunscreen prior to attending school and for any planned outdoor activities and reapply sunscreen every two hours.

### Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Students are encouraged to use available areas of shade when outside
- Students who do not have the appropriate hats or clothing are asked to play in the shade or a suitable area protected from the sun.

### Sunglasses

Students and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZ 1067:2003 (Sunglasses: lens category 2, 3, or 4) and cover as much of the eye area as possible

## Communicating Expectations

On enrolment parents will be advised of the sun protection policy and be provided with a copy of the Sun protection agreement and permission form. The SunSmart Policy will be available on the Community Language Schools SA website and updates will be provided through the school's newsletter to inform families when the sun protection times are and the responsibilities of staff, parents and students.

## Responsibilities

*It is the responsibility of all staff at to:*

- Model sun safe practices by wearing hats, protective clothing, and sunglasses when outside
- Inform students of sun safe practices and remind students to reapply sunscreen
- Seek shade whenever possible

- Apply SPF30 or higher, broad-spectrum, water-resistant sunscreen and reapply every two hours when participating in outdoor activities and excursions

*It is the responsibility of families to:*

- Supply students with appropriate sun protective hats, clothing and sunscreen
- Ensure children have applied sunscreen prior to any planned outdoor activity or excursion
- Complete the Sun protection agreement and permission form upon enrolling at the school

*It is the responsibilities of students to:*

- Wear hats, and protective clothing during the sun protection times and when participating in outdoor activities and excursions
- Apply SPF30 or higher, broad spectrum, water resistant sunscreen and reapply every two hours when participating in outdoor activities and excursions
- Seek shade whenever possible

## **References and Other Documentation**

- Cancer Council South Australia SunSmart Policy Information: [Be SunSmart - Cancer Council \(cancersa.org.au\)](https://www.cancersa.org.au)
- Cancer Council South Australia SunSmart Primary School Policy Guidelines: [Be SunSmart - Cancer Council \(cancersa.org.au\)](https://www.cancersa.org.au)
- World Health Organisation Sun Protection: An essential element of Health-Promoting Schools: [SunCorr 17 July.PDF \(who.int\)](https://www.who.int)
- World Health Organisation Sunshine and Health, How to enjoy the sun safely: [solaruvflyer2006.pdf \(who.int\)](https://www.who.int)