

Sun Protection Policy



Help for Non-English Speakers

If you need help to understand the information in this policy, please contact the General Office on 03 9571 7838.

PURPOSE

The purpose of this policy is to support sun protection behaviours at Glen Eira College to minimise the 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, which covers most of the school year)
- 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 Global UV app, or at sunsmart.com.au, or at the Bureau of Meteorology at bom.gov.au.

Glen Eira 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

Glen Eira College 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
- outdoor lesson areas
- assembly areas

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 Glen Eira College 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

Glen Eira 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

Glen Eira College'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), Glen Eira College 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.

Students wear a school hat or a hat that protects the face, head, neck and ears when outdoors, for example broad-brimmed, legionnaire or bucket hat.

SUNSCREEN

Glen Eira College encourages all staff and students to apply SPF50 or 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 2 hours (or more frequently if sweating or swimming).

Glen Eira College supplies SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen for staff and students to use. Sunscreen is available at the General Office, Learning Centre, Sub-school offices and the gymnasium. Sunscreen that is supplied by the school is stored below 30 degrees and the expiry date monitored.

Glen Eira College has strategies in place to remind students to apply sunscreen before going outdoors including Compass Newsfeeds and reminders prior to outdoor activities.

Staff and families should role model SunSmart behaviour and are encouraged to apply SPF50 or SPF50+ broad spectrum, water-resistant sunscreen when outside from September to the end of April or whenever UV levels reach 3 and above.

Staff and students who may suffer from allergic reactions from certain types of sunscreens are encouraged to contact the General Office to implement a management 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, Glen Eira 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 the effects of sun exposure and are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school. Glen Eira College will address sun protection and UV safety education as part of the year 7 Health Curriculum.

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. Staff may practice and role-model these behaviours even when the UV is below 3, particularly if they spend extended periods of time outdoors all year round.

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 or 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 through newsletters, Compass, Google Classroom, staff and parent meetings, school assemblies, student and teacher activities and at student enrolment/new staff orientation.

Families, students and staff are provided with information, ideas and practical strategies to support UV safety at school and at home. Glen Eira College may provide information through 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

- Link to this policy in the Staff Resource Hub
- Reminders in our school newsletter
- Discussed in student forums
- Hard copy available from school administration upon request.

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.](#)
 - [Primary schools free education resources, sample policies and information about the free SunSmart Schools Program.](#)
 - [Secondary schools free education resources and sample policies.](#)
 - [Sunscreen reactions.](#)

The [Healthy Schools Achievement Program](#)'s Sun Protection health priority area

POLICY REVIEW AND APPROVAL

Policy last reviewed		May 2026
Consultation		School Council 20 May 2026
Approved by		Principal
Next scheduled review date		May 2029