

Sun Protection Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the office on 9560 6371 or glen.waverley.south.ps@education.vic.gov.au

PURPOSE

The purpose of this policy is to encourage behaviours at Glen Waverley South Primary School to minimise the risk of skin and eye damage and 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 from 1st September – 30th April
- educate students as to suitable sun smart protection strategies
- 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, including camps and excursions. It is applicable to all students and staff.

IMPLEMENTATION

- No hat = No outdoor play
- No hat on excursion days – no attendance
- Parents must supply a legionnaire or broad brimmed hat for their child from the start of September to the end of April
- Staff will ensure that the Sun Protection policy is reflected in the planning of all outdoor activities

In the event of temperatures reaching 32 degrees, a Hot Day timetable will operate to minimise the time that students are outside in the middle of the day. On extreme weather days, the decision may be made for all students to remain inside during recess/lunch times.

Hot Day timetable times

9.00am	-	10.55am	Class time (morning block)
10.55am	-	11.00am	Morning snack (children eat in their classrooms).
11.00am	-	11.50am	"Lunch" play
11.50am	-	1.50pm	Class time (students eat lunch in class at 1.50pm)
2.00pm	-	2.30pm	Afternoon play time
2.30pm	-	3.30pm	Class time

POLICY

Excessive exposure 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 radiation:

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- 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 year (highest in Victoria from mid-August – end of April)
- 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 and above (typically from mid-August to the end of April in Victoria). Information about the daily local sun protection times is available via the SunSmart widget on the school's website, the free SunSmart app, or at sunsmart.com.au or bom.gov.au.

Glen Waverley South Primary School has the following measures in place to help reduce the risk of excessive UV sun exposure for staff and students.

Shade

Glen Waverley South Primary School will provide sufficient options for shelter and trees to provide shade on school grounds, particularly in places such as outdoor lesson areas and popular play areas.

When building works or grounds maintenance is conducted at Glen Waverley South Primary School that may impact on the level of shading 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 Waverley South Primary School's school uniform and dress code includes sun-protective clothing, including:

- loose, cool, closely-woven fabric
- shirts with a collar and/or high necklines
- tops with elbow length or long sleeves
- longer style shorts and skirts

From 1st September to 30th April all students **must** wear a sun protective hat that shades the face, neck and ears for all outdoor activities. Hats may also be worn for all outdoor activities outside of the September to April time period, by parent or student choice. Students are required to wear a school hat or another hat style that protects the face, neck and ears when outdoors, for example broad-brimmed or legionnaire. Students who are not wearing appropriate protective clothing or a hat are required to play in the shaded areas only.

Staff will be positive role models by wearing appropriate hats, sunglasses and clothing outdoors, applying sunscreen regularly and seeking shade whenever possible.

Sunscreen

Glen Waverley South Primary School encourages all staff and students to apply SPF30 (or higher) 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 according to [manufacturer's instructions](#).

Glen Waverley South Primary School supplies SPF30 Sunscreen in each classroom for students and staff. Families are asked to either provide consent for their child to apply the sunscreen supplied by GWSPS or supply their own sunscreen which stays in the child's bag. Children will be encouraged to reapply sunscreen themselves during school time.

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Glen Waverley South Primary School has strategies in place to remind students to apply sunscreen before going outdoors i.e. sunscreen posters and regular reminders.

Staff and students who may suffer from allergic reactions from certain types of sunscreen are encouraged to bring their own suitable sunscreen to school.

Staff and families should role model SunSmart behaviour and are encouraged to apply SPF 30 (or higher) broad-spectrum, water-resistant sunscreen when outside.

Sunglasses

Where practical Glen Waverley South Primary School encourages staff and allows students who are 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, and are supported to understand the benefits and risks of sun exposure. Glen Waverley South Primary School will address sun and UV safety education as part of the Health and Physical Education Curriculum.

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.

Engaging students, staff and families

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

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes
- Reminders in our school newsletter
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

- School Policy Advisory Guide:
 - [Sun and UV Protection Policy](#)
 - [Duty of care](#)
- [SunSmart](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	November 2025
Approved by	School Council
Next scheduled review date	November 2028