

WESTERN ENGLISH LANGUAGE SCHOOL SUN PROTECTION POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact the school on 9311 9325

PURPOSE

The purpose of this policy is to encourage behaviours at all Campuses, Sites and Outposts of Western English Language 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 (generally mid-August – end of April)
- 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.

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:

- 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 sunsmart.com.au or bom.gov.au.

Western English Language School has the following measures in place to help reduce the risk of excessive UV sun exposure for staff and students.

Shade

Western English Language School will provide sufficient options for shelter and trees at all of its Campuses, Sites and Outposts to provide shade on school grounds, particularly in places such as:

- where students congregate for lunch
- outdoor lesson areas
- popular play areas
- assembly areas
- sporting grounds

When building works or grounds maintenance is conducted at Western English Language 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.

Western English Language 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
- rash vests or t-shirts for outdoor swimming activities.

Hats

For Braybrook Primary Campus, Footscray Campus, Melton Campus, Manor Lakes Site and St Albans Campus, from mid-August to 30 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 August to April time period, by parent or student choice.

For WELS' two Secondary Campuses at Braybrook and Wyndham, we expect students to take responsibility for being SunSmart by wearing a school hat during outdoor activities or staying in the shade, if they are not wearing sunscreen.

Sunscreen

Western English Language 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 manufacturers' instructions.

All students at Western English Language School students are welcome to attend the front offices at each site to access sunscreen. Staff and students who may suffer from allergic reactions from certain types of sunscreen are encouraged to contact Laurence Guttmann at Braybrook P-10 Campus Ph: 9311 9325, Alison McQuade at Manor Lakes Site Ph: 9974 0003, Tania Halela at Wyndham Campus Ph: 9742 7574, Rose Calafati at St Albans Campus Ph:9364 6310, Rebecca Burns Ph:'0458809327 at Melton Campus and Iona Tataio at Footscray Campus Ph:9687 2053 to implement a management plan to reduce the risk of an allergic reaction at any of these school sites.

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 Western English Language School 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 across our school are encouraged to make healthy choices, and are supported to understand the benefits and risks of sun exposure. Western English Language School will address sun and UV safety education by using resources from <https://www.sunsmart.com.au/advice-for/schools-early-childhood/education-resources/primary-school-resources>

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 SPF30 (or higher) 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, school website/intranet, 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. Western English Language School may provide information through school website and school assemblies.

COMMUNICATION

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

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes

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](#).

POLICY REVIEW AND APPROVAL

Policy last reviewed	15 June 2023
Approved by	School Council
Next scheduled review date	June 2026

This policy has a review cycle of 3-4 years.