

Sun Smart Policy and Procedures

POLICY STATEMENT

We are committed to meeting our Student Duty of Care obligations.

RATIONALS

This Policy describes Concordia College's strategies to minimise the risks to members of the College community from overexposure to ultraviolet (UV) radiation.

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure during childhood and adolescence contributes significantly to the lifetime risk of developing skin cancer. Australia has one of the highest rates of skin cancer in the world.

SCOPE

This Policy applies to all students, staff, volunteers and contractors at the College.

RESPONSIBILITIES

It is the responsibility of the College Executive Team or delegate to regularly monitor and review the effectiveness of the Sun Protection Policy to ensure it is working in practice and revise the policy when required.

POLICY STATEMENT

Concordia College is committed to providing a safe working environment for all our students, workers and visitors. It is our policy to:

- increase student and community awareness about skin cancer and sun protection
- encourage and require the entire College community to use a combination of sun protection measures when UV levels are 3 and above
- work towards a safe College environment that provides shade for students, staff and the College community
- assist students to be responsible for their own sun protection
- ensure that families and new staff are informed of this policy
- support student duty of care requirements
- support appropriate workplace safety strategies to minimise UV risk and associated harms for staff and visitors.

PROCEDURES

Sun Protection Strategies

Concordia College has developed the following sun protection strategies:

- For all outdoor activities during terms 1, 3 and 4 and during daily sun protection times in Term 2, Primary school students are required to wear sun-safe hats that protect their face, neck and ears including a legionnaire, broad-brimmed or bucket hat with a deep crown and angled brim.
- Secondary students are encouraged to wear either a broad brimmed hat or cap for all outdoor activities during terms 1,3 & 4 and during daily sun protection times in Term 2.
- Depending on activities, all staff will monitor the UV levels and sun protection times using the SunSmart Global UV app in Term 2 – May – July and use sun protection during daily sun protection times on those days when UV is forecast to reach 3 and above. (The sun protection times are a forecast from the Bureau of Meteorology for the time of day that UV levels are forecast to reach three or above. At these levels, sun protection is recommended for all skin types.)

Shade

- The College makes sure there is sufficient shelter and trees providing shade in the College grounds particularly in areas where students congregate (e.g. lunch areas, canteen, outdoor lesson areas and popular play areas).
- Shade provision is considered in plans for future buildings and grounds.
- Playgrounds should be designed with areas of effective summer shade from either trees or built elements, or both. Playgrounds which comply with Australian Standard AS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation, are encouraged but optional. For more information, refer to our Playground Supervision and Inspection Policy and Procedures.
- The availability of shade is considered when planning excursions and outdoor activities.
- Students are actively encouraged to use available areas of shade when outside. Primary School Students who do not have appropriate hats or outdoor clothing are asked to stay in an area protected from the sun.

Hats

- For all outdoor activities during terms 1, 3 and 4 and during daily sun protection times in Term 2 Primary students are required to wear sun-safe hats that protect their face, neck and ears including a legionnaire, broad-brimmed or bucket hat with a deep crown and angled brim.
- Caps and visors are not acceptable for Primary School or OSHC students.
- Primary school students who do not have an appropriate sun protective hat will be asked to stay in shaded areas only.
- Secondary students are encouraged to wear either a broad brimmed hat or cap for all outdoor activities during terms 1, 3 and 4 and during daily sun protection times in Term 2.

Sunscreen

- The College supplies SPF50 broad-spectrum, water-resistant sunscreen for staff and student's use. Sunscreen is stored
 - ELC – ELC office and classrooms primary school
 - School Office and Classrooms St Peters Campus
 - Classrooms MS/SS - available from SSO OSHC Staff Room

- Families with children who have sensitive skin are asked to provide a suitable SPF 50 or 50+ broad-spectrum, water-resistant sunscreen for their child's use.
- Time will be allocated for sunscreen application prior to outdoor activities.
- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- During terms 1, 3 and 4 during a normal school day students are encouraged to apply sunscreen before school, at OSHC or upon arrival to school, and reapply sunscreen before lunch or before other outdoor activities.
- During terms 1, 3 and 4 when outdoors for extended periods, such as camps, excursions, sporting activities and water-based activities sunscreen is applied in accordance with the manufacturer's directions, and at least 20 minutes before going outdoors and reapplied at least every two hours, and more frequently when participating in sport, sweating or swimming, and after towel drying.
- During term 2 sunscreen application is encourage if sun protection is recommended.

Sunglasses

- Close-fitting wrap-around sunglasses that comply with Australian Standard AS/NZS 1067.1 2016, Eye and face protection - Sunglasses and fashion spectacles, Part 1: Requirements (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible are encouraged but optional.

Role Modelling

- For Work Health and Safety and role modelling staff are required to use a combination of sun protection measures as outlined during daily sun protection times, when the UV level is forecast to reach 3 or above. – Sun protective clothing and hats (legionnaire, broad-brimmed or bucket hat), sunglasses, sunscreen and shade.
- Families and visitors are also encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses, sunscreen and shade) when participating in and attending outdoor College activities.

Curriculum

- Sun protection and skin cancer awareness programs are incorporated into appropriate areas of the College curriculum every year for ELC – Year 6 as part of Sun Smart School.
- Students are encouraged to be involved in initiatives to promote and model sun protection measures to the whole College community.
- Sun safe behaviour is regularly reinforced and promoted to the whole College community through newsletters, College public website, parent meetings, staff meetings, College assemblies, student and teacher activities and on student enrolment.

Uniform

Sun protective clothing is included in the College uniform/dress code and sports uniform. This includes clothing with:

- elbow length sleeves
- shirts and tops that cover shoulders, with a collar that sits close to the neck, above the collarbone
- Longer -style/knee length skirts, dresses and shorts
- appropriate hats – legionnaires, broad brimmed and bucket hat – ELC -Year 6:
- appropriate gloves and other accessories (where required for the activity)
- appropriate sunglasses (optional)

- other appropriate sun protective clothing rash tops or T shirt over bathers for outdoor swimming activities.

Sun protective clothing with a UPF rating, in compliance with Australian Standard AS/NZS 4399:2017, Sun protective clothing – Evaluation and classification, is encouraged but optional.

Scheduling and Planning

Sun protection is considered when planning all outdoor events (e.g camps, excursions, sporting events and water-based events).

Before commencing an excursion, the organising staff will check the daily local sun protection times of the location and continue to monitor these times for the duration of the excursion. For more information, refer to our Excursions Policy and Procedures.

Care is taken during the peak UV radiation times, and outdoor activities are schedules outside of these times where possible or in the shade.

Peak UV times of the day are when the UV is highest in the day and are different from the local sun protection times which change daily issued by the Bureau of Meteorology. For an implementation guide peak UV times of the day are 11.00am -n 3.00pm during day light savings and 10.00am – 2.00pm during non-daylight savings

IMPLEMENTATION

This policy is implemented by:

- Staff training and awareness
- Communication to students and community

BREACH

Where a staff member breaches this Policy, Concordia College may take disciplinary action.

RELATED POLICIES

- ELC Sun Smart Policy
- OSHC Sun Smart Policy
- Playground Supervision and Inspection Policy and Procedures
- Excursions Policy and Procedures

RELATED DOCUMENTS - (if applicable)

This subsection does not apply.

LINKED DOCUMENTS

This policy follows the authority provided in Australian National Standards for Sunscreen products, Eye and Face Protection; Playground equipment and surfacing and Sun Protective Clothing; and was written in consultation with Cancer Council SA. Teachers are encouraged to complete Cancer Council's free Generation SunSmart online teacher PL modules.

POLICY ADMINISTRATION

Approved Authority	Concordia Executive Team
Responsible Officer	Head of College
Implementation Date	July 2024
Last Policy Review Date	December 2025
Next Review Date	*December 2028

*Unless otherwise indicated this policy will still apply beyond the review date