

SUN PROTECTION POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact our office administrative team, on (03) 5248-1400.

PURPOSE

The purpose of this policy is to support sun protection behaviours at Newcomb Secondary College to minimise 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)
- 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 sunsmart.com.au or bom.gov.au.

Newcomb Secondary 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

Newcomb Secondary College provides sufficient options for shelter and trees to provide shade on school grounds, particularly in places such as:

- courtyard area 1 and area 2
- the canteen
- outdoor lesson 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 Newcomb Secondary 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

Newcomb Secondary College recommends that from mid-August to end of April, and whenever UV levels reach 3 and above, students come to school wearing their college uniform sun-protective clothing items and apply sunscreen.

Newcomb Secondary 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), Newcomb Secondary 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 who are not wearing appropriate protective clothing or hats will be asked to use available areas of shade when outdoors or a suitable area protected from the sun.

Sunscreen

Newcomb Secondary College 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 (or more frequently if sweating or swimming).

Newcomb Secondary College supplies readily accessible SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and students to use. Furthermore, staff and students are reminded and encouraged to bring their own SPF30 (or higher) broad-spectrum, water-resistant sunscreen to school.

Sunscreen that is supplied by the school is stored below 30 degrees and the expiry date monitored.

Staff and students who may suffer from skin reactions from certain types of sunscreen are encouraged to contact the Administration Office First Aid officer to implement a 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, Newcomb Secondary 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 effects of sun exposure and are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school. Newcomb Secondary College will address sun protection and UV safety education as part of the college 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.

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. Newcomb Secondary College may provide information through our social media networks and via newsletters, noticeboards, school website and at school assemblies.

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- 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	2025
Approved by	Principal
Next scheduled review date	2026