



Sun Protection Policy

Purpose:

The purpose of this policy is to support sun protection behaviours at Whittlesea Secondary 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 Colleges 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 Whittlesea Secondary College 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 (between 8:30 am- 3:30 pm).

Overexposure to UV radiation can cause:

- Sunburn
- Skin damage
- Eye damage
- Premature ageing
- Skin cancer



Sun safety is a shared responsibility and College 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 SunSmart Widget on the College Website, the free SunSmart Global UV app, or at sunsmart.com.au, or at the Bureau of Meteorology at bom.gov.au.

Certain health conditions and medications may mean some people are more sensitive to UV radiation and need to always use sun protection regardless of UV levels. This may apply to students with [identified health care needs](#). College Staff should refer to these students' student health support plan for more information if necessary.

Whittlesea 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 College staff and students.

Shade:

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

- where students congregate for break periods
- the canteen (indoors)
- outdoor lesson areas
- popular gathering 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. Please note that hats are part of our College uniform.

When building works or grounds maintenance is conducted at Whittlesea 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:

Whittlesea Secondary College uniform or dress code includes sun-protective clothing, and recommends that from mid-August to end of April, and whenever UV levels reach 3 and above, students come to the College wearing sun-protective uniform items such as:

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



Whittlesea Secondary College 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), Whittlesea 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 College, 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 are encouraged to adopt sun protective measures such as wearing sunscreen, using shade and wearing hats that protect the face, head, neck and ears when outdoors, for example broadbrimmed, legionnaire or bucket hats. *Note: Baseball or peaked caps and sun visors are not considered a suitable alternative, as they do not protect the ears, cheeks or neck.* Students who are not wearing appropriate protective clothing or hats will be asked to use available areas of shade when outdoors or asked to go to a suitable area where they are protected from the sun.

Sunscreen:

Whittlesea Secondary 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).

At Whittlesea Secondary College, if students do not have their own sunscreen, they are welcome to attend First Aid to access sunscreen. Sunscreen that is supplied by the College is stored below 30 degrees and the expiry date monitored.

Staff and students who may suffer from skin reactions from certain types of sunscreens are encouraged to contact our First Aid Officer to implement a plan to reduce the risk of a sunscreen reaction, such as families sending their child to the College with a suitable alternative sunscreen.

Sunglasses:

Where practical, Whittlesea 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 Whittlesea Secondary College 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 College. Whittlesea Secondary College will address sun protection and UV safety education as part of our curriculum.



Staff role-modelling and OHS:

Whittlesea Secondary College 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 Colleges risk management and assessment for all outdoor events and activities, i.e. UV radiation protection strategies are included in College camp activities, excursions, sports days and interschool sports events.

Families and visitors:

Families and visitors participating in and attending outdoor College 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 College community through COMPASS newsfeeds, College website/intranet, staff and parent meetings, College 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 whilst at the College and at home.

Communication:

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

- Available publicly on our College website
- Included in staff induction processes
- Included in staff handbook/manual
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders on COMPASS
- Discussed in student forums
- Hard copy available from College 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](#)

Cancer Council Victoria:

- [SunSmart](#)
- [Sunscreen reactions](#)

Appendix 1: SunSmart Agreement to go in Year 7 Enrolment packs.

Policy last reviewed	March 2026
Consultation Group	Leadership, Consultative Committee, School Council
Approved by	Approved
Next scheduled review date	September 2028



Appendix 1:



SUN PROTECTION AGREEMENT AND PERMISSION FORM FOR FAMILIES



Whittlesea Secondary College is a registered member of the SunSmart Schools Program. We follow SunSmart and Cancer Council Victoria guidelines to protect our community.



ABOUT SUN PROTECTION

Use a combination of sun protection measures (clothing, sunscreen, a hat, shade, and if practical, sunglasses) whenever UV levels reach 3 or higher. In Victoria, UV levels are typically 3 or above from mid-August to the end of April.



DAILY UV CHECK

The Whittlesea Secondary College website has a SunSmart widget that you can check each day to see the current UV levels.



PARENT/CARER/KIN AGREEMENT

I agree to support Whittlesea Secondary College's SunSmart membership to help minimise my child's potential risk of skin and eye damage and skin cancer by doing the following:

- ☒ Support the school uniform / dress code and ensure my child is wearing cool clothing that covers as much skin as possible e.g. tops that cover the shoulders, arms and chest, has higher necklines or collars, and long shorts and skirts. I understand on casual dress days that singlet tops or shoestring dresses do not provide adequate sun protection and are best layered with a shirt or t-shirt.
- ☒ Remind my child to bring and wear a sun-protective hat that shades the face, neck and ears (e.g. wide-brimmed, bucket or legionnaire hat). I understand that baseball / peak style caps do not provide adequate sun protection and are not appropriate for outdoor activities.
- ☒ Remind my child to bring and wear a sun protective hat for the walk to and from the College each day.
- ☒ Provide my child with their own supply of SPF50/50+ broad-spectrum, water-resistant sunscreen to use at the College.
- ☒ Give permission for my child to apply their own SPF50/50+ broad-spectrum, water-resistant sunscreen to all exposed parts of skin including their face, neck, ears, arms and legs.
- ☒ Being informed of the sunscreen brand and ingredients supplied by Whittlesea Secondary College.
- ☒ for my child to apply sunscreen supplied by Whittlesea Secondary College if required.



Child(ren)'s name(s): _____ Year Level(s): _____

Parent/Carer/Kin name: _____ (Please print)

Signature of Parent/Carer/Kin: _____ Date: _____

USE ALL FIVE FORMS OF SUN PROTECTION



WEAR PROTECTIVE CLOTHING



USE SUNSCREEN SPF50+



WEAR A HAT



SEEK SHADE



WEAR SUNGLASSES (IF PRACTICAL)

IN PARTNERSHIP BETWEEN



PROTECT TODAY. HEALTHY TOMORROWS.

TOGETHER, WE CAN CREATE A
SUNSMART COLLEGE COMMUNITY.