

	Preston Reservoir Adult Community Education	Approval Date: 02/08/2017
	Sun Smart Procedure	Review Date: 08/20
		Version Number: 1
Authorised by	Executive Officer	
Responsible Person:	Training Services Managers, Community Strengthening Manager, First Aid Officer	
Staff Involved:	All Staff	

Purpose

PRACE (Preston Reservoir Adult Community Education) encourages appropriate behaviours to ensure staff, volunteers and students accessing programs at PRACE are protected from skin damage caused by the harmful ultra violet rays of the sun throughout the year and to ensure that a healthy balance between too much and too little ultraviolet (UV) radiation is maintained.

Scope

This procedure applies to students accessing services who are under 18 and who may attend excursions or outdoor events organised by PRACE as part of a program undertaken at PRACE.

The policy, however, is good practice for all staff and volunteers.

Sun protection is used from the beginning of September until the end of April to allow some UV exposure for vitamin D and minimise overexposure to reduce skin and eye damage and skin cancer risk.

Overexposure to UV during childhood and adolescence is a major factor in determining future skin cancer risk. Melanoma is the most common cancer in young Australians aged 13-24 years.

This policy is to be implemented throughout the year.

Relevant Legislations/ Standards

OH&S Act 2004 (Vic)
 DEECD School Policy Advisory Guide (SPAG) Sun & UV protection 2011
 Australian Standard 1067 - Sunglasses and fashion spectacles
 Sun Smart website
http://www.SunSmart.com.au/protecting_others/at_school/e6_p6_schools/
 Cancer Council Victoria Sample SunSmart policy for schools

Definitions

UV exposure means exposure to the sun's ultraviolet radiation (UV). UV level 3 and above can damage skin and eyes.

Melanoma means a tumour of melanin-forming cells, especially a malignant tumour associated with skin cancer.

PRACE: means the incorporated association (A0032713Z) which includes the Registered Training Organisation (4036) & PRACE College (2110).

Procedure

This procedure should be followed by staff, volunteers and students as required and when involved in excursions or events related to PRACE programs or activities.

Sun Protection Strategies

- Shade – staff, volunteers and students should congregate under shade when eating while on an excursion or for any outdoor lessons or activities. Outdoor activities will take place depending on weather conditions and will be at the discretion of staff organising the excursion or activity. Staff are encouraged to use available areas of shade for any outdoor activities.
- Clothing – staff, volunteers and students should dress appropriately for outdoor events and ensure protective clothing is worn as required.
- Hats - staff, volunteers and students are encouraged to wear a hat which protects the face, neck and ears, such as a broad brimmed, legionnaire or bucket style. Baseball caps are not recommended.
- Sunglasses – staff, volunteers and students are encouraged to wear close fitting, wrap-around sunglasses during outdoor activities, that meet the Australian Standard 1067, (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.
- Sunscreen - staff, volunteers and students are encouraged to wear SPF30+ or higher broad spectrum, water resistant, fragrance-free sunscreen applied generously and evenly to clean, dry skin, ideally 20 minutes before going outdoors.* PRACE will provide SPF 30+ or higher broad-spectrum, water-resistant sunscreen for staff, volunteers and students to use on excursions. Sunscreen should be applied according to instructions on the container. Anyone with an allergy to sunscreen, must advise staff or ensure they bring their own sunscreen. PRACE uses non aerosol sunscreen. Sunscreen needs to be applied at least 20 minutes before going outdoors and reapplied every two hours when outdoors.

*In some instances, by parental consent students under 18 with naturally very dark skin may not be required to wear sunscreen to help with vitamin D requirements.

Students should:

- apply their own sunscreen
- reapply sunscreen as required
- have access to sunscreen for all outdoor activities and excursions included in the first aid kit

Staff and Volunteers should:

- apply their own sunscreen
- reapply sunscreen as required
- have access to sunscreen for all outdoor activities included in the first aid kit
- be good role models for students

Glossary

UV - ultraviolet
SPF - Sun Protection Factor

Related Policies and Procedures

Occupational Health and Safety Policy
Welfare & Duty of Care Policy
