

	<b>Sun Smart Procedure</b>	Approval Date: 16/10/2023
		Review Date: 10/2026
		Version Number: 2.0
Authorised by:	Chief Executive Officer	Version Date: 16/10/2023
Responsible Person:	Education & Business Operations Manager, Vocational and Community Programs Manager, VET Coordinators, First Aid Officers; Prace College Principal, Assistant Principals and Student Support Services Manager.	
Staff Involved:	All Staff	

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### Purpose

Prace 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 from the sun throughout the year, and to ensure that a healthy balance is maintained between too much and too little ultraviolet (UV) radiation.

Overexposure to UV during childhood and adolescence is a major factor in determining future skin cancer risk. Melanoma is one of the most common cancers in young Australians aged 15-24 years. Most skin cancers can be prevented by using sun protection measures whenever UV levels are three or higher.

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### Scope

This procedure applies to students accessing Prace services who are under 18 and who may spend time outdoors while attending Prace, including during breaks, class activities, and excursions or events organised by Prace as part of a program undertaken at Prace.

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

This procedure provides guidance on effective UV protection strategies, and is to be implemented throughout the year.

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### Definitions

**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).

**Prace College:** means the section of Prace that operates as an independent school from both the Merrilands and Mernda campuses under registration number 2110.

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

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### Procedure

This procedure should be followed by staff, volunteers and students when involved in Prace programs, activities, excursions or events.

The Bureau of Meteorology forecasts daily sun protection times based on when UV levels are predicted to reach 3 or higher at the applicable location. **At these levels, sun protection is recommended for all skin types.**

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In Victoria, UV levels typically reach 3 or higher daily from mid-August to the end of April. As such, implementation only in Terms 1 and 4 is insufficient to protect against UV exposure risks.

To assist with the implementation of this procedure, staff and students are encouraged to access the daily local sun protection times via the [free SunSmart Global UV app](#), [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

UV radiation exposure should be considered as part of the risk assessment for all outdoor activities, excursions and events, on and off-site.

The sun protection measures listed in this procedure are used for all outdoor activities during the daily local sun protection times.

## **Sun Protection Strategies**

### **1. Shade**

- Prace ensures there is enough shade (natural, built, temporary) available in the Prace grounds, particularly in high-use areas – for example where students have lunch, and areas used for outdoor lessons/activities.
- Prace ensures shade provision is considered in plans for future buildings and grounds.
- The availability of shade is considered when planning all outdoor activities and excursions. Outdoor activities will take place depending on weather conditions and will be at the discretion of staff organising the excursion or activity.
- Staff, volunteers and students are encouraged to use available areas of shade when outside.

### **2. Clothing**

- Staff, volunteers and students should dress appropriately for outdoor activities and events and ensure protective clothing is worn as required.
- Staff, volunteers and students are encouraged to wear a hat whenever they are outdoors that protects their face, neck and ears, such as a broad brimmed, legionnaire or bucket style hat. Caps and visors are not recommended.
- Students without appropriate covering clothing, including a hat, will be asked to use shaded areas or suitable areas protected from the sun.
- Where practical, 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.

### **3. Sunscreen**

- Staff, volunteers and students are encouraged to wear SPF50+ or higher broad spectrum, water resistant, fragrance-free sunscreen applied generously and evenly to clean, dry skin, ideally 20 minutes before going outdoors.

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- Prace will provide SPF 50+ 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 should be applied at least 20 minutes before going outdoors and reapplied every two hours when outdoors, or more frequently after swimming or sweating.

**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

**UV and vitamin D**

The Victorian SunSmart program provides the following advice and recommendations regarding UV and vitamin D:

- In summer, spring and autumn in Victoria, when UV levels are typically 3 and above, only a few minutes of sun exposure is required to help maintain healthy vitamin D levels. Most people won't be at risk of low vitamin D using sun protection when the UV is 3 or higher.
- In winter, when UV levels are low (typically from May to mid-August in Victoria), it is more difficult to get the recommended UV exposure so vitamin D levels are typically lower at this time. The Victorian SunSmart program recommends getting active outdoors in the middle of the day with some skin exposed to help vitamin D production.
- Spending longer in the sun will not increase your vitamin D levels. The body only needs a small amount of UV to make vitamin D. Any extra UV exposure will just add to skin damage, not vitamin D.
- People who may be at risk of vitamin D deficiency should talk to their doctor for advice, which may include supplementation. Deliberate over-exposure to UV radiation is never recommended, even for people who have a vitamin D deficiency.

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**Review**

This procedure will be reviewed every three years. The CEO is responsible for reviewing and approving this procedure.

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**Glossary**

UV - ultraviolet  
SPF - Sun Protection Factor

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**Relevant Legislation / Standards**

Occupational Health and Safety Act 2004 (Vic)  
Victorian Department of Education Sun and UV Protection Policy  
Australian Standard 1067 - Sunglasses and fashion spectacles  
Victorian SunSmart program sample SunSmart policy for schools  
Sun Smart website: <https://www.sunsmart.com.au/advice-for/secondary-schools>  
Cancer Council:

- Brochure – *How much sun is enough?*  
<https://www.cancer.org.au/assets/pdf/how-much-sun-is-enough-brochure>
- Position statement - Sun exposure and vitamin D - risks and benefits  
[https://wiki.cancer.org.au/policy/Position\\_statement\\_-\\_Risks\\_and\\_benefits\\_of\\_sun\\_exposure](https://wiki.cancer.org.au/policy/Position_statement_-_Risks_and_benefits_of_sun_exposure)

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**Related Policies and Procedures**

OH&S Policy and Procedure  
Student Welfare & Duty of Care (Prace College) Policy and Procedure

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**Related Documents**

SunSmart Sunscreen Poster  
<https://www.sunsmart.com.au/downloads/schools-early-childhood/curriculum/sunscreen-poster.pdf>

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**Consultation**

Education & Business Operations Manager  
Prace College Principal and Assistant Principals  
Compliance Manager

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