

| <b>Sun Smart Procedures</b> |   |                                  |          |
|-----------------------------|---|----------------------------------|----------|
| <b>Procedure number</b>     | 10.11.1   | <b>Version</b>                   | 7        |
| <b>Drafted by</b>           | Nick Steel  | <b>Approved by WHS Committee</b> | May 2019 |
| <b>Responsible role</b>     | Deputy Principal (Students and Teaching Staff)<br>Business Manager (Non-Teaching Staff) | <b>Scheduled Review Date</b>     | May 2020 |

## **SUN SMART PROCEDURES - STUDENTS**

It is the practice of the School to ensure that students wear hats outdoors at all times from the beginning of September until the end of April when the UV index is most likely to be 3 or above. These dates coincide roughly with Terms 1 and 4. A 'No Hat, No Play' policy operates during these terms.

While hats are not compulsory during Terms 2 and 3, it is strongly recommended that students wear hats during these terms, particularly at lunch time.

Each student is to be given instruction by their class and PE teachers on taking precautions to prevent personal damage from UVR.

Each student is to take personal responsibility for ensuring they have adequate protection from UV radiation during Terms 1 and 4, which includes wearing a hat and applying 30+ sunscreen which is available in each classroom. Teachers will remind students to apply sunscreen prior to play breaks and PE lessons.

ELC students will be supported in applying 30+ sunscreen regularly before outdoor play.

Information regarding dangers of UVR will be passed on to the students during:

- formal instruction by classroom teacher
- informal instruction by PE teachers and others on duty

### **PROCEDURE – TERMS 1 AND 4 ONLY**

1. Parents will provide hats for students.
2. Teachers will ensure that students wear hats, at recess, at lunchtime, during PE lessons and at Sports practice.
3. 30+ sunscreen will be available in each class room and at PE lessons.
4. Children who do not have hats will sit in shaded areas:
  - i Under verandahs in the Upper Primary Piazza (Years 3-7)
  - ii Rayner sandpit or Habich verandahs (R-2)
  - iii Under verandah outside homerooms (ELC)
5. Teachers on duty will supervise children in the yard as well as those in the shaded areas.
6. Students who consistently fail to wear hats will be interviewed by the relevant Deputy Principal who will follow up with classroom teachers and, depending on the outcome, communicate with parents regarding the School's "No Hat, No Play" policy which is in force during Terms 1 and 4.

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### PROCEDURE – TERMS 2 AND 3 ONLY

The daily UV index levels will be monitored via the Bureau of Meteorology (BOM) Website.

1. The UV index level and times will published in the daily bulletin.
2. If the UV level is 3 or above, hats must be worn when outside.

### SUN SMART PROCEDURES – STAFF/VOLUNTEERS/CONTRACTORS

- St Andrew's School will identify and provide relevant education and information to all staff about the risk of exposure to UVR.
- St Andrew's School will provide personal protective equipment such as hats, sunglasses, and 30+ broad-spectrum sunscreen. Hats and sunglasses are by request as staff may wish to wear their own.
- Sunscreen will be available in each classroom, the PE Department Office, the maintenance shed, JP Office and the School Office.
- Alternative work arrangements may be considered, including changes in work times and locations when necessary.
- Staff are responsible for using appropriate sun protection where the risk of exposure to significant levels of UVR is evident. (i.e. more than 5 minutes)
- Regular outdoor workers such as the Maintenance Department, PE Department and Teachers doing Yard Duty should be particularly aware of the dangers of exposure to UVR and take appropriate measures to reduce this risk
- External contractors are expected to comply with the procedures of the school and it is a condition of working on site that they take the measures outlined in these procedures.