



SunSmart Policy and Procedure

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Approved by the Board:			
On behalf of the Board	David Ling President	Signature 	Date: 22/05/19
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Basic Beliefs/Purpose

Diamond Valley Learning Centre (DVLC) encourages its staff, volunteers and students to use sun protection measures that limit ultra violet (UV) overexposure and minimise the risk of skin cancer.

Scope

This policy applies to all DVLC staff and students, including VCAL students and students under the age of 18 years.

Policy Guidelines

DVLC recognises that overexposure to UV during childhood and adolescence increases the risk of future skin cancer, and that sun protection measures can reduce those risks. DVLC believes that staff, volunteers and students should be encouraged to:

- use a combination of sun protection measures when the UV index levels are 3 or above;
- use sun protection measures from the beginning of September until the end of April (10 am - 3 pm); and
- maintain a healthy balance between too little and too much UV radiation.

DVLC encourages staff, volunteers and students to use the following sun protection strategies (preferably a combination of two or more):

- avoidance of extended sun exposure without any form of sun protection when the UV level is 3 or above;

- use of shade for outdoor activities and on excursions;
- use of protective clothing such as long-sleeved, high neck garments and longer style shorts;
- use of broad brimmed hats, including legionnaire or bucket style hats;
- use of close-fitting, wrap-around sunglasses that cover as much eye area as possible and meet Australian Standard 1067 (categories 2-4); and
- generous and even application of SPF-30 or higher broad spectrum, water resistant sunscreen twenty minutes prior to going outdoors, and re-applied every two hours as necessary.

In seeking to minimise the risk of harm from sun exposure, DVLC will:

- implement this policy throughout the year;
- ensure that shade is available for use by staff, students and volunteers;
- ensure that staff are aware of this policy and the need to model SunSmart behaviour at all times;
- encourage staff to plan outdoor activities, excursions and camps for times when the UV levels are under 3, or time in direct sun can be minimised (such as early morning or later in the afternoon);
- provide all students with information on sun protection and skin cancer prevention (for example, from the Cancer Council Victoria website at www.sunsmart.com.au);
- encourage staff and students to experience some limited UV exposure to help promote Vitamin D production;
- assist students to be responsible for their own sun protection; and
- encourage SunSmart awareness and behaviour in the wider community.

Procedure Guidelines

1. DVLC staff and volunteers should:
 - a. apply their own sunscreen (preferably 20 minutes prior);
 - b. reapply sunscreen as needed;
 - c. have access to sunscreen for all outdoor activities (kept with the first aid kit); and
 - d. be a good role model for students and others.
2. DVLC students should:
 - a. apply their own sunscreen (preferably 20 minutes prior);
 - b. re-apply sunscreen as needed;
 - c. have access to sunscreen for all outdoor activities and excursions (as part of the first aid kit).
3. DVLC staff will engage with parents of students under the age of 18 years where medical advice has been given to avoid sunscreen, and will allow this given written parental consent.

Definitions

Skin cancer occurs when skin cells are damaged, for example, by overexposure to ultraviolet (UV) radiation from the sun.

Melanoma is the most dangerous form of skin cancer and usually occurs on the parts of the body that have been overexposed to the sun. Rare melanomas can occur inside the eye or in parts of the skin or body that have never been exposed to the sun. Melanoma is the third most common cancer diagnosed in Australia.

UV exposure means exposure to the sun's ultra violet (UV) radiation. UV radiation cannot be seen or felt and can cause premature ageing, sunburn, skin damage, eye damage and skin cancer, particularly after prolonged exposure or where the UV level is 3 or above.

Related Policies

P-8 Student Welfare and Duty of Care Policy and Procedure
P-11 Occupational Health & Safety Policy and Procedure
P-31 Student Safety and Security Policy
P-54 Excursions Policy and Procedure
P-56 Accident and First Aid Policy and Procedure

Related Documents

D-028 Student Handbook

Legislation

Education and Training Reform Act 2006 (Vic)
Health Records Act 2001 (Vic)
Occupational Health and Safety Act 2004 (Vic)

Mapping Information

VRQA Guidelines for Non-school Senior Secondary Education Providers: Minimum Standards for Registration to Provide an Accredited Senior Secondary Course, Standard 3
AQTF Standard 2.1, 2.3, 2.5, 3.2

