



Procedure for Sun Protection

Students

St Francis Xavier College procedures are designed to enable the College to enact the policies of the Diocese of Sale Catholic Education Limited (DOSCEL).

All College Procedures intentionally promote a child safe culture which prioritises the safety and wellbeing for all students.

Contents

Purpose	2
Scope	2
Context.....	2
Procedures.....	2
Responsibilities.....	4
Compliance.....	4
Further Information.....	6

Purpose

The purpose of this Procedure is to provide guidance on the management of sun protection for students.

Scope

This procedure applies to all students, families, and staff at the College.

Context

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure in the first 15 years of life contributes significantly to the lifetime risk of developing skin cancer. Australia has the highest rate of skin cancer in the world. Skin cancers account for 80% of all new cancers diagnosed in Australia each year. Melanoma is the most diagnosed cancer for 15 – 44 year olds.

St Francis Xavier College is committed to providing a safe working environment for all our students, employees and visitors.

It is our practise to:

- increase student and community awareness about skin cancer and sun protection
- encourage the entire College community to use a combination of sun protection measures
- work towards a safe College environment that provides shade for students, staff and the College community
- assist students to be responsible for their own sun protection

Procedures

General

- All students and staff use a combination of sun protection measures throughout the day to ensure they are well protected. Particular care must be taken in summer months between 10am and 3pm when UV levels reach 3 and above.
- Exposure to UV and actions to minimise the risks associated with UV exposure is considered when planning all outdoor events/activities (e.g. sport lessons, assemblies, camps, excursions and sporting events).
- The Student Health Officer will monitor expected UV levels and communicate high UV warnings to staff and students.

Shade

- The College makes sure there is sufficient shelter and trees providing shade in the College grounds particularly in areas where students congregate (e.g. lunch areas, canteen, outdoor lesson areas and popular play areas).
- Shade provision is considered in plans for future buildings and ground
- The availability of shade is considered when planning excursions and outdoor activities.

- Students are actively encouraged to use available areas of shade when outside. Students who do not have appropriate hats or outdoor clothing are asked to stay in an area protected from the sun.

Hats

- Students are strongly encouraged to wear hats outside during terms 1 and 4.
- Recommended sun-safe hats include legionnaire, broad-brimmed and bucket hats. Baseball caps do not offer the same amount of sun protection.

Sunscreen

- Whenever it is anticipated that students may be exposed to direct sun for any extended period, and therefore the potential of sunburn, they will be reminded to be sun smart.
- SPF 30+ (or greater) broad spectrum, water resistant sunscreen will also be made available for staff and students' use in these circumstances.

Sunglasses

- Close-fitting wrap-around sunglasses that comply with Australian Standards AS 1067:2003 (Category 2, 3 or 4) are encouraged but optional.

Role Modelling

- Staff act as role models by using a combination of sun protection measures as outlined above when the UV level is 3 or above.
- Families and visitors are also encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses and sunscreen) when participating in and attending outdoor College activities.

Curriculum

- Sun protection and skin cancer awareness programs are incorporated into appropriate areas of the College curriculum.
- Students are encouraged to be involved in initiatives to promote and model sun protection measures to the whole College community.
- Sun safe behaviour is regularly reinforced and promoted to the whole College community through publications, College public website, parent/guardian meetings, staff meetings, College assemblies, and student and teacher activities.

Uniform

- Sun protective clothing is included in the College uniform and sports uniform (dress code). This includes clothing with:
 - elbow length sleeves
 - shirts and tops that cover shoulders, with a collar that sits close to the neck, above the collarbone
 - appropriate hats
 - appropriate sunglasses
 - other appropriate sun protective clothing

*On camps and water activities students are expected to wear swimwear that offers appropriate covering

Scheduling and Excursion Planning

- Sun protection is considered when planning all excursions.

St Francis Xavier College recognises that a level of UV exposure is necessary to maintain health. To help maintain adequate vitamin D levels sun protection measures are not required unless the UV index level reaches 3 and above.

Sun protection is required when in alpine regions, near highly reflective surfaces such as snow or water, or outside for extended periods.

Responsibilities

All employees must follow the guidelines as set out in this procedure.

Compliance

Key responsibilities and implementation

This procedure is implemented through a combination of:

- staff and student training and awareness of issues relating to skin and safe sun exposure
- implementation of sun protection measures
- effective notification procedures
- effective communication procedures
- effective record keeping procedures
- initiation of corrective actions where necessary

Discipline for Breach of Procedures

Where a staff member breaches these procedures St Francis Xavier College may take disciplinary action.

Relevant Legislation

- Privacy and Data Protection Act Vic 2014
- Health Records Act Vic 2001

Related DOSCEL Policy

- Student Duty of Care Policy
- Child Protection and Safety Policy

Related College Procedures

- Child Protection Program
- Critical Incident (Emergency Situations) Response Procedure
- First Aid / Medical Incident Response Procedure
- Medication Administration Procedure
- Medical Records and Support Plan Procedure

Further Information

Further information can be obtained from:

- Student Health Team Leader
- Assistant Principal Wellbeing

Status of Procedure	
College Leader Responsible	Deputy Principal Wellbeing
Implementation Date / Last Reviewed	March 2024
Review Date [Commonly 1 – 2 Years]	March 2026
Local Governing Authority Approval	College Leadership Team

Record of Review

Details of Amendments	By Whom	Date
Review completed – no update required	Deputy Principal Wellbeing	February 2022
Review completed – minor updates for clarity	Deputy Principal Wellbeing	March 2024