



**ACT**  
Government  
Education

# Sun (UV) Protection School-based Procedure

**Telopea Park School**

## Document Information

Telopea Park School will review and update this procedure annually to ensure alignment with the Directorate’s Sun (UV) Protection Policy.

**Date of commencement: 01/11/2025**

**Review date: 31/05/2026**

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This procedure must be read in conjunction with the Directorate's Sun (UV) Protection Policy – 00033.

## 1. Overview

- 1.1. This school-based procedure relates to the Sun (UV) Protection Policy – 00033.
- 1.2. It describes the processes in place to support school principals, teachers, ACT Education Directorate (Directorate) staff and volunteers to educate and safeguard themselves and students from the harmful effects of ultraviolet (UV) radiation and promote a culture of sun safety.
- 1.3. The Directorate requires all ACT schools to develop and implement a comprehensive school-based sun protection procedure (using this template) that is aligned with the Directorate's Sun (UV) Protection Policy. The school-based procedure will detail the school's behaviour, environment and curriculum when it comes to reducing exposure to solar ultraviolet radiation (UVR) amongst all students and workers. All ACT primary schools are encouraged to be part of Cancer Council ACT's SunSmart program.
- 1.4. All schools must:
  - Have a comprehensive sun protection procedure in place, in line with the Directorate's Sun (UV) Protection Policy.
  - Have their sun protection procedure reviewed (and updated if necessary) annually.
- 1.5. This document is designed to support schools in planning and implementing their own sun safe procedure in line with the Directorate's Sun (UV) Protection Policy.
- 1.6. Red text throughout the template is for schools to add or remove their own practices in relation to sun safety. This allows schools to fully customise the procedure based on their specific school environment. All text that is **NOT** in red, are Directorate requirements and must be included as worded with no changes. Once all red text has been updated by the school and the school's procedure is finalised, please change all red text to **black**, then publish on the school's website.
- 1.7. For more information on sun protection and Cancer Council ACT's National SunSmart Schools Program (primary schools only) or to view resources to assist local primary and secondary schools to further develop their sun protection procedures and practices visit [www.actcancer.org](http://www.actcancer.org) or contact Cancer Council ACT on 6257 9999.

## 2. Rationale

- 2.1. This procedural template reflects the Directorate's duty of care and responsibility to Directorate staff, students and volunteers and compliance with the Sun (UV) Protection

Policy.

- 2.2. It allows school staff to design a tailored school-based procedure that documents the sun safe strategies each school implements in school-based activities.
- 2.3. The Directorate acknowledges occupational sun/UV exposure is a serious Work Health and Safety (WH&S) issue and by implementing these procedures, Directorate staff, teachers and volunteers can effectively reduce UV exposure and promote healthier sun safety habits.

### 3. Procedures

- 3.1. All ACT public schools must develop and adhere to their own Sun (UV) Protection School-based Procedure. Schools will actively promote positive sun (UV) protective behaviours and attitudes via their school newsletters, website, school events and assemblies, in line with the below recommendations:

#### 3.1.1. Wearing of Sunscreen

Sunscreen is considered the final line of defence against UV related skin damage. ACT schools will consider effective strategies that will allow for the daily application of sunscreen by both students and staff. Current school uniforms tend to leave significant areas of skin (arms and legs) exposed, therefore sunscreen plays an important role in the school's UV protection practices.

These practices require that:

- Telopea Park School actively supports and promotes the daily use of broad-spectrum water resistant SPF50 or 50+ sunscreen on exposed skin that cannot be protected by clothing/uniform.
- Sun protection times will be checked daily, and sun safety practices will be adjusted accordingly.
- The school will ensure that SPF50 or 50+ broad-spectrum water-resistant sunscreen is accessible to all students and staff at key locations, including: the front office of the school, the primary office, Student Wellbeing (A3), sick bay and in all classrooms.
- Parents/carers will be reminded that sunscreen should be applied at home before students arrive at school.
- Students will be encouraged/reminded to apply sunscreen 20 minutes before going outside prior to the long break at 10:40am and again prior to the short recess break at 1:30.
- Staff will model sun-safe practices and apply sunscreen at the same intervals as the students.

- Staff will supervise/assist younger students with sunscreen application as required.
- Parents/carers will be informed at the beginning of the school year that staff may assist with sunscreen application if necessary.
- If a student has a sunscreen allergy or sensory sensitivity, parents/carers will notify the school via an email to [telozea.enquiry@ed.act.edu.au](mailto:telozea.enquiry@ed.act.edu.au) and on student medical forms to be added to the student profile as a known allergy.
- Schools are required to consistently check the expiry date of sunscreen. Any sunscreen that has expired must be discarded and replaced.

### **3.1.2. Protective Clothing and Hats**

- From the beginning of August until the end of May, students, teachers, and staff are required to wear sun-protective hats (e.g. broad-brimmed, bucket, or legionnaire hats).
- In June and July, wearing sun-protective hats is encouraged but not mandatory.
- Telozea Park School will ensure that students wear sun-protective clothing, including hats when they are engaged in outdoor activities or during breaks.
- Students will also be encouraged to wear long sleeves in addition to using sunscreen.
- Students without an appropriate hat will be directed to shaded areas on the playground.
- During outdoor swimming carnivals, camps, excursions and events, all students, staff and volunteers must wear a rash vest or t-shirt, unless competing in a race.
- Staff are required to wear sun protective clothing such as hats and sunglasses when outside on school sites.

### **3.1.3. Shade Provision**

- Students will be reminded to use shaded areas during breaks and outdoor activities such as outdoor learning opportunities, sports lessons and morning notices on the primary site.
- In 2026, further areas will be shaded as advised by the primary and secondary SRCs.

### **3.1.4. Recommended strategies for peak UV period 11am-3pm (Daylight Saving/Summertime)**

- Telozea Park School will schedule outdoor activities such as athletic/swimming carnivals etc earlier in the day where possible.
- Adjustments to break times will be made in extreme conditions. The school breaks are times to avoid the most extreme UV index in the summer months.

Additionally, primary morning notices are moved to 9:00am in August – May and at 11:00 in cooler months.

- Students have access to indoor spaces, such as the library, the canteen and the gym. Additional areas will be opened when UV levels rise to extreme.
- The school will encourage students and staff remain indoors or under shaded areas at lunch times, until they have eaten their lunch.

### **3.1.5. SunSmart Tools and Professional Learning Opportunities:**

- The school will display the SunSmart Web Widget on its website and use the SunSmart Global UV App to support our school community toward a better understanding when sensible sun/UV protection is and is not required each day in Canberra.
- School staff will be encouraged to complete [Online Learning - Generation SunSmart](#) Professional Learning online modules. Upon completion teachers and workers will receive a Generation SunSmart portal Certificate of Completion. The modules also qualify as Teacher Identified Professional Learning per the ACT Teacher Quality Institute.
- Students will receive age-appropriate sun safety education as part of the school's health and wellbeing curriculum.

## **4. Contact**

- 4.1. For support in developing your school-based procedure, contact Cancer Council ACT in the first instance on 6257 9999, or contact Engagement and Wellbeing Support Services Branch on [EBMEWSS@act.gov.au](mailto:EBMEWSS@act.gov.au).

## **5. Feedback**

- 5.1. Any feedback about this policy or procedure, should be raised with the policy owner. Refer to Contact information above.

## **6. References**

### **6.1. Definitions**

- Refer to the policy for relevant definitions.

### **6.2. Related Policies and Information**

- Sun/UV Protection Policy
- [Cancer Council Generation SunSmart Professional Learning online modules](#)
- [National SunSmart Schools Program | Cancer Council ACT](#)
- [Work Health and Safety Act 2011](#)
- [Work Health and Safety Regulations 2011](#)
- [Dress Standards and Uniforms in Canberra Public Schools Policy](#)

- [Head Lice Policy](#)