



Sun Protection Policy

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YMCA Queensland		

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1. PURPOSE

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80 per cent are skin cancers. Given students are at school during peak ultraviolet radiation (UVR) times throughout the day, between 10:00am and 2:00pm, schools play a role in minimising students' UVR exposure. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that sunburn contributes to skin cancer. Most skin damage and skin cancer is therefore preventable. Y Schools Queensland realises the need to protect students' skin and educate them about SunSmart behaviour, therefore reducing the risk of skin damage from exposure to the sun.

2. APPLICATION/SCOPE

This policy is relevant for Y Schools Queensland students, parents/carers and employees. The scope includes full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements at Y Schools Queensland.

3. POLICY STATEMENT

The aims of the policy are to:

- Use a combination of sun protection measures for all outdoor activities whenever UV levels reach 3 and above, the level that can damage skin and eyes. At these levels, sun protection is recommended for all skin types.
- To work towards a safe outdoor environment that provides shade for students, and staff at appropriate times.
- Assist students to develop independent sun protection skills.
- Ensure that students, families/parents/carers, visitors, volunteers and staff are informed of the school's SunSmart measures.
- Encourage safe UV exposure whenever UV Index levels are below 3.
- Ensure all students and staff obtain some UV exposure to vitamin D, during safe UV periods.
- To include cultural considerations.
- To assist with the implementation of this policy staff are encouraged to access the local sun protection times via the free SunSmart app or via the website www.sunsmart.com.au, as well as the Bureau of Meteorology website www.bom.gov.au

3.1 Health and Safety

The school has written processes in place to enable it to comply with the requirements of the *Work Health and Safety Act 2011* (Qld).

3.2 Sun Safe Practices

Sun safe practices are encouraged whilst students are at school. School staff will, where possible, plan outdoor activities outside of peak UV times.

- Outdoor activities will be avoided, wherever possible, around the midday hours when UV levels are highest
- School staff and students are recommended to wear sun safe hats that protect their face, neck and ears when they are outdoors. A suitable sun safe hat is:
 - ✓ Legionnaire hat.
 - ✓ Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
 - ✓ Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).
- Sunscreen is to be applied as per instructions on the sunscreen container used and reapplied as directed.
- A general recommendation is that sunscreen should be applied 20 minutes prior to going outside and reapplied every two hours or more frequently if water activities are involved. Sunscreen should be stored in a cool, dry place and only used if the use by date is current.
- Parents/carers are encouraged to provide appropriate clothing for outdoor activities and conditions e.g. shirts with collars and sleeves, longer style pants, dresses or skirts, darker colours and fabrics with a close weave. Sunglasses that are loose fitting, wrap-around and that meet Australian Standards, that cover as much of the eye area as possible are also recommended by the school.
- All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) must be considered when planning excursions.
- School staff are to act as role models by wearing appropriate hats and practicing good sun care for outdoor activities.
- School staff will be provided with educational material on sun protection.
- When enrolling their student, parents/carers will be:
 - ✓ informed of the Sun Protection policy;
 - ✓ asked to provide a suitable hat for their student's use;
 - ✓ asked to provide appropriate clothing for outdoor activity and conditions

4. ROLES AND RESPONSIBILITIES

Role	Responsibility
School and Site Management	Responsible for the development, monitoring and review of the policy and related systems, to ensure that content meets all legislated requirements. Additionally, there is a responsibility to facilitate policy awareness to all educators on the appropriate implementation and use of the policy

School staff, volunteers and students	Responsible for meeting the requirements outlined in this policy and for raising concerns or complaints in accordance with this policy.
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5. COMPLIANCE WITH POLICY

Failure to comply with this procedure by a member of the YMCA staff may result in disciplinary action in accordance with the YMCA Discipline and Performance Management Policy [YMCA_POL_HRM_005], and the resultant disciplinary action documented in the individual's personal file.

6. DEFINITIONS

Term	Meaning
School Staff	Any person YMCA employs, or engages – including paid employees, volunteers, board directors, contractors, sub-contractors, consultants and student placements.
Ultraviolet (UV)	Unlike sunlight and infrared radiation (heat), the sun's UV radiation can't be seen and can't be felt. It is the part of the sun that can cause skin and eye damage and skin cancer. Sun protection is recommended for all skin types whenever UV levels are forecast to reach 3 or higher.
Sun Protection Factor (SPF)	SPF numbers on a package can range from as low as 2 to as high as 100. These numbers refer to the product's ability to screen or block out the sun's burning rays.
Sunscreen	A cream or lotion rubbed on to the skin to protect it from the sun. Minimum requirement is SPF 50+ or higher, broad-spectrum, water-resistant sunscreen. Sunscreen should be applied 20 minutes before exposure and reapplied every 2 hours. Monitor expiry date and store in a cool dry place.
Shade	An area sheltered from direct or indirect sun, such as a large tree, canopy or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%.
SunSmart	The name of the program conducted by Cancer Council to promote awareness of the need to provide sun protection.

7. DISCLAIMER

This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective immediately upon approval. Printed versions of this document are considered uncontrolled. Please refer to the YMCA website for the latest version.

8. DOCUMENT INFORMATION

Approval Date	18 March 2025
Effective Date	18 March 2025
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Document Owner	Principal / Business Services Manager
Approver	Chief Operations Officer

9. RELATED DOCUMENTS AND FORMS

Document Name:	Type:	Location:
Work Health and Safety Act 2011	Act	Queensland Government Website
<i>YMCA Discipline and Performance Management Policy</i> <u>[YMCA POL HRM 005]</u>	Policy	YMCA Intranet

10. VERSION HISTORY

Version	Approved by	Date	Description of change	Author
1	Rella Taylor-Byrne	09/01/2024	Content review	Jana Hadlow
2	Angela Waugh	27/11/2024	Document format update	Jana Hadlow
3	Will Sambrook	18/03/2025	Minor wording update	Jana Hadlow