SUN SAFE POLICY

CONTEXT

Thomas More College's Mission statement states that we need to provide a supportive, caring, just and safe environment for all members of our community. As such, Thomas More College (TMC) recognises our duty of care to provide a safe environment that protects students, staff, and visitors from harmful ultraviolet (UV) radiation. South Australia's UV levels are frequently high; schools are expected to maintain a sun protection policy as part of WHS and child-safe obligations.

PRINCIPLES

TMC endeavours to assist in reducing student and employee exposure to solar Ultraviolet Radiation (UVR) by identifying at risk situations and applying appropriate control measures. The College uses the Bureau/Cancer Council SA daily sun protection times (UV ≥3) to trigger measures; these are communicated in staff briefings, student notices and the College app/portal.

Cancer Council Australia recommends 5 simple steps to protect students and workers from sun damage:

1. Reduce exposure to solar UVR
2. Slip on sun protective clothing
3. Slap on a hat
4. Slop on SPF 50+ sunscreen
5. Seek for shade
6. Slide on some sunglasses

The purpose of this policy is to ensure that there is a clearly defined set of procedures that provide for the safety of all at TMC. Therefore, TMC will implement policies, procedures and programs to ensure that children and staff at the College are safe and feel safe.

PROCEDURE

The Principal is responsible for the implementation of this policy. The Principal or their delegate will ensure that:

- The use of 50+ Sunscreen by all staff and students is encouraged.
- 50+ Sunscreen is located within the College so that all staff and students can easily access, eg PE Shed, Maintenance Shed and Office, Staffroom, Student services.
- 50+ Sunscreen will be supplied at School events, excursions and camps.
- The College prescribes for the employees the wearing of a wide brimmed hat or use of an umbrella.

- The College prescribes for students the wearing of the TMC bucket hat. The TMC bucket hat is a compulsory student uniform item.
- Students are required to always have their TMC hat in good condition and at school.
- Students are encouraged to wear their TMC hat and sunscreen from 1 September to 30 April each year and when the UVR is 3 or above at other times (as per Cancer Council SA guidelines):

    During recess and lunch breaks.
    When travelling to and from school.

  The College expects students to wear the TMC bucket hat in the following circumstances :

    On the oval, courts or any other high exposure to UVR areas of the college during Term 1 and 4.
    During Physical Education lessons.
    When representing the College in outdoor sports.

- Students who do not have their TMC hat with them and in good condition are asked to stay in a designated indoor space or under an appropriately shaded area protected from the sun.
- Uniforms prioritise collars/close-weave fabric and sleeves that cover shoulders and the midriff must be covered during outdoor activity.
- Rash vests/shirts are required for aquatic activities.
- Outdoor events (carnivals, training, excursions) are preferably scheduled outside peak UV times where practicable; if not, all measures above are enforced and rest/water breaks are increased.
- UV/heat risk is included in event risk assessments in line with College WHS.
- Staff and students are educated in the area of sun safety.
- Staff and Students are encouraged to wear sunglasses sold in Australia that comply with the glasses Standard AS/NZS 1067:2003 – Sunglasses and Fashion Spectacles.

Implementation of the Sun Safe Guidelines
Every employee at TMC has a 'duty of care' towards every student under his or her supervision and to themselves. Employees are responsible for:

- Co-operating with all reasonable measures introduced by the College to minimise the risks associated with exposure to solar UVR.
- Comply with all instructions given by their employer for reasons of health and safety and take reasonable precautions to protect themselves and others at work.
- Ensure they and the students comply with guidelines, instructions and advice in regards to the use of control measures for sun protection.
- Participate in sun education training programs provided by the employer.
- Be responsible for their own sun protection practices at work and act as appropriate role models by practicing SunSmart behaviours.
- Staff, coaches, officials and volunteers are expected to model SunSmart behaviours (hats, clothing, sunscreen, shade-seeking) during UV protection times. This supports child-safe culture and WHS responsibilities. cesa.catholic.edu.au
- Monitoring the UVR level through online links in the College Intranet and via the SunSmart App, in particular, between 1 September and 30 April to ensure sun protection control measures are met.

Support Documents
Cancer Council, SA *SunSmart Guidelines*; www.cancersa.org.au

Cancer Council SA, *UVR risk reduction: A sun safety policy guide for secondary schools*, Revised 2009

SACCS, *Duty of Care Policy*; http://online.cesanet.adl.catholic.edu.au/docushare/dsweb/Get/Document-3015/DutyofCare.pdf

Catholic Safety, Health & Welfare South Australia, *SUN SAFETY PROTECTION*, Policy Reference No. 12, 2010

http://www.generationsunsmart.com.au

https://www.cancersa.org.au/cut-my-risk/sunsmart/resources/resources-for-workplaces

Exec Approved: 17th September 2025

Board Approved: