

## Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	<b>SunSmart Policy and Procedure</b>
Responsible person	VCAL & Youth Manager, Community Strengthening Manager, Senior First Aid Officer
Staff involved	All staff
Review dates	2018
Related documents	<p><b>Legislation:</b> Occupational Health &amp; Safety Act 2004 (Vic) Standard: Education and Training Reform Act 2006:Sch Reg.1 (1.2)</p> <p><b>Policies:</b> OH&amp;S Policy and Procedure, VCAL Student Well-being and Duty of Care Policy &amp; Procedure, DET School Policy Advisory Guide (SPAG) Sun &amp; UV protection 2011.</p> <p><b>Other:</b> SunSmart website - <a href="http://www.sunsmart.com.au">www.sunsmart.com.au</a> The Cancer Council Victoria- Secondary School Sun Protection Program, Cancer Council Victoria Sample Sun Smart policy for schools available at <a href="http://www.sunsmart.com.au">www.sunsmart.com.au</a>; Vitamin D and UV radiation, Sunscreen, Sun Protective Clothing and Sun Protective Hats Information Sheets - <a href="http://www.sunsmart.com.au">www.sunsmart.com.au</a></p>

### Policy Context

Wyndham Community and Education Centre Inc (Wyndham CEC) encourages appropriate behaviours to ensure staff, students and clients accessing programs at Wyndham CEC maintain a healthy balance between too much and too little ultraviolet (UV) radiation.

This policy applies to students and children accessing services who are under 18 and who may attend excursions or outdoor events organised by Wyndham CEC as part of a program undertaken at Wyndham CEC.

The policy however, is good practice for all staff, students and clients.

Sun protection used from the beginning of September until the end of April to reduce sunburn, skin and eye damage and skin cancer risk. Australia has one of the highest rates of skin cancer in the world. Two in three Australians will develop some form of skin cancer before they are 70 years of age.

Overexposure to UV during childhood and adolescence is a major factor in determining future skin cancer risk. Melanoma is the most common cancer in young Australians aged 13-24 years.

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This document was reviewed and accepted by the Board of Governance of the Wyndham Community and Education Centre Inc on 20/10/17 and supersedes all previous versions.

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Sun protection is needed whenever UV levels reach three and above. In Victoria average UV levels are three and above from September to the end of April. During these months extra care is needed between 10am -3pm when UV levels reach their peak.

Too little UV from the sun can lead to low vitamin D levels. Vitamin D regulates calcium levels in the blood. It is also necessary for the development and maintenance of healthy bones, muscles and teeth and for general health. From May to August in Victoria, average UV levels are below three so sun protection isn't usually needed during these months unless in alpine regions, near highly reflective surfaces such as snow or outside for extended periods.

A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first 10 years of life is a major factor in determining future skin cancer risk.

This policy is to be implemented throughout the year.

### **Policy**

This SunSmart Policy and the accompanying procedures have been developed to:

- Encourage the entire Wyndham CEC community to use a combination of sun protection measures whenever UV Index levels reach 3 and above.
- Encourage staff students and clients to have some UV exposure for vitamin D health.
- Assist staff, students and clients to be responsible for their own sun protection.
- Ensure that families of students under 18 are informed of Wyndham CEC's SunSmart Policy & Procedure.
- Encourage community education programs through the Community Strengthening and Training Services Units, especially for new arrivals, those from CALD background who may not be familiar with SunSmart initiatives and young people:- [www.sunsmart.com.au](http://www.sunsmart.com.au)

A combination of sun protection measures for all outdoor activities from September to the end of April and whenever UV levels reach 3 and above should be followed by staff and students as required and when involved in excursions or events related to Wyndham CEC programs or activities.

### **Procedure - Sun Protection Strategies**

- **Shade** – staff, students and clients should congregate under shade when eating while on an excursion or for any outdoor lessons or activities. The Board of Governance has provided shelter wherever possible at venues it controls, including Synnot St and Wayaperri House. Outdoor activities will take place depending on weather conditions and will be at the discretion of staff organising

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the excursion or activity. Staff are encouraged to use available areas of shade for any outdoor activities.

- **Clothing** – staff, students and clients should dress appropriately for outdoor events and ensure protective clothing is worn as required.
- **Hats** - staff, students and clients are encouraged to wear a hat which protects the face, neck and ears, such as a broad brimmed, legionnaire or bucket style. Baseball caps are not recommended.
- **Sunglasses** – staff, students and clients are encouraged to wear close fitting, wrap-around sunglasses during outdoor activities, that meet the Australian Standard 1067, (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. Some sunglasses carry an Eye Protection Factor (EPF). Ratings of EPF 9 and 10 provide excellent protection, blocking almost all UV radiation.
- **Sunscreen** - staff, students and clients are encouraged to wear SPF30+ or higher broad spectrum, water resistant, fragrance-free sunscreen applied generously and evenly to clean, dry skin, ideally 20 minutes before going outdoors\* Wyndham CEC will provide SPF 30+ or higher broad-spectrum, water-resistant sunscreen for the staff and clients to use on excursions. Wyndham CEC has available a ‘general use’ sunscreen which is made available for use by staff, students and clients at Princes Highway, Synnot St, Wayaperri House, Corio, Geelong and Jellicoe Street. Sunscreen should be applied according to instructions on the container. Anyone with an allergy to sunscreen, must advise staff or ensure they bring their own sunscreen.
- **Scheduling** – this policy is considered in the planning of all outdoor events such as excursions, camps and sporting events. Where possible, outdoor activities/events will be scheduled to minimize time in direct sun eg. earlier in the morning or later in the afternoon. Shaded and indoor venues will be considered.
- **Staff OHS and Role Modelling**- As part of OHS UV risk controls and role modeling, staff are encouraged to use a combination of sun protection measures such as sun protective clothing and hats, sunglasses, sunscreen and shade when participating in and attending outdoor Wyndham CEC activities.

### **Students and clients should:**

- apply their own sunscreen
- reapply sunscreen as required
- have access to sunscreen for all outdoor activities and excursions included in the first aid kit

### **Staff should:**

- apply their own sunscreen
- reapply sunscreen as required
- have access to sunscreen for all outdoor activities included in the first aid kit
- be good role models for students and clients

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### Community Education Programs

Wyndham CEC will incorporate community education programs for SGP clients and students enrolled in senior secondary programs such as VCAL and other youth programs, about skin cancer prevention and healthy UV exposure levels, wherever possible.