Two Wells Primary School

SunSmart Policy

Formal policy template for approval by Principal and Governing Council

1. Document control

School	Two Wells Primary School
Policy title	SunSmart Policy
Policy owner	Principal
Approval authority	Principal and Governing Council
Version	Draft v1.0
Approval date	3/11/26
Review date	3/11/29 – recommended within 3 years]
Related documents	Cancer Council SunSmart guidance; Department for Education SA inclement weather and sun exposure guidance; relevant school outdoor activity, excursion and extreme heat procedures

2. Purpose

Two Wells Primary School is committed to protecting students, staff, volunteers and visitors from the harmful effects of ultraviolet (UV) radiation. This policy supports a safe, healthy and inclusive school environment and aims to reduce the risk of skin damage and skin cancer through education, role modelling and practical sun protection measures.

3. Scope

This policy applies to all students, staff, volunteers, contractors and visitors, and to all school activities conducted on site and off site, including excursions, camps, sporting events, outdoor learning and community events.

4. Policy statement

Two Wells Primary School recognises that overexposure to UV radiation can cause sunburn, skin and eye damage, and increase the risk of skin cancer. The school will implement practical and developmentally appropriate sun protection measures whenever UV levels are 3 or above, and at other times when local conditions indicate increased UV exposure.

5. Guiding principles

- Sun protection is required whenever UV levels reach 3 or above.
- Children and young people benefit from clear routines and consistent expectations regarding sun safe behaviours.
- Staff have a duty of care to plan and supervise outdoor activities in a way that reduces risks associated with sun exposure and extreme heat.
- Sun safety is strengthened through shared responsibility between the school, families and students.
- Reasonable adjustments will be made for students with disability, sensory needs, medical conditions, or cultural and religious dress requirements.

6. Sun protection requirements

6.1 When this policy applies

- Sun protection practices are implemented during Terms 1, 2, 3 and 4 and whenever the UV Index is 3 or above, as advised by the Bureau of Meteorology or the SunSmart app.
- Sun protection may also be applied at other times where local conditions indicate increased UV exposure.

6.2 Protective clothing

- Students are expected to wear clothing that provides adequate sun protection during outdoor activities.
- Where practical, clothing should cover shoulders, upper arms, midriff and back.
- Singlets, halter neck tops, backless tops and midriff tops are not considered sun protective clothing for outdoor activities.
- Rash tops or equivalent protective clothing should be encouraged for water-based activities.

6.3 Hats

- Students and staff participating in outdoor activities are expected to wear a SunSmart hat. For students this is a school hat, available from the office.
- Acceptable hats are broad-brimmed hats with a brim of at least 7.5 cm, bucket hats with a deep crown and angled brim of at least 6 cm, or legionnaire hats.
- Caps and visors are not SunSmart hats and do not provide sufficient protection.
- Students not wearing an appropriate hat will be directed to remain in a shaded area or take part in an alternative sun-safe activity.

6.4 Sunscreen

- The school will encourage the use of broad-spectrum, water-resistant SPF30 or higher sunscreen.
- Where practicable, sunscreen will be made available for students and staff.
- Students will be encouraged to apply sunscreen 20 minutes before going outdoors and to reapply every 2 hours, or more often if sweating or after water play.
- Parents and carers may provide their child with personal sunscreen if preferred due to sensitivity or family choice.

6.5 Shade

- The school will actively promote the use of shade for outdoor learning, play, eating and events.
- Where possible, outdoor activities will be held in shaded areas and students will be encouraged to gather and eat in shade.
- Shade provision will be considered in school planning, maintenance and future site improvement works.

6.6 Scheduling of outdoor activities

- Where possible, prolonged outdoor activities will be minimised during peak UV periods.
- Staff will consider UV levels, heat, access to shade, hydration and the duration of exposure when planning assemblies, sport, PE, excursions and outdoor learning.
- Activities may be modified, postponed, relocated or cancelled where conditions create an unacceptable risk.

6.7 Excursions, camps and sporting activities

- Sun protection must be included in planning and risk assessment for all outdoor excursions, camps, sports days, SAPSASA events and similar activities.

- Supervising staff must consider forecast UV levels and weather conditions, access to shade, availability of sunscreen, hydration, and suitable clothing and hats.
- Alternative arrangements should be made where adequate sun protection cannot be ensured.

6.8 Extreme heat and adverse conditions

- In periods of extreme heat or adverse weather, the school will follow Department for Education guidance and local procedures.
- This may include limiting time outdoors, relocating activities indoors or into shade, increasing hydration breaks, adjusting supervision arrangements, or postponing or cancelling outdoor activities.
- The school's process for any early dismissal due to extreme heat will be communicated to families in line with department requirements.

7. Education, communication and role modelling

- Sun safety education will be incorporated into health and wellbeing learning and reinforced through school routines and messaging.
- The policy will be communicated to families through enrolment information, newsletters, the school website and other relevant communication channels.
- Staff, volunteers and visitors are expected to model SunSmart behaviours, including wearing SunSmart hats, seeking shade and using sunscreen when outdoors.
- Families will be reminded about appropriate hats, clothing and sunscreen ahead of outdoor events and at the start of relevant terms.

8. Roles and responsibilities

Role	Responsibilities
Principal	Ensure implementation of this policy; support consistent application; communicate requirements to the school community; consider sun protection in site planning, supervision, outdoor events and extreme heat responses.
Staff	Model SunSmart behaviours; reinforce expectations with students; remind students to wear hats and use sunscreen; plan outdoor activities with regard to UV and weather conditions; direct students without appropriate hats to shaded or alternative areas.
Students	Wear a SunSmart hat during outdoor activities; follow staff directions about sun safety; use sunscreen as encouraged; seek shade when directed.
Parents and carers	Provide a named School Uniform SunSmart hat and suitable protective clothing; provide sunscreen if preferred; support their child to follow school sun safety expectations.
Visitors and volunteers	Comply with reasonable sun safety expectations while attending or supporting outdoor school activities.

9. Equity, inclusion and reasonable adjustments

This policy will be implemented in a supportive and inclusive manner. Where a student has a medical condition, sensory need, disability-related need, or cultural or religious dress requirement, reasonable adjustments will be considered in consultation with the student and their family while maintaining sun safety.

10. Monitoring and review

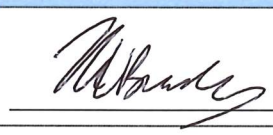
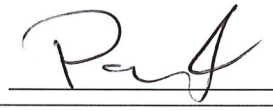
Implementation of this policy will be monitored through staff practice, school routines, planning for outdoor activities and review of site procedures. The policy will be reviewed at least every 3 years, or earlier if SunSmart guidance, departmental requirements or local school circumstances change.

11. School operational note

School expectation	No hat, play in the shade.
Local implementation details	Maroon school bucket hat available for purchase from office. Classrooms have access to sunscreen; shaded play areas exist under gazebo and in other shaded parts of asphalt areas. Hot weather policy to be implemented on days over 37 degrees- Indoor play for extreme heat. Sports programs to be indoors on extreme heat and high UV days. Excursion policy risk assessments to account for extreme weather, including temperatures over 37 degrees and high UV days.
Parent communication	Parents will be notified via the Seesaw App when extreme measures are taken for high UV and extreme heat are implemented.

12. Approval and endorsement

This policy is submitted for formal approval and endorsement by the Principal and Governing Council.

Approver	Name	Signature	Date
Principal	Kirsty Brumby		28 · 10 · 26
Governing Council Chair	Pauline Faulkner		28-10-26

13. Version history

Version	Date	Summary of changes	Author
Draft v1.0	2026-10-21	Initial draft created for school approval and local adaptation.	Kym Bennetts Admin Officer