

Richmond Primary School

SunSmart and Adverse Weather Policy

File Location:	Administration	
Approved by:	Principal: Jodie Kingham	Governing Council
Date:	2026	Review: 2029



Rationale

A safe and secure environment for all is a high priority at Richmond Primary School. This policy aims to ensure all members of our school community are protected from the harmful effects of ultraviolet (UV) radiation and that appropriate procedures are followed during adverse weather conditions to maintain student safety and wellbeing.

Australia has one of the highest rates of skin cancer in the world. Primary schools can play an important role in reducing the risk of skin damage by encouraging effective sun protection practices from an early age.

Richmond Primary School is committed to creating a safe, supportive and SunSmart environment for students, staff and visitors. This policy applies to all school activities both on and off site, including excursions, camps, sports days and outdoor events.

SunSmart Policy

Richmond Primary School is committed to promoting safe sun protection practices for all students, staff and visitors.

Students are expected to follow the school's Uniform Policy regarding the wearing of approved school hats during the required months - from the beginning of August until the end of April. Students without an appropriate hat may be required to remain in designated shaded areas during outdoor activities and play times.

Students are also encouraged to:

- apply SPF 30 or higher sunscreen during prolonged outdoor activities
- wear sun protective clothing that covers shoulders and upper body where possible
- use shaded areas whenever practical.

UV levels are monitored using Bureau of Meteorology (BOM) forecasts and SunSmart recommendations.

Further information can be found at: [SunSmart Australia](https://www.sunsmart.com.au)

Students Will:

- wear a broad brimmed, legionnaire or bucket hat whenever involved in outdoor activities
- sit in designated shaded areas if they do not have an appropriate hat ("No hat, no play")

- be encouraged to regularly apply SPF 30 or higher sunscreen during prolonged outdoor activity
- wear school uniform that covers shoulders and upper body where possible
- wear appropriate sun protective clothing on casual clothes days and school events.

Parents/caregivers may be contacted if hats are regularly not brought to school. Baseball caps are not considered appropriate sun protection and are not recommended.

Shade and Outdoor Activities

Richmond Primary School encourages students and staff to use shaded areas whenever possible.

Consideration will be given to:

- the availability of shade during outdoor learning and play
- scheduling outdoor activities outside peak UV times where practical
- ensuring appropriate sun protection measures are used during excursions, sports and camps.

Staff Role Modelling

Staff are encouraged to role model SunSmart behaviours by:

- wearing appropriate sun protective hats and clothing outdoors
- applying sunscreen
- using shaded areas whenever possible.

Families and visitors attending outdoor school events are also encouraged to follow SunSmart practices.

Adverse Weather Procedures

Adverse weather conditions may include:

- wet weather
- extreme heat
- electrical storms
- strong winds
- dust storms or other unsafe outdoor conditions.

The leadership team will determine when adverse weather procedures are required

Hot Weather Procedures

If the forecast temperature is expected to reach 36°C or above, the Hot Weather Policy may be activated. Leadership will monitor Bureau of Meteorology forecasts and communicate decisions to staff.

When hot weather procedures are activated:

- students will remain inside classrooms during breaks
- classroom teachers will supervise students



- staff will work collaboratively with buddy classes to ensure appropriate duty of care
- leadership and specialist teachers will support classroom teachers to ensure staff have reasonable break opportunities.

Wet Weather Procedures

In times of wet or unsafe weather:

- the bell will ring three times to indicate students are to remain in, or return to, classrooms
- students will be supervised indoors by classroom teachers
- leadership and specialist teachers will support supervision arrangements as required.

If weather conditions improve, the bell will ring once to indicate outdoor play may resume.

In the event of rain before school (after 8:30am), students will move to classrooms under teacher supervision. Leadership and specialist staff will assist with student movement and supervision.

Duty of Care

All staff share responsibility for maintaining a safe environment during adverse weather conditions.

When hot or wet weather procedures are activated:

- classroom and specialist teachers report to class areas for supervision
- staff work collaboratively to ensure equitable release arrangements
- leadership staff assist with supervision and monitoring across the school.

Review

This policy will be reviewed regularly to ensure it remains aligned with SunSmart recommendations, Department for Education guidelines and the needs of the Richmond Primary School community.

Reviewed & Revised: 2026

Next Review: 2029