



# SUN PROTECTION POLICY

## **National Quality Framework Quality Area, Standards & Elements**

This policy relates to:

### **Quality Area 2 – Children’s Health and Safety**

2.1 Each child’s health is promoted

2.1.1 Each child’s health needs are supported

2.3 - Each child protected

2.3.2- Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury

### **Quality Area 7- Leadership and Service Management**

7.1.2- The induction of educators, co-ordinators and Educators members is comprehensive.

7.3.2- Administrative systems are established and maintained to ensure the effective operation of the service.

7.3.5- Service practices are based in effectively documented policies and procedures that are available at the service and reviewed regularly.

## **Aim**

Too much of the sun’s UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer later in life.

This SunSmart policy provides guidelines to:

- ensure all children, educators and staff are protected from over-exposure to UV radiation
- ensure the outdoor environment provides shade for children, educators and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate WHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

## **When to use this Policy**

1. The sun protection measures listed below are used for all outdoor activities during the daily local sun protection times (issued whenever UV levels are 3 and above).
2. To assist with the implementation of this policy, educators and children are encouraged to access the daily local sun protection times via the SunSmart widget on the service’s website, the free SunSmart app or at [cancer.org.au/](http://cancer.org.au/) or [myuv.com.au](http://myuv.com.au).
3. Through the program educating children on appropriate and safe sun safety practices, e.g. through Centre activities, group times, visitor’s etc.
4. Educating and reinforcing appropriate sun safety practices through formal and informal communication methods with families.



## State-specified sun protection measures

*Additional sun protection measures must be adhered to in accordance with the following recommendations for your state or territory as specified below by Cancer Council and at all times when UV levels reach 3 and above. Check the daily sun protection times for your location to be sure you are using sun protection when it is required.*

- ACT: UV levels in ACT are typically three and above between August to May. Minimise outdoor activities and events as much as reasonably practicable between 11am and 3pm during the daylight saving/summer period.
- NSW: Use sun protection measures at all times from October to March. Minimise outdoor activities between 11am and 3pm during these months. From April to September use sun protection measures between 10am and 2pm. During this time, outdoor activities can take place at any time of the day.
- NT: UV levels in NT are typically three and above all year.
- SA: UV levels in SA are typically three and above from 1 August to 30 April.
- Tas: UV levels in TAS are typically three and above from September to the end of April. Active outdoor play is encouraged throughout the year provided appropriate sun protection measures are used when UV is 3 and above.
- Vic: UV levels in VIC are typically three and above from mid-August to the end of April. Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.
- WA: This policy is to be implemented when the UV levels are 3 or above. Active play is encouraged all year.
- Qld: UV levels in QLD are typically three and above all year. Outdoor and physical activity must be carefully planned to take place at times during the day when UV levels are lower. Outdoor activities should be minimised between 10am-3pm.

*During the months when sun protection is not required in your state, use sun protection measures when near highly reflective surfaces such as snow in alpine regions or when outdoors for extended periods.*

## Process Steps

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### CLOTHING

- The children and educators are encouraged and expected to wear a broad brimmed hat, legionnaire hat or bucket style hat that provides protection for the face, ears and neck for all outdoor activities whenever the UV is 3 and above. Peak caps and visors are not considered a suitable alternative.
- The Centre will **not** endorse “NO HAT, NO PLAY” as we believe in the importance of children being active and participating in social activities.
- The Centre will endorse “NO HAT, PLAY IN THE SHADE/INDOORS”. Children will be required to play indoors, in the shaded areas or under the veranda if there are no available spare hats or they are not wearing appropriate covering clothing.
- It is required that both educators and children wear collared shirts with elbow-length sleeves and longer-style shorts/skirts/dresses. Our aim is for both educators and children’s clothing needs to cover up as much skin as possible. Singlet tops, midriiffs, backless shirts and shirts exposing the shoulders are discouraged to be worn at the Centre.



- Sunglasses also play an important role in sun protection for parents who wish to utilise this. Wrap around styles that meet Australian Standard AS 1067 (Sunglasses: Category 2, 3 or 4) are recommended for both educators and children.

### **SUN PROTECTION**

- SPF30 (or higher) broad-spectrum, water-resistant sunscreen is provided by the Centre, we encourage children with sensitive skin or allergies to bring their own sunscreen.
- Sunscreen is to be applied to children over 6 months of age approximately 20 minutes before going outdoors as recommended by SunSmart.
- Sunscreen is to be applied every two hours when outdoors even if the stated level of water resistance is 4 hours. From 3 years of age, children are encouraged to apply their own sunscreen under supervision of educators.
- Wide brim, bucket or legionnaire hats and covering clothing are to be worn by all children, educators, and visitors, students during outdoor play and on excursions.
- The Centre will communicate the Centre's sun safety practices, including sun smart dress expectations to families at enrolment, parent meetings, policy review and through the newsletter on an annual basis.
- Current Cancer Council guidelines recommend that all skin types use all forms of sun protection. If a family would prefer their child not apply sunscreen, please notify the centre in writing.

### **SHADE**

- Activities will be set-up to encourage children to utilise the Centre's shade areas during outdoor play.
- The Centre's management will progressively plan that there is adequate shade for children in the outdoor environment through verandahs, trees, sails etc.
- The availability of shade is considered when planning all outdoor activities.
- Babies under the age of twelve months are not to be directly exposed to the sun

### **EDUCATION**

- Educators will be positive role models for children through implementing sun safety practices during work hours, through their room routines and programs.
- Educators will be kept up to date with new information, best practice and resources
- Families will be encouraged to practice and implement sun safety practices during Centre events and whilst attending the Service.
- The Centre management will regularly communicate the sun safety message to families via the availability of this policy, via parent meetings, parent newsletters and information being made available through the Centre in the form of posters, pamphlets, visitor's etc.
- Sun protection is incorporated into the learning and development program.

### **Educators techniques**

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- To be active role models in sun safety practices through implementing sun safety practices such as using sun screen, wearing hats and wearing appropriate sun safe clothing.
- To actively encourage and monitor the children wearing hats during outdoor play
- Apply or supervise sunscreen application on all children over 6 months of age before outdoor play, at least 20 minutes beforehand.
- To enforce “NO HAT, PLAY IN THE SHADE/INDOORS”.
- To encourage children to play in shaded areas, through the setting up of the environment.
- Educators to be educated in sun damage and sun protection.
- To be aware of any sunscreen allergies.
- To assist in the implementation in educating families in relation to sun safety and sun protection.
- The Centre will provide spare hats for children who have forgotten theirs. These hats will be washed according to use.

**As part of OHS UV risk controls and role-modelling, educators, staff and visitors:**

- wear a suitable sun protective hat, covering clothing and, if practical, sunglasses
- apply sunscreen
- seek shade whenever possible.

**Monitoring and Review**

- Management, educators and staff monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart in their state/territory

<b>Standard/Element</b>	<b>National Law and National Regulations</b>
2.1.1, 2.3.2	regulation 90 Medical conditions policy
2.1.1, 2.3.2	regulation 91 Medical conditions policy to be provided to parents
2.1.1,	regulation 92 Medication record
2.1.1,	regulation 93 Administration of medication
2.1.1,	regulation 94 Exception to authorisation requirement—anaphylaxis or asthma emergency
2.1.1,	regulation 95 Procedure for administration of medication
2.1.1,	regulation 96 Self-administration of medication
2.3.2	section 165 Offence to inadequately supervise children



2.3.2	section 167 Offence relating to protection of children from harm and hazards
2.3.2	regulation 82 Tobacco, drug and alcohol free environment
2.3.2	regulation 83 Staff members and family day care educators not to be affected by alcohol or drugs
2.3.2	regulation 99 Children leaving the education and care service premises
2.3.2	regulation 100 Risk assessment must be conducted before excursion
2.3.2	regulation 101 Conduct of risk assessment for excursion
2.3.2	regulation 102 Authorisation for excursions
7.3.1	Regulation 168-172 Policies and Procedures
2.1.1, 2.3.2,	regulation 161 Authorisations to be kept in enrolment record

### Related Requirements

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2.1.1, 2.3.2,	regulation 161 Authorisations to be kept in enrolment record
2.1.1, 2.3.2,	regulation 162 Health information to be kept in enrolment record
2.1.1, 2.3	regulation 168 Education and care service must have policies and procedures
2.3	regulation 168(2)(a) Policies and procedures are required in relation to health and safety, including matters relating to: (i) nutrition, food and beverages, dietary requirements; and (ii) sun protection; and (iii) water safety, including safety during any water based activities; and (iv) the administration of first aid
2.1.1,	regulation 168(2)(d) Policies and procedures are required in relation to dealing with medical



	conditions in children, including the matters set out in regulation 90
2.3.2	regulation 168(2)(g) Policies and procedures are required in relation to excursions, including procedures complying with regulations 100–102
2.3	regulation 168(2)(h) Policies and procedures are required in relation to providing a child safe environment
2.1.1	regulation 177 Prescribed enrolment and other documents to be kept by approved provider: (1)(b) an incident, injury, trauma and illness record as set out in regulation 87 (1)(c) a medication record as set out in regulation 92
2.1.1	regulation 178 Prescribed enrolment and other documents to be kept by family day care educator: (1)(b) an incident, injury, trauma and illness record as set out in regulation 87 (1)(c) a medication record as set out in regulation 92

### Related Policies

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- Behaviour Management
- Child Abuse
- Child Development
- Clothing
- Development and Training
- Excursion
- Family Orientation
- Health and Hygiene
- Indoor Supervision
- Induction
- Occupational Health and Safety
- Outdoor Supervision
- Parent Involvement
- Programming

### Sourced

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Cancer Council – [www.cancersa.org.au](http://www.cancersa.org.au)

Sun Smart Australia – [www.sunsmart.com.au](http://www.sunsmart.com.au)

Education and Care Services National Regulations 2011

<http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/ngf/edcareservices.pdf>

Education and Care Services National Law Act 2010

[www.legislation.vic.gov.au/Domino/Web\\_Notes/.../10-069a.doc](http://www.legislation.vic.gov.au/Domino/Web_Notes/.../10-069a.doc)

## National Quality Framework Resource Kit

<http://acecqa.gov.au/links-and-resources/national-quality-framework-resources/>

Sun exposure and vitamin D - risks and benefits position statement  
[http://wiki.cancer.org.au/policy/Position\\_statement\\_-\\_Risks\\_and\\_benefits\\_of\\_sun\\_exposure#\\_ga=2.208152402.1924294122.1499755160-1024677917.1499755160](http://wiki.cancer.org.au/policy/Position_statement_-_Risks_and_benefits_of_sun_exposure#_ga=2.208152402.1924294122.1499755160-1024677917.1499755160)

Sun protection and babies (0-12 months) position statement  
[http://wiki.cancer.org.au/policy/Position\\_statement\\_-\\_Sun\\_protection\\_and\\_infants\\_\(0-12\\_months\)#\\_ga=2.129265356.1924294122.1499755160-1024677917.1499755160](http://wiki.cancer.org.au/policy/Position_statement_-_Sun_protection_and_infants_(0-12_months)#_ga=2.129265356.1924294122.1499755160-1024677917.1499755160)

Baby Sid sun protection steps (available in English and 10 other languages)

<http://www.sunsmart.com.au/communities/parents>

OR

[http://healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/PresentDetail?Open&s=Baby\\_Sid\\_sun\\_protection\\_steps](http://healthtranslations.vic.gov.au/bhcv2/bhcht.nsf/PresentDetail?Open&s=Baby_Sid_sun_protection_steps)