

SUN PROTECTION POLICY

MANDATORY – QUALITY AREA 2



This policy will apply from the beginning of September until the end of April each year. During this period a combination of sun protection measures are to be used for all outdoor activities.

Sun protection may also be required at other times of the year when the UV Index level is at 3 or above. Information about the UV Index level is available in the weather section of the newspaper, on the SunSmart website at www.sunsmart.com.au, as a free smart phone app (iPhone or android) and as a free widget that can be added to websites.

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in April 2016 and is incorporated into the ELAA policy. For more detailed information visit the SunSmart website: sunsmart.com.au

PURPOSE

This policy will provide:

- guidelines to ensure children, educators, volunteers and others participating in Highvale Preschool programs and activities maintain a healthy balance of ultraviolet (UV) radiation exposure
- information for parents/guardians, educators, volunteers and children attending Highvale Preschool regarding a healthy balance of UV radiation exposure.

VALUES

Highvale Preschool is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to UV radiation, while allowing some UV exposure for vitamin D requirements
- ensuring that curriculum planning will minimise exposure to the sun and also promote an awareness of sun protection and sun safe strategies
- providing information to children, educators, staff, volunteers, parents/guardians and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Centre Supervisors, educators, other staff, students on placement and volunteers, parents/guardians, children and others attending at Highvale Preschool.

BACKGROUND AND LEGISLATION

Balanced exposure to UV radiation is important for health. Australia has one of the highest rates of skin cancer in the world. Research suggests that young children and babies have sensitive skin and are therefore more vulnerable to sunburn and skin damage. Exposure to the sun in the first 15 years plays a major role in the risk of developing skin cancer in later life.

It is also important to have a healthy balance of UV radiation exposure. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health. It is a requirement under the *Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

Legislation that governs the operation of approved children's services is based on the health, safety and welfare of the children and requires that children are protected from hazards and harm.

Legislation and standards

Relevant legislation and standards include but are not limited to:

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- *Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)*
- *Education and Care Services National Law Act 2010: Section 167*
- *Education and Care Services National Regulations 2011: Regulations 114, 168(2)(a)(ii)*
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
 - Standard 2.3: Each child is protected
 - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *Occupational Health and Safety Act 2004*

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Clothing for sun protection: Clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

Shade: An area sheltered from direct and indirect sun, such as a large tree, canopy or artificial cover. As recommended by Cancer Council Victoria, where possible, shade will provide a minimum of 94% protection against UV radiation.

Sunscreen: SPF30 or higher, broad-spectrum, water-resistant sunscreen. Sunscreen should be applied by parents/guardians prior to sessions. Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every two hours. To help develop independent skills ready for school, children from 3 years of age are given opportunities and encouraged to apply their own sunscreen under supervision of staff.

SunSmart: The name of the program conducted by Cancer Council Victoria to promote an awareness of the need to provide sun protection: www.sunsmart.com.au

Sunhat: To protect the neck, ears, temples, face and nose, SunSmart recommends broad-brimmed, legionnaire or bucket-style hats. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not recommended.

SOURCES AND RELATED POLICIES

- AS/NZS 4486.1:1997 – Playgrounds and Playground Equipment Part 1: Development, installation, inspection, maintenance and operation Shade/Sun Protection
- Australian Safety and Compensation Council (ASCC) 2008, *Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight 2008*
- Cancer Council Australia: www.cancer.org.au/sunsmart
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
 - Standard 2.3: Each child is protected
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- SunSmart: www.sunsmart.com.au

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Service policies

- *Excursions and Service Events Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Supervision of Children Policy*

PROCEDURES

THE APPROVED PROVIDER IS RESPONSIBLE FOR:

- maintaining membership of the SunSmart early childhood program
- ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au
- ensuring parents/guardians are informed about the *Sun Protection Policy* on enrolment, including the need to provide an appropriate sunhat and clothing for sun protection (refer to *Definitions*) for their child when attending the service
- ensuring children wear appropriate sunhats, clothing for sun protection and that parents/guardians are advised about the need for sunscreen when attending the service
- ensuring there is adequate shade in the service grounds to protect children from overexposure to UV radiation (Regulation 114)
- ensuring that program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the *Scope* of this policy
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101)
- ensuring that information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- ensuring educators, staff, children and other participants at the service wear sunhats, clothing for sun protection and sunglasses (optional) when outside from 1 September to 30th April inclusive, apply sunscreen and seek shade during the times specified in the *Scope* of this policy
- reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings and websites etc.

THE NOMINATED SUPERVISOR IS RESPONSIBLE FOR:

- ensuring parents/guardians are informed of the *Sun Protection Policy* on enrolment, including the need to provide an appropriate sunhat, sunscreen and clothing for sun protection (refer to *Definitions*) for their child when attending the service
- ensuring program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the *Scope* of this policy
- ensuring the SunSmart UV Alert on the SunSmart website is accessed to check the daily local sun protection times to assist with the implementation of this policy
- ensuring information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101).

CENTRE SUPERVISORS AND OTHER EDUCATORS/STAFF ARE RESPONSIBLE FOR:

- accessing the SunSmart UV Alert on the SunSmart website to check the daily local sun protection times to assist with the implementation of this policy

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- wearing sunhats, sunscreen, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside from 1 September to 30th April inclusive and seeking shade during the times specified in the *Scope* of this policy
- ensuring each child, and any other participant at the service, wears an appropriate sunhat and clothing for sun protection for all outdoor activities when outside from 1 September to 30th April inclusive during the times specified in the *Scope* of this policy
- checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
- ensuring parents/guardians are advised to supply their children with a hat each day. Also advising of Highvale's 'No hat no play' policy.
- ensuring that children without appropriate sunhats or clothing for sun protection play in the shade or in a suitable area protected from the sun
- encouraging children to seek shade when playing outside and utilise shaded areas for outdoor equipment that is not fixed during the times specified in the *Scope* of this policy
- ensuring that sun protection strategies are a priority when planning excursions
- co-operating with their employer with respect to any action taken by the employer to comply with the *Occupational Health and Safety Act 2004*.

ALL PARENTS/GUARDIANS ARE RESPONSIBLE FOR:

- providing a named, SunSmart approved sunhat (refer to *Definitions*) for their child's use at the service
- applying sunscreen to their child before the commencement of each session from 1 September to 30th April inclusive during the times specified in the *Scope* of this policy
- wearing a sunhat and clothing for sun protection (refer to *Definitions*) when outside at the service, applying sunscreen and seeking shade when outside from 1 September to 30th April inclusive during the times specified in the *Scope* of this policy.

VOLUNTEERS AND STUDENTS, WHILE AT THE SERVICE, ARE RESPONSIBLE FOR FOLLOWING THIS POLICY AND ITS PROCEDURE

EVALUATION:

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

ATTACHMENTS:

Attachment 1: Sun protection agreement and permission form

AUTHORISATION:

Adopted by Highvale Preschool Association Inc. 13th September, 2016 and will take effect from 28th September, 2016

REVIEW DATE: September, 2018

ACKNOWLEDGEMENTS

This policy has been reviewed and approved by Cancer Council Victoria on 26 August 2016.

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Attachment 1

Sun protection agreement and permission form

I understand Highvale Preschool is a registered SunSmart Early Childhood Program member and follows SunSmart and Cancer Council Victoria recommendations to use a combination of sun protection measures (hat, clothing, sunscreen, shade, and if practical, sunglasses) from September to the end of April (and whenever UV levels reach three and above) when outdoors.

- I agree to help support this membership and help minimise my child’s potential risk of skin and eye damage and skin cancer by doing the following: (Please tick all that apply)
- To dress my child in cool clothing that covers as much skin as possible e.g. tops that cover the shoulders, arms and chest, collared shirts, longer style shorts. I understand that singlet tops or shoestring dresses do not provide adequate sun protection and are best when layered with a shirt or t-shirt.
- To remind my child to bring and wear a sun protective hat that shades the face, neck and ears (e.g. wide brimmed, bucket or legionnaire style). I understand that baseball / peak style caps do not provide adequate sun protection and are not appropriate for outdoor play.
- To apply SPF 30 or higher broad spectrum sunscreen to all exposed parts of my child’s skin including their face, neck, ears, arms and legs before leaving them at the centre.
- To give permission for educators / staff to assist my child to develop independent, self-help skills by applying SPF 30 or higher broad spectrum sunscreen to all exposed parts of their own skin including their face, neck, ears, arms and legs if required. (Recommended from 3+ years.)

Child(ren)’s name(s): _____

Parent/Guardian’s name _____ (Please print)

Signature of Parent/Guardian

Date