

Sun Protection and heat Policy

Mandatory – Quality Area 2

# Purpose

This policy will provide:

* guidelines to ensure children, educators, volunteers and others participating in Elonera Pre-Schoolprograms and activities are protected from overexposure to ultraviolet (UV) radiation
* information for parents/guardians, educators, volunteers and children attending regarding UV and sun protection

# Policy statement

## Values

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 effects of exposure to the sun’s UV radiation.

## Scope

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Elonera Pre School.

This policy will apply for all outdoor activities **during the daily local sun protection times** (whenever UV levels are 3 or higher), typically from mid-August to the end of April in Victoria.

To assist with the implementation of this policy, educators and children are encouraged to access the local sun protection times via the SunSmart widget on the service’s website, the free SunSmart app or at sunsmart.com.au or myuv.com.au.

## Background and legislation

#### Background

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.

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:

* *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, verandah or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun’s UV by 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV overexposure when outdoors. Research shows that spacious preschool environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.

**Sunglasses:** Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wrap-around style that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

**Sunscreen:** SPF30 (or higher) broad-spectrum, four hour water-resistant sunscreen. Sunscreen is applied 20 minutes (where possible) before going outdoors and reapplied after two hours when outdoors. To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff, and are encouraged to do so.

**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](http://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

#### Sources

* AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](http://www.worksafe.vic.gov.au/info/__data/assets/pdf_file/0012/198687/WorkSafe_WSV17410108.16_FactSheet_final.pdf?ct=t(SunSmart_at_work9_23_2016)&mc_cid=e61cd5e247&mc_eid=88ecea834d) (2016)
* Cancer Council Australia: [www.cancer.org.au/sunsmart](http://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
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
* SunSmart: [www.sunsmart.com.au](http://www.sunsmart.com.au)

#### Service policies

* *Excursions and Service Events Policy*
* *Nutrition and Active Play Policy*
* *Occupational Health and Safety 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](http://www.sunsmart.com.au)
* ensuring parents/guardians are informed about 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 parents/guardians are aware that it is expected sunscreen has been applied to children just prior to attending the service
* ensuring parents/guardians are aware that children are expected to apply their sunscreen independently when attending the service
* ensuring children wear appropriate sunhats, clothing for sun protection and sunscreen (refer to Definitions) when attending the service
* providing appropriate spare sunhats for children and adults that will be laundered after each use
* 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, apply sunscreen (refer to Definitions) and seek shade during the times specified in the *Scope* of this policy Families and visitors are requested to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the services
* 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 website is accessed to check the daily local sun protection times to assist with the implementation of this policy
* ensuring they use their discretion in utilising the outdoor environment on days of extreme heat (when the temperature is predicted to exceed 36 degrees) and incorporate sun smart recommendations (including seeking shade, wearing appropriate hats and clothing) and incorporating experiences such as water play into the educational program.
* 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).

#### Certified Supervisors and other educators are responsible for:

* accessing the SunSmart website to check the daily local sun protection times to assist with the implementation of this policy
* wearing sunhats, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside, applying sunscreen (refer to Definitions) 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, clothing for sun protection and sunscreen for all outdoor activities during the times specified in the *Scope* of this policy
* checking that all sunhats and sunscreen brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
* ensuring spare sunhats are laundered after each use
* supervising children applying sunscreen (refer to *Definitions*). Where possible this should be done 20 minutes before going outdoors and reapplied after two hours when outdoors. Attachment 1 is a checklist to ensure that all children present at the longer session times( 5 hours) have reapplied their sunscreen.
* storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/guardians
* 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
* encouraging children to wear sunhats when travelling to and from the service
* 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*.

#### Parents/guardians are responsible for:

* providing a named, SunSmart approved sunhat and sunscreen (refer to *Definitions*) for their child’s use at the service
* applying sunscreen (refer to Definitions) to their child before the commencement of each session during the times specified in the *Scope* of this policy
* providing, at their own expense, an alternative sunscreen (refer to Definitions) to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service
* educating their child to apply sunscreen independently
* wearing a sunhat, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade 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 procedures.

# 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 - Checklist

# Authorisation

This policy was adopted by the Elonera Pre-School Committee of Management on 23/10/2013.

This policy was updated and approved by the Elonera Pre-School Committee of Management on 18/04/2016.

This policy was updated and approved by the Elonera Pre-School Committee of Management on 18/04/2018

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# Review date: 23/04/2020

# Acknowledgements

This policy is based on Sunsmart policy updated March 2014.

**Attachment 1**

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