

Policy title	2.15 Sun Protection
Policy type	Management
Group	Family and Children

Rationale

The *Education and Care Services National Regulations 2011* (Regulation 168 (2)(a)) requires an approved Responsible Person of an education and care service to ensure it has a policy and procedures for protection of children from the sun.

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.

The purpose of this Policy is to ensure service procedures for the protection of children from the sun are implemented during the daily sun protection times (whenever UV levels are 3 or higher) typically from mid-August through to the end of April in Victoria, while children are at service's premise and at any excursion/events organised by the service.

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	2.15 Sun Protection Procedure	17/150852	August 2017	August 2019

Procedure	2.15 Sun Protection Procedure
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Action	Approved Provider	Responsible Person or Primary Nominee	Educator/contractor	Families	Education and Care Services National Regulations 2011	Education and Care Services National Law Act 2010	Children's Services Regulations 2009 & Children's Services Act 1996
That UV levels and sun protection times are checked at www.sunsmart.com.au/ or via the free SunSmart app each morning from the two weeks prior to 1 September and two weeks after 30 April.		✓	✓		r.73 r.77	s.167 s.165 s.169	s.26 r.33 r.50 r.53 r.40-41
All children and staff wear appropriate clothing and hats, and sunscreen while outdoors from 1 September to the 30 April, during the hours of operation. Particularly when UV levels reach their peak and are above an index of 3 (in keeping with Cancer Council Victoria guidelines and the service's SunSmart registration).		✓	✓		r.73 r.77	s.167 s.165 s.169	r.33 r.50 r.53 r.40-41 s.26
Consider the availability of shade when placing equipment, planning excursions and other outdoor events.		✓	✓	✓	r.77 r.101 r.114	s.167	r.40-41
The children's program includes sun safety education.		✓	✓	✓	r.73 r.77	s.167 s.165 s.169 s.168	r.40-41 s.26 s.26B
Maintain registration with the Cancer Council Victoria as an approved SunSmart service, including membership with the SunSmart early childhood	✓	✓	✓	✓			

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program.							
Ensure this Policy is kept up-to-date with current SunSmart recommendations.	✓	✓	✓	✓	r.73 r.170-172	s.167 s.175	
Make available SunSmart information to keep educators/contractors informed.	✓	✓	✓	✓		s.167	r.40-41 s.26
Implement the Sun Protection Policy and Procedures during hours of operation.		✓	✓	✓	r.73	s.167 s.165 s.169	r.40-41 s.26
Reinforce this Policy through information to parents/guardians on sun protection. This will be delivered via the newsletter, noticeboard displays and meetings.	✓	✓	✓	✓	r.170-172	s.167	s.26
Comply with any directions issued or action taken by the Responsible Person and/or approved provider to comply with the <i>Occupational Health and Safety Act 2004</i> .		✓	✓	✓	r.73 r.114	s.167	s.26
Staff are to act as role models by wearing sun-protective hats and clothing when outside, applying sunscreen and seeking shade whenever possible.		✓	✓	✓	r.73r.75 r.50r.53 r.114	s.167 s.165 s.169 s.168	r.40-41 s.26 s.26B
Check that all hats brought to the service are named and meet the SunSmart recommendation for adequate protection and are stored individually.		✓	✓	✓	r.73	s.167	s.26
Encourage children to seek shade when playing outside and utilise shaded areas for outdoor equipment that is not fixed.		✓	✓	✓	r.73 r.75	s.167	r.40-41 s.26 s.26B

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Provide an appropriate named hat daily for the child. In keeping with Cancer Council Victoria's guidelines and the service's SunSmart registration, the only types of hats that are acceptable are legionnaire (flap covering neck and ears), bucket or broad-brimmed hats that protect the face, neck and ears. Baseball hats are not acceptable.				✓	r.73 r.75	s.167	r.40-41 s.26 s.26B
Provide appropriate spare hats such as legionnaire, broad brim or bucket hats for the children and adults that will be laundered after each use.		✓	✓	✓	r.73 r.75	s.167	r.40-41 s.26 s.26B
Families are to provide appropriate named clothing daily for their child. Families are asked to dress their children in loose fitting, comfortable clothing that covers as much skin as possible, such as collared long-sleeves shirts, three-quarter-length trousers and three-quarter-sleeve tops (refer to the Clothing and Footwear information in the Family Handbook).		✓	✓	✓	r.73	s.167	r.40-41 s.26 s.26B
Before applying sunscreen, ensure parents/guardians have given permission to apply sunscreen to their child through the service's Enrolment Form.		✓	✓	✓	r.161	s.167 s.175	r.33 s.26 s.32B
Staff/educators to clearly display the names of children with allergies/sensitivities to		✓	✓	✓	r.73	s.167 s.165 s.169	r.35 s.26

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sunscreens.						s.175	
Centre-based services will provide Cancer Council-approved SPF 30+ broad spectrum, water-resistant sunscreen that is within the expiry date range for both children and staff/educators/contractors.		✓	✓	✓	r.73	s.167	s.26
Family day care services will ask families to provide their child with a SPF 30+ broad spectrum, water-resistant sunscreen.		✓	✓	✓	r.73	s.167	s.26
Staff/educators will apply sunscreen to children's exposed skin, ideally 20 minutes prior to going outside and reapplied every two hours if outdoors (unless parents /guardians specify in writing otherwise). Children, where applicable, will be encouraged to apply the sunscreen with the assistance of a staff member.		✓	✓	✓	r.161 r.73	s.167 s.165 s.169 s.167	r.40-41 s.26 s.26B
Babies under the age of 12 months should be kept out of direct sun during sun protection times. Sunscreen need only be applied to those exposed areas not already covered by clothing or hats.		✓	✓		r.73 r.114	s.167 s.165 s.169	r.40-41 s.26 s.26B
Where appropriate, families to apply sunscreen to their child before commencing at the service each day.		✓	✓	✓	r.73 r.161	s.167 s.165 s.169	r.40-41 s.26 s.26B
Notify in writing if circumstances change and child develops any sensitivities to sunscreen.				✓	r.161	s.167 s.165	r.33 s.26

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						s.169	
Provide, at their own expense, an alternative, clearly labelled sunscreen to be left at the service (not in their child's bag), if their child has a particular sensitivity to the sunscreen provided by the service. Complete the Dietary Requirements or other restrictions form in consultation with educators/contractors.		✓	✓	✓		s.167 s.165 s.169	s.26
Families may supply their child with sunglasses that are wraparound and/or are close-fitting (that meet AS 1067-EPF – 10 is best).				✓			
If their child is at risk of low vitamin D, talk to their registered medical practitioner regarding supplementation.				✓			

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This Policy and Procedures are aligned to National Quality Standard.

<http://acecqa.gov.au/national-quality-framework/the-national-quality-standard>

Link to Council policies

This Policy and Procedures links to Council's Heat and Sun, Occupational Health and Safety Corrective and Preventative Action, Hazard Identification, First Aid Management, Risk Assessment and Risk Control policies and procedures.

Resources and useful websites

Cancer Council Australia – www.cancer.org.au/sunsmart

Child Wellbeing and Safety Act 2005, Part 2: Principles for Children

AS/NZS 4486.1:1997 – Playgrounds and Playground Equipment Part 1: Development, installation, inspection, maintenance and operation Shade/Sun Protection (Appendix A) – www.playaustralia.org.au

Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight. (2008). Australian Safety and Compensation Council (ASCC),

Sun protection times (issued whenever the UV Index reaches 3 and above)

www.sunsmart.com.au or www.bom.gov.au/announcements/uv/

¹ *Vitamin D and UV radiation*, Cancer Council Victoria. Accessed from <http://www.sunsmart.com.au/downloads/resources/info-sheets/vitamin-d-uv-radiation-info-sheet.pdf> on 27

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