

Title	Sun Protection Policy
Policy Category	Childrens Programs
Policy Type	Mandatory
NQF Standard	NQS: Quality Area 2
Related Legislation	See legislation map

Background and Context

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in March 2019 and is incorporated into the ELAA policy. For more detailed information visit the SunSmart website: www.sunsmart.com.au

This policy will provide:

- guidelines to ensure children, staff, volunteers and others participating in Glen Education's programs and activities are well protected from overexposure to ultraviolet (UV) radiation from the sun
- information for parents/guardians, staff, volunteers and children attending Glen Education regarding sun protection.

Glen Education is committed to:

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

Over exposure to the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world.

Children 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.

A combination of sun protection measures (hats, clothing, sunscreen, shade and sunglasses) is recommended whenever UV levels are three or higher during daily sun protection times (refer to *Definitions*).

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.

Scope

This policy applies to Glen Education, Nominated Supervisor, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Glen Education.

This policy will apply whenever the sun's UV levels reach three or higher. Whenever this occurs a combination of sun protection measures are to be used for all outdoor activities.

In Victoria UV levels are usually three or higher from mid-August to the end of April. Information about daily local sun protection times is available in the weather section of the newspaper, on the SunSmart website at www.sunsmart.com.au, as a free app and as a free widget that can be added to websites. Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

Definitions

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 shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

Daily sun protection times: Times when it is estimated that the sun's UV radiation will be three or higher. Information about the daily sun protection times is available in the weather section of the daily newspaper, on the SunSmart website at: www.sunsmart.com.au, at www.myuv.com.au, as a free SunSmart app and as a free widget that can be added to websites.

Glen Education Leader: A person who is nominated by Glen Education Management to provide leadership and mentoring (operational and educational) across the organisation, that aligns with the National Early Years Framework and who actively promotes and ensures adherence to all Glen Education practices, policies and procedures.

Nominated Supervisor: A person who has been nominated by Glen Education under Part 3 of the Act and who has consented to that nomination in writing can be the Nominated Supervisor. All services must have a Nominated Supervisor(s) with responsibility for the service in accordance with the National Regulations (Section 5 and 161).

Shade: An area sheltered from direct and indirect sun, such as a large tree, canopy, veranda 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 over exposure when outdoors. Research shows that Kindergarten environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.

Sunhat: SunSmart recommends broad-brimmed, legionnaire or bucket-style hats that shade the face, neck and ears. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not recommended or endorsed at Glen Education

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. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.

Sunscreen: SPF 30 (or higher) broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every two hours, even when labelled 4 hours water resistance. Monitor the expiry date and store in a cool,

dry place. From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff to help develop independent skills ready for school.

SunSmart: The name of the program conducted by Cancer Council to help prevent skin cancer:

www.sunsmart.com.au

Policy

Responsibilities

Glen Education is responsible for:

- meeting the standards and requirements 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
- providing a supply of sunscreen for use on all persons to whom this policy applies
- ensuring parents/guardians provide an authority for staff to apply sunscreen prior to their child commencing at the service and that this is stored with each child's enrolment record (part of the enrolment form)
- ensuring children wear appropriate sunhats, clothing for sun protection and sunscreen 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 over exposure 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 Background and Context 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 all staff, children and other participants at the service role model sun protection practices, by wearing sunhats, clothing for sun protection and sunglasses (optional) when outside, apply sunscreen and seek shade during the times specified in the Background and Context 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/Glen Education Leader is responsible for:

- ensuring parents/guardians are informed of 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
- obtaining a parent's/guardian's authority for staff to apply sunscreen prior to their child commencing at the service and storing this with each child's enrolment record (as part of the enrolment form).
- ensuring program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the Background and Context of this policy
- ensuring the sun protection times on the SunSmart website or the SunSmart app are accessed daily and displayed prominently, 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*).

All educators are responsible for:

- accessing the daily sun protection times on the SunSmart or My UV websites or the SunSmart app to assist with the implementation of this policy
- role modelling sun protection practices, by wearing sunhats, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside, applying sunscreen and seeking shade during the times specified in the Background and Context 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 Background and Context of this policy
- checking that all sunhats brought to the service meet the SunSmart recommendation and Glen Education requirement for adequate protection, are named and stored individually
- ensuring spare sunhats are laundered after each use
- supporting children to apply sunscreen (refer to *Definitions*) to their exposed skin – except in cases where parents/guardians have not given authority. Where possible this should be done 20 minutes before going outdoors. Sunscreen is to be reapplied every two hours.
- 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 Background and Context 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 (refer to *Definitions*) for their child’s use at the service
- supplying and applying sunscreen (preferably a roll on sunscreen) to their child before the commencement of each session during the times specified in the Background and Context of this policy
- providing written authority for staff to apply sunscreen to their child (as part of the enrolment form)
- 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 Background and Context of this policy.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Approvals and Revision

Date	Version	Author	Revision Description
Q3 2012	1.00	Glen Education Management	New Policy

<i>Q2 2022</i>	<i>4.00</i>	<i>Glen Education Management</i>	<i>Policy updated due to rebranding May 2022</i>
<i>Q1 2024</i>	<i>5.00</i>	<i>Glen Education Management</i>	<i>Annual Review</i>