



# SUN PROTECTION POLICY

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## Mandatory – Quality Area 2

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in February 2017 and is incorporated into the ELAA policy. For more detailed information visit the SunSmart website: [sunsmart.com.au](http://sunsmart.com.au)

## PURPOSE

This policy will provide:

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

## POLICY STATEMENT

### 1. VALUES

Parkdale 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.

### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Parkdale Preschool.

This policy will apply **during the daily local sun protection times** (whenever UV levels reach 3 or higher), typically from mid-August to the end of April in Victoria. During this period a combination of sun protection measures are to be used for all outdoor activities. Parents are encouraged to apply SPF 30 (or higher), broad-spectrum, water-resistant sunscreen. Educators will check the radar for UV levels between mid-April to mid-May and mid-August to mid-September to see if sun protection measures will be needed. Children are strongly encouraged to keep a spare hat in their bag all year round, or may store it in their locker.

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 main page of the Parkdale Preschool website, the free SunSmart app or at [www.sunsmart.com.au](http://www.sunsmart.com.au) or [www.myuv.com.au](http://www.myuv.com.au) .

### 3. 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 100, 101, 113, 114, 168(2)(a)(ii)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- *Occupational Health and Safety Act 2004*

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>  
Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

## 4. 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.

**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](http://www.sunsmart.com.au), at [www.myuv.com.au](http://www.myuv.com.au), as a free SunSmart app and as a free widget that can be added to websites.

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

**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, water-resistant sunscreen. Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied as appropriate after 2 or more hours in the sun (during sessions exceeding 2.5 hours). Monitor the expiry date and store in a cool, dry place.

**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.

## 5. SOURCES AND RELATED POLICIES

### Sources

- AS 4685.1:20141997 – Playground equipment and resurfacing – General safety requirements and test methods
- Safe Work Australia: <https://www.worksafe.vic.gov.au/sun-protection>
- Cancer Council Australia: [www.cancer.org.au/sunsmart](http://www.cancer.org.au/sunsmart)
- *Get Up & Grow: Healthy eating and physical activity for early childhood*. Department of Health resources. Particularly Section 2 of the Director/Coordinator Book and the Staff Book: <http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>

- SunSmart: [www.sunsmart.com.au](http://www.sunsmart.com.au)
- Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](#) - Principle 3.2
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- [Belonging, Being and Becoming – The Early Years Learning Framework](#) (July 2009)
- [Victorian Early Years Learning and Development Framework](#) (VEYLDF) (May 2016)
- DET [Building Quality Standards Handbook](#) (BQSH): Section 8.5.5 Shade Areas

### Service policies

- *Excursions and Service Events Policy*
- *Nutrition, Oral Health 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 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 (on each child's enrolment record) 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 regularly
- 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 sunsmart consideration is given 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 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 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 (refer to *General Definitions*)
- 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 information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- ensuring that SunSmart consideration is given in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101)

### Educators are responsible for:

- accessing the daily sun protection times on the SunSmart or MyUV websites or the SunSmart app to assist with the implantation of this policy

- 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 *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
- ensuring spare sunhats are laundered regularly
- applying sunscreen (refer to *Definitions*) to children's exposed skin – except in cases where parents/guardians have not given authority. Where possible this should be done 20 minutes before going outdoors. Children, where appropriate, will be encouraged to apply sunscreen with the assistance of an educator to help develop independent skills ready for school (sunscreen is to be reapplied during preschool sessions exceeding three hours).
- A sign will be displayed at the start of each session out the front of the kinder to indicate if families need to apply sunscreen prior to dropping off their child such as when the UV is 3 or above or children will be going outside immediately.
- 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 (refer to *Definitions*) for their child's use at the service
- applying sunscreen to their child before the commencement of each session during the times specified in the *Scope* of this policy
- providing written authority on the enrolment record for staff to apply sunscreen to their child.
- informing staff and providing, at their own expense, an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service
- 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**

Nil

## **AUTHORISATION**

This policy was adopted by the Approved Provider of Parkdale Preschool on 13<sup>th</sup> June 2019.

**REVIEW DATE: JUNE 2022**

## **ACKNOWLEDGEMENTS**

This policy has been reviewed and approved by Cancer Council Victoria April 2017.