



Policy and Procedures Sun Care (Sun Smart)

This SunSmart policy provides guidelines to:

- ensure all children, educators and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for children, educators and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

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.

Acacia sun care policy has been developed to:

- Ensure all children, educators and staff have some UV exposure for vitamin D.
- Encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above.
- Work towards a safe outdoor environment that provides shade for children, educators and staff at appropriate times.
- Assist children to be responsible for their own sun protection.
- Ensure that families, new educators and staff are informed of the service's Sun Smart measures.

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.

The sun protection measures listed are used for all outdoor activities **during the daily local sun protection times**. (The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.)

Special note regarding infants

SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. Physical protection such as shade, clothing and broad-brimmed hats are the best sun protection measures. If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin. The widespread use of sunscreen on babies under 6 months old is not recommended.



1. Seek shade

- Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area particularly in high-use areas.
- The availability of shade is considered when planning all outdoor activities.
- Children are encouraged to choose and use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.
- In consultation with the service's committee, shade provision is considered in future plans and upgrades.
- A shade assessment is conducted regularly to determine the current availability and quality of shade.

2. Slip on sun-protective clothing

- Children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended.
- Families are asked to choose tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts and skirts for their child.
- If a child is wearing a singlet top or shoestring dress, they will be asked to choose a t-shirt/shirt to wear over this before going outdoors.

3. Slap on a hat

- All children are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative.

4. Slop on sunscreen

- SPF30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by the service and/or families.
- Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply every two hours, or more frequently if sweating or swimming).
- 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.
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.

5. Slide on sunglasses [if practical]

- Where practical, children are encouraged to wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

Learning and skills

- Sun protection is incorporated into the learning and development program.
- The SunSmart policy is reinforced by educators and through children's activities and displays



Engaging children, educators, staff and families

Educators, staff and families are provided with information about sun protection through family newsletters, service handbook, noticeboards and the service's website.

When enrolling their child, families are:

- Informed of the centre's Sun Smart policy
- Asked to provide a suitable hat for their child
- Asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. that cover the shoulders and chest, upper arms and legs)
- Required to give permission for educators and staff to apply sunscreen to their child
- Encouraged to practise Sun Smart behaviours themselves when at the centre

Staff OHS and Role modelling

As part of OHS UV risk controls and role-modelling, when the UV is 3 and above educators, staff, students and visitors:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30+ broad spectrum, water resistant sunscreen
- seek shade whenever possible

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 service.

Planned experiences

- Sun protection and vitamin D are incorporated into the learning and development program.
- The Sun Smart policy is reinforced through educators, staff and children's activities and displays.
- Educators, staff and families are provided with information on sun protection and vitamin D through family newsletters, noticeboards and the service's website.

To enforce this policy parents need to:

- Supply a broad brimmed or legionnaire style hat, no baseball caps, for outdoor play, which needs to be clearly labeled with your child's name.
- Apply sunscreen in the morning before attending the Centre.
- We encourage to dress your children in t-shirts, shirts and dresses that cover their shoulders, i.e. no singlet or tank tops

Review

Management and staff monitor and review the effectiveness of the Sun Care policy and revise the policy when required (at least once every three years).

BREACH OF THIS POLICY

Any educator or staff found to have violated this policy may be subject to disciplinary action.



References:

Australian Children's Education & Care Quality Authority

- *National Quality Framework Resource Kit*, October 2011

Australian Radiation Protection and Nuclear Safety Agency

- *Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation* Dec 2006

Australian Safety and Compensation Council

- *Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight* Nov 2008

Cancer Council Victoria

- *Sample Sun Smart policy for early childhood education and care services*, Nov 2012

Department of Education, Employment and Workplace Relations

- *Belonging, Being & Becoming - The Early Years Learning Framework for Australia* Commonwealth of Australia 2009
- *Educators' Guide to the Early Years Learning Framework for Australia*, Commonwealth of Australia 2010

Department of Education and Early Childhood Development

- *Building Quality Standards Handbook*, Oct 2008

Department of Health and Ageing

- *Get Up & Grow: Healthy eating and physical activity for early childhood (Section 2)* 2009

Early Childhood Strategy Division DET and Victorian Curriculum and Assessment Authority

- *Victorian Early Years Learning and Development Framework*, November 2009

Legislation & Regulations

- *Child Wellbeing and Safety Act 2005*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2018*
- *Occupational Health and Safety Act 2004*

Standards Australia & Standards New Zealand

- *AS/NZS 4486.1:1997 - Playgrounds and playground equipment Part 1- Development, installation, inspection, maintenance and operation Shade/Sun Protection*

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It is the responsibility for all staff to read understand this policy within 14 days of publication. All staff are to date and sign below once you have read and understood the content of this policy.

Date:	Print Name	Signature