

## POLICY

### POLICY 38: HEALTH AND SAFETY – SUN PROTECTION

#### OVERARCHING PERSPECTIVE:

**Perspective:** Quality Service  
**Policy:** Services and Programs

#### OUTCOME:

A healthy balance between too much and too little ultraviolet (UV) radiation from the sun is important for health.

Too much UV radiation from the sun can cause sunburn, skin damage, eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world. Two in three Australians will develop some form of skin cancer before they reach the age of 70. Overexposure to UV radiation during childhood and adolescence is known to be a major cause of skin cancer.

Too little UV radiation from the sun can lead to vitamin D deficiency. Vitamin D regulates calcium levels in the blood. It is also necessary for the development and maintenance of healthy bones and muscles, and for general health.

#### SCOPE:

This document applies to the Educators, Families and Children, Coordination Unit Staff, Students and Volunteers of Our Village Family Childcare Service.

#### RATIONALE:

This Sun Protection (SunSmart) Procedure has been developed to:

1. Enable all children and staff to maintain a healthy UV exposure balance
2. Encourage children and staff to use a combination of sun protection measures whenever the UV Index level reaches three (3) and above.
3. Work towards a safe outdoor environment that provides shade for children and staff at appropriate times.
4. To ensure that children are supported to develop independent sun protection skills.
5. To support duty of care and regulatory requirements.
6. Ensure that families and new staff are informed of this Procedure.

(Further information can be sourced through the SunSmart website:  
[www.sunsmart.com.au](http://www.sunsmart.com.au))

## **PROCESS:**

### **From September to April in Victoria**

A combination of sun protection measures are used for all outdoor activities and at any other time of the year whenever UV levels reach 3 and above.

The service Sunsmart practices considers the special needs of infants. All babies under the age of 12 months are kept out of direct sun when UV levels are three and above.

Educators and Coordination Unit Staff are encouraged to access the daily local sun protection times at [www.sunsmart.com.au](http://www.sunsmart.com.au) or on the free SunSmart application to assist with the implementation of this policy.

#### ***Managing the Physical Environment – Shade:***

- a. A shade audit is conducted regularly by Coordination Unit staff to determine the current availability and quality of shade.
- b. Educators and/or staff make sure there is a sufficient number of shelter and trees providing shade in the outdoor area.
- c. The availability of shade is considered when planning excursions and all other outdoor activities.
- d. Children are encouraged to use available areas of shade when outside.
- e. Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

#### ***Clothing***

When outside, children are required to wear loose fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. If a child is wearing a singlet top or dress they must wear a t-shirt/shirt over the top before going outdoors.

#### ***Hats***

Children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats. Because a baseball cap does not offer enough protection, a child wearing a baseball cap will have the same consequences as a child not wearing a hat.

#### ***Sunglasses (recommended)***

Children and Educators/staff 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 as possible.

### **Sunscreen**

- SPF 30+ or higher broad spectrum, water resistant sunscreen is available for Educators/staff and children's use.
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two (2) hours when outdoors.
- With parental consent, children with naturally very dark skin are not required to wear sunscreen to assist with vitamin D requirements.
- From three (3) years of age, children are encouraged to apply their own sunscreen under supervision of Educators and staff.

### **When enrolling their child, families are:**

- a. Informed of the Sun Protection Procedure during the Educator and Family interview.
- b. Asked to provide a suitable hat for their child.
- c. Asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. covers shoulders, chest, upper arms and legs).
- d. Asked to provide SPF 30+ broad spectrum, water resistant sun screen for their child.
- e. Required to give permission for staff to apply sunscreen to their child.
- f. Encouraged to practice SunSmart behaviours themselves when attending the service.

### **From May to August in Victoria**

When average UV index levels are below three (3), sun protection measures are not used from May until August unless in alpine regions, near highly reflective surfaces such as snow or outside for extended periods of time.

### **Educators and Staff OHS and Role Modelling:**

As part of OHS, UV risk controls and role-modelling, when the UV is three (3) and above, Educators and staff:

- Wear sun protective hats and clothing, and sun glasses outside.
- Apply SPF 30+ or higher broad spectrum, water resistant sunscreen.
- Seek shade whenever possible.

Families and visitors are requested to use a combination of sun protection measures (sun protective hats, shade, sunglasses and sunscreen) when attending the service.

### **Planned Experiences**

1. Programs on sun protection and vitamin D are incorporated into planned experiences.
2. The Sun Protection procedure is reinforced through Educators, staff, children's activities and displays.
3. Educators, staff and families are provided with information on sun protection and vitamin D through family newsletters, noticeboards and meetings.

### Monitoring and Review

- Management and Educators monitor and review the effectiveness of the SunSmart Procedure every two years (or earlier if recommended practices are changed) by completing a policy review and consultation process, including consulting with professional organisations i.e. SunSmart

### REFERENCES:

- Education and Care Services National Regulations (2011) . Regulation 168
- Victorian Early Years Learning & Development Framework (VEYLF)
- National Early Years Learning Framework (EYLF)
- Building Quality Standards Handbook (BQSH) Section 7.5.5 Shade Areas
- Healthy Eating and Physical Activity Guidelines for Early Childhood Settings: Section 2 Physical Activity
- Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- AROANSA Radiation Protection Series No. 12
- Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight
- SunSmart Information: [sunsmart.com.au/protecting\\_others/childcare and schools/in early childhood services](http://sunsmart.com.au/protecting_others/childcare_and_schools/in_early_childhood_services) [www.sunsmart.com.au/createposter](http://www.sunsmart.com.au/createposter)
- [www.sunsmart.com.au](http://www.sunsmart.com.au) . for suggested play experiences and song and associated activities
- <http://www.generationsunsmart.com.au/> . for Educators learning modules
- The Cancer Council Victoria, Sun Smart School and Early Childhood Program
- Sun Smart Alert (issued whenever the UV Index reaches 3 and above)
- [www.sunsmart.com.au](http://www.sunsmart.com.au) or [www.bom.gov.au/announcements/uv/](http://www.bom.gov.au/announcements/uv/)

### RELATED DOCUMENTS:

(SCH) Risk Management Procedure  
Occupational Health & Safety Policy - 28  
(SCH) Incident Reporting Procedure (to be revised)  
Acceptance and Refusal of Authorisations Policy - 22  
(SCH) Child Abuse Prevention & Reporting Work Instruction  
(SCH) Carer Inclusivity Procedure  
Excursions Policy - 16  
Enrolment and Orientation - 31

*This box to be completed after final draft has been approved.*

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