

POLICY AIM

- 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 WHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

RATIONALE

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 strongly associated with an increased risk of skin cancer later in life.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Educators
- Children
- Parents
- Families
- Management

NATIONAL QUALITY STANDARD

- Quality Area 1 (Educational program and practice)
- Quality Area 2 (Children's health and safety)
- Quality Area 3 (Physical environment)
- Quality Area 6 (Collaborative partnerships with families and communities)

RELATED POLICIES AND LEGISLATION

RELATED SWEETPEAS POLICIES:

- Child Safe Environment Policy
- Clothing Policy
- Excursion Policy
- Governance and Management Policy
- Work Health and Safety Policy

RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS

- Law Section 167 - Offence relating to protection of children from harm and hazards
- Regulation 168 - Education and care service must have policies and procedures

IMPLEMENTATION AND STRATEGIES

- 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](https://www.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 NSW, UV levels regularly reach 3 or higher from mid-August to the end of April.)
- Sun protection measures will be considered when planning excursions.

- Outdoor activities will be set up in shaded areas.
- Sun protection times are a forecast for the time-of-day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types and the policy areas should be implemented. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year.
- UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements
- UV radiation exposure is considered as part of a service's risk management and assessment for all outdoor events and activities on and off-site.
- When children are on excursions all sun protection practices are planned, organised, understood and available.
- Appoint service champion(s) to drive sun protection policy implementation and engagement.
- Management and the service champion(s) regularly monitor and review how effectively they implement their sun protection policy.
- Sun protection policies must be updated and submitted to Cancer Council NSW every three years to maintain SunSmart status
- When used in its entirety, this policy ensures your school is following current evidence-informed Cancer Council sun protection guidelines and recommendations. Any changes or adjustments to the policy may mean it no longer meets these guidelines and should be submitted to Cancer Council NSW for review.

PROTECTION FROM UV

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.
- 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 and staff are required to wear SunSmart clothing that covers as much skin as possible (especially the shoulders, back and stomach) 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 staff and children are required to wear SunSmart hats* (legionnaire, broad-brimmed or bucket style).
- that protect their face, neck, and ears.
- Children and staff without a SunSmart hat are encouraged to play in an area protected from the sun (under shade, veranda or indoors), or are provided with a spare SunSmart hat.
- 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.
- Permission to apply sunscreen is included in the service enrolment form.
- Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child encouraged to play in the shade.
- Cancer Council recommends usage tests before applying a new sunscreen.

- 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, all children 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.

FURTHER EDUCATION

LEARNING AND SKILLS

- Sun protection is incorporated into the learning and development program.
- The Sun Protection policy is reinforced by educators and through children's activities and displays.
- Children understand why sun safety is important and learn how to take effective sun protection, including taking leadership roles in managing sun protection e.g., accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.

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.
- Staff regularly check the SunSmart app with the children to discuss with them each day's UV rating.
- When enrolling their child, families are:
 - informed of the service's Sun Protection policy;
 - asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child;
 - required to give permission for educators to apply sunscreen to their child; and
 - encouraged to use SunSmart measures themselves when at the service.
- Limited number of spare hats will be provided for use to children who have forgotten their hats. Families will be charged \$2.00 when spare hat is given.

As part of WHS UV risk controls and role-modelling, educators, staff and visitors:

- wear a SunSmart sun-protective hat, SunSmart clothing and, if practical, sunglasses;
- apply sunscreen; and
- seek shade whenever possible.
- Download sun smart app to iPads

MONITORING AND REVIEW

- All staff, including management and educators, monitor and review the effectiveness of the Sun Protection policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at [sunsmart.com.au](https://www.sunsmart.com.au)
- Sun Protection policy updates and requirements will be made available to educators, staff, families and visitors.
- An A4 flyer is demonstrated to families.

REFERENCES

- [Child Wellbeing and Safety Act 2005 \(Vic\) \(Part 2: Principles for children\)](#)
- [Children's Services Act 1996](#)
- [Children's Services Regulations 2009](#)
- [Education and Care Services National Law Act 2010](#): Section 167: Protection from harm and hazards

- [Education and Care Services National Regulations 2011](#)
- NSW Cancer Council: <https://www.cancerouncil.com.au/>
- [Occupational Health and Safety Act 2004](#)
- SunSmart: <http://www.sunsmartnsw.com.au/>
- Work Health and Safety Act 2011

REVIEW AND AMENDMENT HISTORY

This policy will be updated to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
2.	<ul style="list-style-type: none">• Policy resubmitted to SunSmart• Downloaded the app to iPad• Added the A4 flyer to rooms and front door to inform families	July 2020	Janine Evans
2.1.	<ul style="list-style-type: none">• Updated recommendations on sun protection times as per latest SunSmart recommendations• Resubmitted policy to SunSmart	July 2022	Cassandra Irvine
2.2.	<ul style="list-style-type: none">• Cosmetic update with changes for new template/colours only	August 2022	Cassandra Way