POLICY NO. 9 : SUN PROTECTION

Mandatory – Quality Area 2
This policy was written by ELAA in consultation with Cancer Council Victoria’s SunSmart Program. For more detailed information visit the SunSmart website: sunsmart.com.au

PURPOSE
This policy will provide:
• guidelines to ensure children, staff, volunteers and others participating in Pines Learning programs and activities are well protected from overexposure to ultraviolet (UV) radiation from the sun
• information for parents/guardians, educators, students and children attending Pines Learning Childcare regarding a healthy balance of UV radiation exposure.

1. VALUES
Pines Learning Childcare is committed to:
• promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to UV radiation.
• ensuring that curriculum planning will minimise over exposure to UV radiation and also promote an awareness of sun protection and sun safe strategies
• providing information to children, educators, staff, students, parents/guardians and others at the service about the harmful of exposure to the sun’s UV radiation.

2. SCOPE
This policy applies to the Approved Provider, Nominated Supervisor, Person in day to day charge, educators, staff, students on placement, parents/guardians, children and others attending the programs and activities of Pines Learning Childcare.

This policy will apply whenever the sun’s UV levels reach three or higher as determined by the SunSmart app. 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. Please check the daily local sun protection times (refer to Definitions) to be sure you are using sun protection when it is required. Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

3. BACKGROUND AND LEGISLATION
Background
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.

Legislation and standards
Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010:
- Education and Care Services National Regulations 2011:
- 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:

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.

The service provider is Pines Learning and the Approved Provider is Pines Learning Inc. The Approved Provider delegates its responsibility for the day to day operation of the service to the Nominated Supervisor.

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, collars and knee-length or longer-style shorts and skirts if possible. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun. Educators will provide a t/shirt in these instances.

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

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%.
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 myuv.com.au, as a free SunSmart app and as a free widget that can be added to websites.

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.

SunSmart: The name of the program conducted by Cancer Council Victoria to promote a healthy UV exposure balance to help prevent skin cancer and maintain vitamin D: www.sunsmart.com.au

Sunhat: To help 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: 2014 Playground equipment and surfacing – General safety requirements and test methods
- Cancer Council Australia: www.cancer.org.au/sunsmart
- SunSmart: www.sunsmart.com.au
- Victorian Institute of Teaching (VIT) The Victorian Teaching Profession Code of Conduct - Principle 3.2
- Australian Professional Standards for Teachers (APST) – Standard 4.4 and 7.2
- 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 and Active Play Policy
- Occupational Health and Safety Policy
- Supervision of Children Policy

6. POLICY PROCEDURES

6.1 The Approved Provider is responsible for:

i. maintaining membership of the SunSmart early childhood program
ii. ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au
iii. 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
iv. providing a supply of sunscreen for use on all persons to whom this policy applies
v. ensuring parents/guardians provide an authority for staff to apply sunscreen prior to their child commencing at the service (this is included in each child’s enrolment record (refer to General Definitions)

vi. ensuring children wear appropriate sunhats, clothing for sun protection and sunscreen when attending the service

vii. providing appropriate spare sunhats for children and adults that will be laundered after each use

viii. ensuring there is adequate shade in the service grounds to protect children from overexposure to UV radiation (Regulation 114)

ix. 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

x. ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101)

xi. ensuring that information on sun protection is incorporated into the educational program (refer to the SunSmart website)

xii. ensuring educators, students, 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

xiii. ensuring all staff are aware of the special needs of infants. Babies under 12 months should not be exposed to direct sun. They should remain in full shade and always be well-protected through the use of hats and cool, covering clothing when outside. With parental consent small amounts of a suitable SPF30 (or higher) broad-spectrum water-resistant sunscreen may be applied to babies over 6 months

xiv. reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings etc.

6.2 The Nominated Supervisor, Person in day to day charge and early childhood teachers are responsible for:

i. 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

ii. obtaining a parent’s/guardian’s authority for staff to apply sunscreen prior to their child commencing at the service (this is included in each child’s enrolment record (refer to General Definitions)

iii. 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

iv. ensuring all staff are aware of the special needs of infants. Babies under 12 months should not be exposed to direct sun. They should remain in full shade and always be well-protected through the use of hats and cool, covering clothing when outside. With parental consent small amounts of a suitable SPF30 (or higher) broad-spectrum water-resistant sunscreen may be applied to babies over 6 months

v. ensuring the SunSmart UV Alert on the SunSmart website or SunSmart App is accessed to check the daily local sun protection times to assist with the implementation of this policy

vi. ensuring information on sun protection is incorporated into the educational program (refer to the SunSmart website)

vii. ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101).

6.3 All educators are responsible for:

i. accessing the SunSmart UV Alert on the SunSmart website or SunSmart App to check the daily local sun protection times to assist with the implementation of this policy

ii. 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
iii. 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

iv. keeping babies under 12 months out of direct sun whenever UV levels are three and above

v. checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually

vi. ensuring spare sunhats are laundered after each use

vii. 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 (sunscreen is to be reapplied every two hours)

viii. storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/guardians

ix. ensuring that children without appropriate sunhats or clothing for sun protection play in the shade or in a suitable area protected from the sun

x. 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 and scheduling outdoor activities to before 11 a.m. on days where the Australian Bureau of Meteorology predicts temperatures will exceed 35ºC.

xi. ensuring children to wear sunhats when travelling to and from the service

xii. ensuring that sun protection strategies are a priority when planning excursions

xiii. co-operating with their employer with respect to any action taken by the employer to comply with the Occupational Health and Safety Act 2004.

6.4 Parents/guardians are responsible for:

i. providing a named, SunSmart approved sunhat (refer to Definitions) for their child’s use at the service

ii. applying sunscreen to their child before the commencement of each session during the times specified in the Scope of this policy

iii. providing written authority for staff to apply sunscreen to their child

iv. 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

v. 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.

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

6.5 Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

i. regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness

ii. monitor the implementation, compliance, complaints and incidents in relation to this policy

iii. keep the policy up to date with current legislation, research, policy and best practice

iv. revise the policy and procedures as part of the service’s policy review cycle, or as required

v. notify parents/guardians at least 14 days before making any change to this policy or its procedures.

ACKNOWLEDGEMENTS

This policy has been reviewed and approved by Cancer Council Victoria on 27 November 2013.