



QUALITY AREA 2:
CHILDREN'S HEALTH & SAFETY

SUN PROTECTION POLICY

Last Policy Review Date: Feb 2019
Next Policy Review Date: Feb 2021

POLICY STATEMENT

This policy provides guidelines to:

- Ensure all children, educators and staff have some UV exposure for vitamin D.
- Ensure all children, educators and staff are well protected from too much UV exposure by using a combination of sun protection measures whenever UV levels reach 3 and above.
- Ensure the outdoor environment is sun safe and 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.
- Support appropriate WHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

This policy has been adapted from the NSW Cancer Council Sun Protection Policy Sample for further detail visit www.cancercouncil.com.au

GOALS

Katoomba Leura 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 over exposure to UV radiation 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.

SCOPE

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

BACKGROUND

Balanced exposure to UV radiation is important for health. Australia has one of the highest rates of skin cancer in the world. Research suggests that young children and babies have sensitive skin and are therefore more vulnerable to sunburn and skin damage. Exposure to the sun in the first 15 years plays a major role in the risk of developing skin cancer in later life.

It is also important to have a healthy balance of UV radiation exposure. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health. Appropriate levels of sun exposure can vary from child to child. According to the World Health Organization and SunSmart recommendations, children with naturally very dark skin may not be required to wear sunscreen to help with vitamin D requirements. This should be discussed with parents/guardians prior to the child commencing at the service.

SunSmart's tips to help your service get some sun exposure for vitamin D:

- Physical activity assists with production of vitamin D, so get the children outside and active in the middle of the day
- Clothing acts as a barrier to vitamin D absorption, so put away the hat and roll up the sleeves when you're outdoors
- Upload SunSmart's UV Alert widget to your service's website to know the times when sun protection is or isn't required
- Share the vitamin D message with families using SunSmart's vitamin D information sheets available in 12 different languages
- Visit the SunSmart website at sunsmart.com.au where children can create a personalised vitamin D poster.

It is a requirement under the Work Health and Safety Act 2011 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.

RELATED LEGISLATION

Relevant legislation and standards include but are not limited to:

- Child Protection (Working with children) Act 2012 NSW
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011: Regulations 100, 113, 114, 168(2)(a)(ii)
- Work Health and Safety Act 2011

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

- National Quality Standard, Quality Area 1: Educational Program and Practice - Standards 1.1, 1.2
- National Quality Standard, Quality Area 2: Children's Health and Safety - Standards 2.1,2.3
- National Quality Standard, Quality Area 3: Children's Health and Safety - Standards 3.1, 3.2
- National Quality Standard, Quality Area 4: Staffing Arrangements - Standards 4.1, 4.2
- National Quality Standard, Quality Area 5: Relationships with Children - Standards 5.1,5.2
- National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities - Standards 6.1

- National Quality Standard, Quality Area 7: Leadership and Service Management - Standards 7.1, 7.3
- Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)

DEFINITIONS

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.

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 preschool 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%. **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 NSW 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.

SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au
- AS/NZS 4486.1:1997 – Playgrounds and Playground Equipment Part 1: Development, installation, inspection, maintenance and operation Shade/Sun Protection
- Australian Safety and Compensation Council (ASCC) 2008, Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight 2008
- Cancer Council Australia: www.cancer.org.au/sunsmart
- Cancer Council NSW. Changes to SunSmart recommendation – Managing Outdoor Activities
- Cancer Council NSW: Childcare Centre Sun protection Policy
- CELA Sun Protection Sample Policy <https://www.cela.org.au/wp-content/uploads/Resources/sun-protection.pdf>
- 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>
- NSW Cancer Council and NSW Health Department. Shade for Child Care Services, Sydney, 1999
- SunSmart: www.sunsmart.com.au
- UV Index. www.bom.gov.au/wether/uv

RELATED SERVICE POLICIES

- Curriculum (Pedagogy) policy
- Excursions and Service Events Policy
- Nutrition and Active Play Policy
- Work Health and Safety Policy
- Supervision of Children Policy

ROLES AND RESPONSIBILITIES

The Approved Provider is responsible for:

- Ensuring the service operates in line with the Education and Care Services National Law and National Regulations 2011.

The Nominated Supervisor is responsible for:

- ensuring parents/guardians are informed of the Sun Protection Policy on enrolment, including the need to wear 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 on their child's enrolment form for staff to apply sunscreen prior to their child commencing at the service
- 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 the SunSmart UV Alert on the SunSmart website is accessed to check the daily local sun protection times to assist with the implementation of this policy
- ensuring information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101).

Early Childhood Educators are responsible for:

- accessing the SunSmart UV Alert on the SunSmart website to check the daily local sun protection times to assist with the implementation 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
- checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
- ensuring spare sunhats are laundered after each use

- 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)
- 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 Work Health and Safety Act 2011.

Parents/guardians are responsible for:

- providing a named, SunSmart approved sunhat (refer to Definitions) for their child's use at the service, if their child does not wish to wear a hat provided by the Preschool
- applying sunscreen to their child before the commencement of each session during the times specified in the Scope of this policy
- providing written authority for staff to apply sunscreen to their child. Parents/guardians of children with naturally very dark skin may decide not to provide this authority to ensure their child receives adequate levels of vitamin D. This should also be discussed with educators at the service
- 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.

STRATEGIES

Outdoor Activity

The service will use a combination of sun protection measures whenever UV Index levels reach 3 and above. This will include:

- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.

- From April to September (excluding June and July) outdoor activity can take place at any time. However, from 10am–2pm sun protection is required.
- In June and July when the UV index is mostly below 3, sun protection is not required. Extra care is needed for services in the far west and north of NSW and for all children who have very fair skin.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and activities.

Shade

- All outdoor activities will be planned to occur in shaded areas.
- The program will be set up in the shade and moved throughout the day to take advantage of shade patterns.
- The service will provide and maintain adequate shade for outdoor play.
- Shade options can include a combination of portable, natural and built shade.
- Regular shade assessments will be conducted to monitor existing shade structures and assist in planning for additional shade.
- Katoomba Leura Preschool has maximised shade by the provision of shade structures and shade trees that cover 70% of the extensive playground. Priorities have been given to areas where children play for extended periods, e.g. sandpit, water play, table/craft activities, fixed play equipment.
- Children are encouraged to use available areas of shade when outside.
- The children are offered the choice of playing inside if they wish, as the Lilli Pilli room is supervised at all times during the outdoor play period.
- The availability of shade is considered when planning excursions and outdoor activities.

Hats

- Educators, staff and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:
 - » Legionnaire hat.
 - » Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
 - » Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm). Please note: Baseball caps or visors do not provide enough sun protection and not considered a suitable alternative.
- The preschool will provide SunSmart hats for children. The hats will be individually labeled and left in the child's message pocket at Preschool.
- Where a child prefers to bring their own hat, the hat must meet the above requirements.
- Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade,

veranda or indoors) or can be provided with a spare hat.

Clothing

- When outdoors, educators, staff and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:
 - » Loose fitting shirts and dresses with sleeves and collars or covered neckline.
 - » Longer style skirts, shorts and trousers.
- Children who are not wearing sun safe clothing will be provided with spare clothing.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

Sunscreen

- All staff and children, with the exception of sensitivities and those whose parents have not authorized the application of sunscreen, will apply SPF30+ broad-spectrum water- resistant sunscreen 20 minutes before going outdoors and re-apply every 2 hours.*
- Where appropriate, children are encouraged and supported to apply their own sunscreen under the supervision of staff.
- The Preschool will provide SPF 30+ broad spectrum, water-resistant sunscreen for use by staff and children.
- Parents will be informed that sunscreen will be applied and will indicate their agreement to this by signing a statement at the time of enrolment. Where a child requires a particular type/brand of sunscreen other than that supplied by the Preschool, parents will be requested to provide sunscreen for their child.
- Sunscreen will be stored in a cool place, out of the sun. Staff will monitor the expiry date of sunscreen and discard when out of date.
- If for some reason a child cannot wear sunscreen, they will be required to cover up with a long sleeved top with a collar or high neck and long pants and wear an appropriate hat.
- Staff will ensure sunscreen has been applied correctly to all children, with authorization, before morning and afternoon outdoor play. Sunscreen will be applied by smearing over clean, dry skin, leaving a visible film. Where possible sunscreen will be applied twenty minutes before exposure to the sun to ensure it is effective.
- Sunscreen will be applied in a way that avoids cross infection e.g., the children will be taught to apply sunscreen themselves, the staff will use disposable cloths etc.
- In the summer months parents will be asked to apply sunscreen to their child before bringing them to the Preschool or on arrival at the Preschool.

* The World Health Organisation reports that people with naturally very dark brown or black skin (skin that rarely or never burns) may not be required to wear sunscreen as the melanin in their skin can often tolerate higher levels of UV radiation without burning. This is a decision for families to make. Hats remain necessary to protect the student's eyes

from UV damage. With parental consent, children with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.

Education

Sun protection awareness activities will be included in teaching programs.

- Sun protection will be incorporated regularly into learning programs and specific sun protection activities will be applied at appropriate items.

Sun safety messages will be promoted to staff and parents.

- Posters will be displayed and literature will be available to parents and careers.
- Sun protection will be incorporated in enrolment information, excursion notes and parent newsletters.
- Information may need to be provided in various languages to ensure NESB parents and careers understand the need for sun protection for all children.

Parents will be informed of Katoomba Leura Preschool's Sun Protection Policy.

- Parents will be informed of the sun protection policy and associated requirements on enrolment and will be informed of policy review e.g. through the notice board or newsletter.
- Special attention will be given to informing NESB parents and careers of the policy and related activities.

Staff will be informed of Katoomba Leura Preschool's Sun Protection Policy.

- Staff will receive the Sun Protection Policy in their handbook upon employment.
- The policy will be revised at staff meetings throughout the year.

Further information is available from Cancer Council NSW's website – www.cancercouncil.com.au/sunsmart

Role Modeling

Staff will act as role models and demonstrate sun safe behaviour by:

- Wearing a sun safe hat (see hats).
- Wearing sun safe clothing (see clothing).
- Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.
- Wearing sunglasses (optional) that comply with Australian Standard AS1067 (Sunglasses: Category 2, 3 or 4)

Families and Visitors are encouraged to role model positive sun safe behaviour when attending the centre.

Excursions

Sun protection will be considered when excursions are being planned.

- Time of day, availability of shade, sunscreen/hat/clothing requirements will be considered and documented on the excursion risk form.
- Families will be reminded of specific sun protection requirements for excursions in excursion permission notes.
- Volunteers accompanying children on excursions will be given information on sun protection requirements.

UV Index

Information about the UV Index level is available in the weather section of the daily newspaper, on the SunSmart website at: www.sunsmart.com.au, as a free SunSmart app, as a free widget that can be added to websites., and at www.bom.gov.au/weather/uv

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

Policy Reviewed by: Alison Staniford

Approved by: Management Committee

Date: 25th February 2019

Next Review Date: 25th February 2021