

Yarram Early Learning Sun Protection Policy

Quality Area 2: Children's Health and Safety

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in May 2020 and is incorporated into this policy. For more detailed information visit the SunSmart website: sunsmart.com.au

PURPOSE

This policy provides:

- Guidelines to ensure children, staff, volunteers and others participating in Yarram Early Learning Incorporated programs and activities are protected from over-exposure to UV radiation
- Information for parents/guardians, staff, volunteers and children attending Yarram Early Learning Incorporated regarding a Sun protection and the harms of UV radiation.

POLICY STATEMENT

VALUES

Yarram Early Learning Incorporated 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 exposure to the sun and also promote an awareness of sun protection and sun safe strategies
- Providing information to children, staff, volunteers, parents/guardians and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation.
- All staff modelling appropriate Sun Protection through wearing hats, sunscreen and appropriate clothing.

SCOPE

This policy applies to the Approved Provider, Responsible Person, Educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Yarram Early Learning Incorporated.

This policy will apply year round according to the UV levels. 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

During this period a combination of sun protection measures are to be used for all outdoor activities. During the daily local sun protection times. The sun protection times are 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. Sun protection may also be required at other times of the year when the UV Index level is at 3 or above.

BACKGROUND AND LEGISLATION

Background

Exposure to UV

Australia has one of the highest rates of skin cancer in the world. 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 (outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

Exposure to the sun in the first 15 years plays a major role in the risk of developing skin cancer in later life.

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. The Yarram Early Learning Incorporated maintains a membership to SunSmart and follows advice regarding UV and sun protection and the importance of vitamin D.

Yarram Early Learning Incorporated follows legislation that is based on the health, safety and welfare of the children and requires that children are protected from hazards and harm. Under the *Occupational Health and Safety Act 2004* the ELC provides a healthy and safe environment for all persons who access Yarram Early Learning Incorporated facilities and programs. The centre follows the procedures outlined in this policy and is acknowledged by SunSmart and the Cancer Council as a SunSmart Early Childhood Program.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- *Education and Care Services National Law Act 2010*: Section 167
- *Education and Care Services National Regulations 2011*: Regulations 113, 114, 168(2)(a)(ii)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
- Standard 2.2: Each child is protected
- Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- *Occupational Health and Safety Act 2004*

DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Responsible Person, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

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 or artificial cover. As recommended by Cancer Council Victoria, where possible, shade will provide a minimum of 94% protection against UV radiation.

Sunglasses: Sunglasses are encouraged but 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.

Sunscreen: SPF 30+ (or higher), broad-spectrum, water-resistant sunscreen. Sunscreen should be applied at least 20 minutes before going outdoors and reapplied every two hours (if outside for extended periods of time), even when labelled 4 hours water resistance. Monitor the expiry date and store in a cool, dry place. Sunscreen must be reapplied before commencing outdoor play.

SunSmart: The name of the program conducted by Cancer Council Victoria to promote an awareness of the need to provide sun protection:
www.sunsmart.com.au

Sunhat: To 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. The ELC provides broad brim and bucket hats upon enrolment at the centre.

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.

OHS

As part of OHS UV risk controls and role-modelling, educators, staff and visitors;

- Wear a suitable sun-protective hat, covering clothing and, if practical sunglasses.
- Apply sunscreen; and
- Seek shade whenever possible.

SOURCES AND RELATED POLICIES

SOURCES

- AS/NZS 4685.0:2017, Playground equipment surfacing – Development, installation, inspection, maintenance and operation. 6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection
- Australia: guidance note – Sun protection for outdoor workers (2016)
- ARPANSA Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- Cancer Council Australia: www.cancer.org.au/sunsmart
- *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*
- SunSmart: www.sunsmart.com.au

- SunSmart Information Sheets:
<https://www.sunsmart.com.au/communities/early-childhood-schools/resources-schools-early-childhood/early-childhood-resources>

SERVICE POLICIES

- *Excursions and Incursion Policy*
- *Nutrition, Oral Health and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Supervision of Children Policy*

PROCEDURES

The Approved Provider is responsible for:

- Maintaining membership of the SunSmart early childhood program
- Ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au
- 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
- Providing a supply of sunscreen for use on all persons to whom this policy applies
- Ensuring parents/guardians provide an authority for staff to apply sunscreen prior to their child commencing at the service (refer to Enrolment Form) and that this is stored with each child's enrolment record (refer to *General Definitions*)
- Ensuring that all children and staff wear appropriate sunhats, clothing for sun protection and sunscreen when attending the service
- Ensuring there is adequate shade in the service grounds to protect children from overexposure to UV radiation (Regulation 114)
- 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
- Ensuring that the availability of shade is considered in a risk assessment prior to conducting all outdoor activities, excursions and other outdoor events (Regulations 100, 101)
- Ensuring that information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- Ensuring staff, 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
- Reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings and websites etc.

The Responsible Person is responsible for:

- 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

- Obtaining a parent's/guardian's authority for staff to apply sunscreen prior to their child commencing at the service (refer to Enrolment Form) and storing this with each child's enrolment record (refer to *General Definitions*)
- 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 Widget 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).
- **The Supervisors and relevant Room Leader are responsible for ensuring volunteers and students are following this policy and the outlines procedures.**

Educators and staff are responsible for:

- Accessing the SunSmart widget 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 in each child's locker
- 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 and reapplied every two hours, or more frequently if sweating or swimming, when outside. Children, from three years of age where appropriate, will be encouraged to apply sunscreen with the assistance of an educator, to help them develop independent skills ready for school. (
- 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 *Occupational Health and Safety Act 2004*.

Parents/guardians are responsible for:

- Providing a named, SunSmart approved sunhat (refer to *Definitions*) for their child's use at the service

- 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. (refer to Enrolment Form). This should also be discussed with staff 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
- Signing an opt in consent form if they wish to have sunscreen applied to their child that is younger than 6 months of age. SunSmart Australian does not recommend the widespread use of sunscreen on babies under 6 months of age. Any parent that does not opt in must understand that their child will be kept inside when the UV level is 3 or higher and adequate shade is not available

EVALUATION

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

- Regularly seek feedback from staff, parents/guardians, children, management and all affected by the
- Policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice including completing a policy review and membership renewal with SunSmart (at SunSmart.com.au) at least once every three years.
- Revise the policy and procedures as part of the service's policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any change to this policy or its procedures.

ATTACHMENTS

Attachment 1: UV Index and Sun Protection Time – SunSmart App

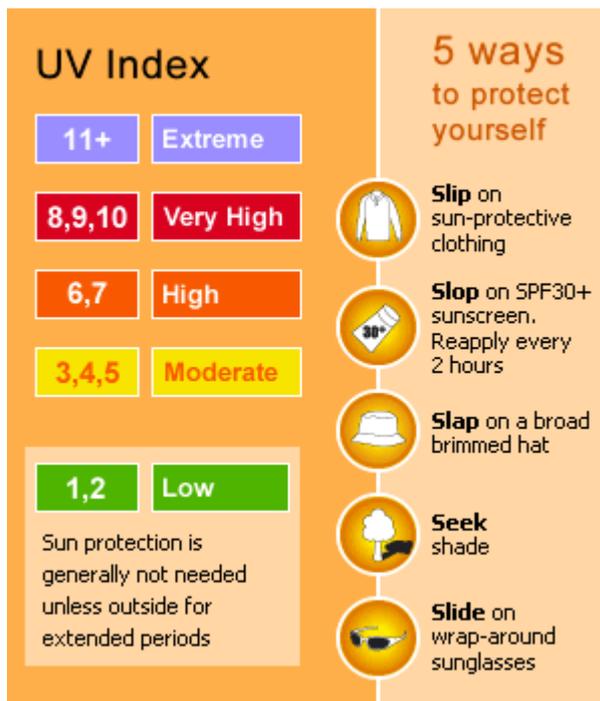
AUTHORISATION

This policy was adopted by Yarram Early Learning Incorporated in May 2020

REVIEW DATE: May 2022

ATTACHMENT 1

UV Index



For further information regarding the UV Index please visit:

<http://www.bom.gov.au/vic/uv/>

Sun Protection Times – SunSmart App

The SunSmart App is a tool you can use to know when to protect yourself from UV radiation and when you don't need sun protection. It is based on the UV forecast by the Bureau of Meteorology

For further information please visit:

<https://www.sunsmart.com.au/tools/interactive-tools/free-sunsmart.app>