



## **Sun Protection Policy**

The sun's UV can't be seen or felt. Whatever the weather, it's important for people of all skin types to use sun protection whenever UV levels are three or higher.

Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before age 70. 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.

By teaching sensible sun protection habits from an early age and implementing sun protection measures, early childhood services can play a significant role in reducing skin cancer risk.

### **Aim:**

- Our preschool will follow best practice guidelines to protect children, family members, educators and staff from the damaging effects of sun exposure.
- Our preschool will maintain being a SunSmart service.

This policy provides guidelines to support the 10 recommendations from the Cancer Council and to:

- ◁ 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.sunsmart.com.au/advice-for/schools-early-childhood](http://www.sunsmart.com.au/advice-for/schools-early-childhood)

### **Implementation:**

#### **Outdoor Activity**

UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements. A combination of sun protection measures will be used whenever **UV Index levels reach 3 and above**. These measures include:

- ◁ **Slip** on clothing that covers as much skin as possible
- ◁ **Slop** on sunscreen
- ◁ **Slap** on a hat
- ◁ **Seek** shade
- ◁ **Slide** on sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible (if practical)

When children are on excursions all sun protection practices are planned, organised, understood and available.

## **Shade**

- ◁ Outdoor activities will be planned to incorporate shaded areas wherever possible.
- ◁ 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.
- ◁ In consultation with the service's committee, shade provision is considered in future plans and upgrades.
- ◁ 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 quality of shade.

## **Hats**

- ◁ Educators, staff and children are required to wear SunSmart hats that protect their face, neck and ears. A SunSmart 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.

- ◁ Children without a SunSmart 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 SunSmart 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 SunSmart clothing are encouraged to play in an area protected from the sun (e.g. under shade, veranda or indoors) or are 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 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.
- ◁ 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 written notice and an alternative sunscreen, or the child encouraged to play in the shade.
- ◁ All sunscreen is stored in a cool, dry place and the expiry dates monitored.

## **Education**

- ◁ Sun protection is incorporated regularly into learning programs and role-modeled by educators.
- ◁ SunSmart App daily UV times are promoted to guide staff, parents and children's behaviour.
- ◁ Educators are encouraged to complete Cancer Council's free Generation SunSmart online learning modules.

- ◁ Children are encouraged to be involved in initiatives to promote and model sun protection measures at the service including taking leadership roles in managing sun protection e.g. accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.
- ◁ Visitor, student and new employee inductions embed the transfer of information relating to the service's Sun Protection Policy.

### **Information and policy availability**

- ◁ Sun protection policy, procedures, requirements and updates are made available to staff, families and visitors.
- ◁ Sun protection information and resources are accessible and communicated regularly to families.
- ◁ All parents/families are informed of the sun protection policy including appropriate hat, clothing and sunscreen requirements on enrolling their child in the service

### **WH&S**

As part of WH&S 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.

Sun protection considerations and actions are included in risk assessments for excursions and excursion checklists.

### **Review**

- ◁ Management and staff 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 current SunSmart status.

### **Roles and Responsibilities**

#### **Approved Provider will:**

- ◁ Ensure that obligations under the Education and Care Services National Law and National Regulations are met
- ◁ Take reasonable steps to ensure that the nominated supervisor, educators and staff follow the sun protection policy and procedures
- ◁ Ensure adequate shading over areas for both active and passive outdoor play
- ◁ Ensure access to an adequate supply of sunscreen for children, educators and staff
- ◁ Ensure staff dress code/uniform includes sun protective clothing and hats
- ◁ Ensure that copies of the policy and procedures are readily accessible and available to nominated supervisors, coordinators, educators, staff, volunteers and families
- ◁ Ensure families are aware of and agree to support the service's sun protection policy and procedures

#### **Nominated Supervisor will:**

- ◁ Ensure sun protection information is promoted to all staff, children, families and visitors.
- ◁ Provide support and advice to all staff with regard to the implementation of the Sun Protection Policy.
- ◁ Implement the sun protection policy and procedures as outlined in the document
- ◁ Monitor the daily sun protection times for your location
- ◁ Support the implementation of sun protection measures during the sun protection times

#### **Early Childhood Educators will:**

- ◁ Adhere to the strategies and practices of the Sun Protection Policy.
- ◁ Educators and staff will act as role models and demonstrate SunSmart behaviour by:
  - » Wearing a SunSmart hat (see Hats).
  - » Wearing protective clothing, and sunglasses (if practical) (see Clothing).

- » Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and every 2 hours after (see Sunscreen).
- » Using and promoting the use of shade.
- ◁ Encouraging families and visitors to role model positive sun safe behaviours when at the service.
- ◁ Check the UV Alert on a daily basis at [www.sunsmart.com.au](http://www.sunsmart.com.au) or using the SunSmart App.
- ◁ Discuss sun protection with children and demonstrate a positive and proactive approach to the management of sun protection in the service.

**Families will:**

- ◁ Dressing their child in cool clothing that covers as much skin as possible e.g. tops that cover the shoulders, arms and chest, collared shirts, longer style shorts.
- ◁ Providing a sun protective hat that shades the face, neck and ears (e.g. wide brimmed, bucket or legionnaire style) if choosing not to wear sun smart school hat provided.
- ◁ Provide permission for educators/staff to apply SPF 30 or higher broad spectrum, water resistant sunscreen supplied by the service to all exposed parts of my child's skin including their face, neck, ears, arms and legs. OR
- ◁ Provide permission for educators/staff to apply SPF 30 or higher broad spectrum sunscreen (that I have supplied and labelled with my child/children's name) to all exposed parts of my child's skin including their face, neck, ears, arms and legs. I agree that this sunscreen will be kept at the service and it is my responsibility to make sure there is always an adequate supply available.
- ◁ Practicing SunSmart behaviours themselves when at the service

**Evaluation:**

The service demonstrates SunSmart practices with the wearing of suitable clothing and application of sunscreen.

- Sun exposure is limited throughout the day in accordance with Cancer Council recommendations.
- The curriculum and program incorporates sun safety awareness experiences.
- 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.

### **Related Legislation**

- ◁ Education and Care Services National Law Act 2010: Section 167
- ◁ Education and Care Services National Regulations: Regulations 100, 113, 114, 116, 168(2)(a)(ii), 169, 170, 171, 172
- ◁ Model WHS laws, 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, 2.2
- ◁ 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 5.2
- ◁ National Quality Standard, Quality Area 6: Collaborative Partnerships with Families and Communities – Standards 6.1, 6.2
- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standards 7.1

### **RESOURCES/USEFUL LINKS**

- ◁ Belonging, Being and Becoming – The Early Years Learning Framework (July 2009)  
[www.acecqa.gov.au/sites/default/files/201802/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://www.acecqa.gov.au/sites/default/files/201802/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)
- ◁ ACECQA Sun protection policy and procedure guidelines (August 2021) [www.acecqa.gov.au/sites/default/files/2021-08/SunProtectionGuidelines.pdf](http://www.acecqa.gov.au/sites/default/files/2021-08/SunProtectionGuidelines.pdf)
- ◁ Be SunSmart, Play SunSmart [www.sunsmart.com.au/downloads/schools-earlychildhood/be-sunsmart-play-sunsmart.pdf](http://www.sunsmart.com.au/downloads/schools-earlychildhood/be-sunsmart-play-sunsmart.pdf)
- ◁ Suggested learning experiences for sun protection  
[www.sunsmart.com.au/advicefor/schools-earlychildhood/educationresources/early-childhood-resources/learning-experiences](http://www.sunsmart.com.au/advicefor/schools-earlychildhood/educationresources/early-childhood-resources/learning-experiences)
- ◁ Sun protection resources and information for early childhood services [www.sunsmart.com.au/advice-for/schools-early-childhood/education-resources/early-childhood-resources/learning-experiences](http://www.sunsmart.com.au/advice-for/schools-early-childhood/education-resources/early-childhood-resources/learning-experiences)
- ◁ Sun protection advice for parents and carers [www.sunsmart.com.au/advice-for/parents-carers](http://www.sunsmart.com.au/advice-for/parents-carers)
- ◁ Sun protection information for babies and toddlers [www.sunsmart.com.au/downloads/resources/info-sheets/sun-protection-babiestoddlers-info-sheet.pdf](http://www.sunsmart.com.au/downloads/resources/info-sheets/sun-protection-babiestoddlers-info-sheet.pdf)
- ◁ Sun protection information in different languages  
[www.sunsmart.com.au/publicationsposters/?keyword=&type=Brochures+%26+booklets,&category=Early%20childhood.&language=](http://www.sunsmart.com.au/publicationsposters/?keyword=&type=Brochures+%26+booklets,&category=Early%20childhood.&language=)
- ◁ Get Up & Grow: Healthy eating and physical activity for early childhood (Section 2) 2009  
[www.health.gov.au/resources/collections/get-up-grow-resource-collection](http://www.health.gov.au/resources/collections/get-up-grow-resource-collection)
- ◁ Australian Professional Standards for Teachers (AITSL) – Standard 4.4 and 7.2 [www.aitsl.edu.au/teach/standards](http://www.aitsl.edu.au/teach/standards)
- ◁ ARPANSA Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)  
[www.arpansa.gov.au/pubs/rps/rps12.pdf](http://www.arpansa.gov.au/pubs/rps/rps12.pdf)
- ◁ Safe Work Australia: Guide on exposure to solar ultraviolet radiation (UVR) (2019)  
[www.safeworkaustralia.gov.au/system/files/documents/2001/guide-exposuresolar-ultraviolet-radiation\\_1.pdf](http://www.safeworkaustralia.gov.au/system/files/documents/2001/guide-exposuresolar-ultraviolet-radiation_1.pdf)
- ◁ AS 4174:2018 (Amd 2019) Knitted and woven shade fabrics
- ◁ AS/NZS 1067.1:2016 (Amd 2021), Eye and face protection - Sunglasses and fashion spectacles
- ◁ AS 4399:2020, Sun protective clothing - Evaluation and classification
- ◁ AS/NZS 2604:2021 Sunscreen products - Evaluation and classification
- ◁ AS/NZS 4685.0:2017, Playground equipment and 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
- ◁ United Nations. 1989. “Convention on the Rights of the Child.” Treaty Series 1577 (November): 3 - [treaties.un.org/Pages/ViewDetails.aspx?src=IND&mtmsg\\_no=IV11&chapter=4](http://treaties.un.org/Pages/ViewDetails.aspx?src=IND&mtmsg_no=IV11&chapter=4)

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