

MANDATORY – QUALITY AREA 2

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in **April 2016** and is incorporated into this policy. For more detailed information visit the SunSmart website: sunsmart.com.au

PURPOSE

This policy will provide:

- guidelines to ensure all children, educators, volunteers and others participating in Helen Paul Kindergarten programs and activities are well protected from too much ultraviolet (UV) radiation exposure
- guidelines to ensure all children, educators, volunteers and others participating in Helen Paul Kindergarten programs and activities have some UV exposure for Vitamin D
- information for parents/guardians, educators, volunteers and children attending Helen Paul Kindergarten regarding a healthy balance of UV radiation exposure.

POLICY STATEMENT

1. VALUES

Helen Paul Kindergarten 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
- ensuring that curriculum planning will minimise over exposure to UV radiation and also promote an awareness of sun protection and sun safe strategies
- ensuring the outdoor environment is sun safe and provides shade for children, educators and staff
- ensuring children are encouraged and supported to develop independent sun protection skills
- 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.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Helen Paul Kindergarten.

This policy will apply from the beginning of September until the end of April each year, and during the daily local sun protection times (issued whenever UV levels are 3 and above). During this period a combination of sun protection measures are to be used for all outdoor activities.

Information about the UV Index level, and the **daily local sun protection times**, is available via the free **SunSmart widget** that can be added to the service's website (recommended), the free SunSmart app for smart phones, or on the SunSmart website at: www.sunsmart.com.au.

3. BACKGROUND AND LEGISLATION

Background

A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Exposure to the sun's UV during childhood and adolescence is associated with an increased risk of skin cancer in later life. Too little UV from the sun

can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health.

The **sun protection measures** listed below are to be used for all outdoor activities **during the daily local sun protection times** (issued whenever UV levels are 3 and above), typically (but not only) from September to the end of April in Victoria.

1. Seek shade

- Children are encouraged to choose and use available areas of shade when outside

2. Slip on sun protective clothing

- Children are required to wear loose-fitting clothing that covers as much skin as possible
- If a child is not wearing sun-safe clothing (e.g. a singlet top or shoestring dress) they will be required to choose a t-shirt/shirt to wear over the top before going outdoors

3. Slap on a hat

- **All** children are required to wear a hat that protects their face, neck and ears (not peak caps or visors)

4. Slop on sunscreen

- Sunscreen SPF 30 (or higher) is to be applied at least 20 minutes (where possible) before going outdoors and reapplied every TWO hours.
- Parent/guardian/carer's are requested to apply sunscreen to their child just prior to commencement of the session
- Sunscreen is supplied by Helen Paul Kindergarten, or if preferred, parents/guardians can supply their own sunscreen for their child to use during kinder sessions
- To help develop independent skills ready for school, children from 3 years of age are given opportunities and encouraged to apply their own sunscreen under supervision of staff

5. Slide on sunglasses [optional – at parent/guardian's discretion]

- Where practical, children are encouraged to wear close fitting, wrap around sunglasses that meet the Australian Standard

Refer to Definitions for further details.

Where possible, active, outdoor sun safe play is encouraged throughout the day.

Note regarding UV Exposure for Vitamin D: *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.*

Legislation and standards

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.

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 100, 113, 114, 168
- *National Quality Standard*, Quality Area 2: Children's Health and Safety

- *Occupational Health and Safety Act 2004*
- *Children's Services Act 1996*
- *Children's Services Regulations 2009*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

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 the Policy Folder.

Hat: a suitable sunhat that protects face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative

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. Spacious preschool environments with trees, shrubbery, and broken ground in outdoor play areas are recommended

Sunglasses: 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

Sun Protective Clothing: 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

Sunscreen: SPF 30 or higher, broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every two hours, even if labeled 4 hours water resistance. Monitor the expiry date and store in a cool, dry place

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

5. SOURCES AND RELATED POLICIES

Sources

- National Early Years Learning Framework (EYLF)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- AS/NZS 4486.1:2014 – Playground equipment and surfacing – General requirements and test methods
- Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas (Oct 2011)
- Get Up & Grow: Healthy eating and physical activity for early childhood (Section 2) 2009 www.health.gov.au
- 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)
- National Quality Standards – various Quality Areas
- SunSmart: www.sunsmart.com.au

Service policies

- *Excursions and Service Events Policy*
- *Nutrition 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 (Attachment 1) and that this is stored with each child's enrolment record (refer to *General Definitions*)
- ensuring educators, 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, when attending the service
- providing appropriate spare sunhats for children and adults
- ensuring there is adequate shade (shelters and trees) in the service grounds to protect children from overexposure to UV radiation (Regulation 114), especially in high use areas
- ensuring that a shade assessment is conducted regularly (via the annual review of the Risk Register) to determine the current availability and quality of shade
- ensuring that the availability of shade is considered when planning all outdoor activities
- ensuring the shade sail is erected over the sandpit outdoor play area from September to the end of April
- ensuring that program planning includes the application of sun protection measures (as outlined in *Background* section of this policy) 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 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)
- 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 Nominated Supervisor 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 (Attachment 1) and storing this with each child's enrolment record (refer to *General Definitions*)
- ensuring that the availability of shade is considered when planning all outdoor activities
- ensuring program planning includes the application of sun protection measures (as outlined in *Background* section of this policy) for outdoor activities during the times specified in the *Scope* of this policy

- ensuring the SunSmart UV Alert on the SunSmart website/SunSmart widget on the service's computer is accessed to check the daily local sun protection times to assist with the implementation of this policy
- ensuring educators, 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
- ensuring the shade sail is erected over the sandpit outdoor play area from September to the end of April
- 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)
- reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings and websites etc.

Certified Supervisors and other educators are responsible for:

- accessing the SunSmart UV Alert on the SunSmart website/SunSmart widget on the service's computer is accessed 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
- 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
- checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
- 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. Sunscreen should be reapplied every two hours
- encourage children, where appropriate, to apply their own sunscreen, and provide them with assistance to do this
- 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 are provided with a spare sunhat for outdoor activities during the session, and if possible, dress the child in a t-shirt/shirt over the top of their existing clothing, or alternatively, play in the shade in a suitable area protected from the sun
- 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 hat (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. 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 (Attachment 1). 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 they prefer, or if their child has a particular sensitivity to the sunscreen provided by the service
- dressing their child in appropriate sun protective clothing (refer to *Definitions*) for each session during the times specified in the *Scope* of this policy
- providing a pair of named sunglasses (optional) for their child to wear when outside at the service, during the times specified in the *Scope* of this policy
- using SunSmart measures themselves when outside at the service, 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.

EVALUATION

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

- regularly seek feedback from educators, 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
- 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: Authority for staff to administer sunscreen

AUTHORISATION

This policy was adopted by the Approved Provider of Helen Paul Kindergarten on 6 June 2016

REVIEW DUE: 2019

ACKNOWLEDGEMENTS

This policy has been submitted to Cancer Council Victoria to comply with SunSmart Membership requirements.

ATTACHMENT 1

Authority for staff to administer sunscreen

Helen Paul Kindergarten is a registered SunSmart Early Childhood Program member and follows SunSmart and Cancer Council Victoria recommendations to use a combination of sun protection measures (hat, clothing, sunscreen, shade, and if practical, sunglasses) from September to the end of April (and whenever UV levels reach three and above) when outdoors.

Authority for staff to administer sunscreen provided by the service

I, _____, give/do not give permission for the staff at Helen Paul Kindergarten to apply, as appropriate, SPF 30+ or higher, broad-spectrum, water-resistant sunscreen supplied by the Kindergarten to all exposed parts of my child's skin including their face, neck, ears, arms and legs.

(Name of child)

Signature (parent/guardian)

Date

Authority for staff to administer sunscreen provided by the parent/guardian

I, _____, give permission for the staff at Helen Paul Kindergarten to apply SPF 30+ or higher, broad-spectrum, water-resistant 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.

(Name of child)

Signature (parent/guardian)

Date