



Introduction

Too much of the sun's UV radiation can cause sunburn, skin, eye damage, and skin cancer. 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.

At Kootingal and District Preschool we are committed to providing an environment that ensures all children, educators and staff are protected from ultraviolet (UV) radiation for all outdoor activities. This includes:

- Ensure all children, educators and staff are protected from over-exposure to UV radiation
- Ensure the outdoor environment 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.

Strategies – to achieve our goals

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

All outdoor activities will be planned to occur in shaded areas.

- 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 an alternative (SPF30 or higher) sunscreen, or the child is encouraged to play in the shade.
- All sunscreen is stored in a cool, dry place and the expiry date is 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 eg. accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.
- Visitors, 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.

WHS

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
- seek shade whenever possible.

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

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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 <i>Sun Protection Policy</i>. ➤ 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	<ul style="list-style-type: none"> ➤ Adhere to the strategies and practices of the <i>Sun Protection Policy</i>. ➤ Educators and staff will act as role models and demonstrate SunSmart behaviour by: <ul style="list-style-type: none"> » Wearing a SunSmart hat. » Wearing protective clothing, and sunglasses (if practical). » Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and every 2 hours after. » 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 or using the SunSmart App.

	<ul style="list-style-type: none"> ➤ Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service.
Families	<ul style="list-style-type: none"> ➤ Dressing their child in cool clothing that covers as much skin as possible eg. 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 (eg. wide brimmed, bucket or legionnaire style). ➤ 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 ➤ 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.

Monitoring, Review and Evaluation

Management and staff will monitor and review the effectiveness of the Sun Protection policy regularly. Updated information will be incorporated as needed.

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 12 months.

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.

Links to other policies:

Clothing and Footwear

Supervision

Dealing with Medical Conditions

Physical Activity and Small Screen Recreation

Clothing and Footwear

Supervision

Dealing with Medical Conditions

Physical Activity and Small Screen Recreation

Related Legislation:

NQS

Quality Area 1		Educational program and practice
Standard	1.1	<i>Program</i>
Standard	1.2	<i>Practice</i>
Quality Area 2		Children's health and safety
Standard	2.1	<i>Health</i>
Standard	2.2	<i>Safety</i>
Quality Area 3		Physical environment
Standard	3.1	<i>Design</i>
Standard	3.2	<i>Use</i>
Quality Area 4		Staffing arrangements
Standard	4.1	<i>Staffing arrangements</i>
Quality Area 5		Relationships with children
Standard	5.1	<i>Relationships between educators and children</i>
Quality Area 7		Governance and Leadership
Standard	7.1	<i>Governance</i>

National Law

Section 167 Offence related to protection of children from harm and hazards

National Regulations

Reg	100	Risk assessment must be conducted before excursion
Reg	113	Outdoor space--natural environment
Reg	114	Outdoor space--shade
Reg	137(1)(e)	A list of approved first aid qualification and anaphylaxis management and emergency asthma management training
Reg	168(2)(a) (ii)	Sun protection
Reg	170	Policies and procedures to be followed
Reg	171	Policies and procedures to be kept available
Reg	172	Notification of change to policies or procedures

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Sources:

- Belonging, Being and Becoming: The Early Years Learning Framework for Australia (EYLF) V2.0 2022 - www.acecqa.gov.au/sites/default/files/2023-01/EYLF-2022-V2.0.pdf
- ACECQA Sun protection policy and procedure guidelines (August 2021) - 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
- 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
- Australian Professional Standards for Teachers (AITSL) – Standard 4.4 and 7.2 - 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
- 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
- United Nations. 1989. "Convention on the Rights of the Child." Treaty Series 1577 (November)
- Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- Asthma Australia – www.asthmaaustralia.org.au
- Australasian Society of Clinical Immunology and Allergy – www.allergy.org.au
- Diabetes Australia – www.diabetesaustralia.com.au
- Australian Children's Education & Care Quality Authority [ACECQA] – www.acecqa.gov.au
- NSW Cancer Council – www.cancercouncil.com.au
- Cancer Council Sample Early Education and Care Sun Protection Policy: www.sunsmartnsw.com.au/wp-content/uploads/2020/03/SunSmart-Early-Childcare-Policy.pdf