


## Sun Protection Procedure

Council Early Years Services

<b>Procedure Number:</b>	D20-125241	<b>Directorate:</b>	Community Services
<b>Approval by:</b>	Head of Integrated Services – Family and Children’s Services	<b>Responsible Officer:</b>	Team Leader Policy, Learning and Quality
<b>Approval Date:</b>	June 2020	<b>Version Number:</b>	2
<b>Review Date:</b>	3 Years from Approval Date	<b>Service Type:</b>	
<b>ACECQA Quality Area:</b>	Quality Area 2 Children’s Health and Safety		Standard 2.1 & 2.2 Element 2.1.3 & 2.2.1

### 1. Purpose

This procedure provides direction to Council Education and Care Services; to ensure

- All children and educators have some UV exposure for Vitamin D.
- All children and educators are well protected from too much UV exposure by using a combination of sun protection measures during the daily local sun protection times (issued whenever UV levels are 3 and above), typically from mid-August to the end of April in Victoria.
- The outdoor environment is sun safe and provides shade for children, educators and other adults participating at the service.
- Appropriate OHS strategies to minimise UV risk and associated harms for educators, and other adults participating in the activities at Council Education and Care Services.

### 2. Scope

This procedure applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, families, children and others attending the program and activities of Council Early Years Services.

### 3. Background

It is a requirement under the Occupational Health and Safety Act 2004 that management and staff implement and endorse the Sun Protection Procedure and ensure a level of protection to all persons who access Council Education and Care Services.

Too much of the sun’s UV can cause sunburn, skin and 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). Exposure to the sun’s UV during childhood and adolescence is associated with an increased risk of skin cancer in later life.

### 4. Procedure

To assist with the implementation of the procedure, educators are required to access the daily local sun protection times at [SunSmart.com.au](http://SunSmart.com.au), or via the [SunSmart widget](#) or the free SunSmart app.

The sun protections measures listed below are used for all outdoor activities during the daily local sun protection times (issued whenever the UV levels reach 3 and above), typically **from mid-August to the end of April in Victoria**.

**Educators will assist children to:**

#### 1. Seek Shade

- A shade assessment is conducted regularly to determine the current availability and quality of shade.
- The availability of shade is considered when planning all outdoor activities and excursions.

- Children are encouraged to choose and use available areas of shade when outside.
- Where possible, active, outdoor sun safe play is encouraged throughout the day.

## 2. Slip on Sun Protective Clothing

- When outside, children are encouraged to wear loose fitting clothing that covers as much skin as possible.
- Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best.
- If a child is not wearing sun-safe clothing (e.g. a singlet top or shoestring dress) they will be encouraged to choose a t-shirt/shirt to wear over the top before going outdoors.

## 3. Slap on a Sun Protective Hat

- All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats.
- Baseball or peak caps and visors are not considered a suitable alternative.
- Children who do not have appropriate hats or outdoor clothing will be provided with a spare hat to be worn for the day or encouraged to play in a shady play space or area protected from the sun. When a service provides a spare hat for a child it will be worn once and then laundered by educators or parents.

## 4. Slap on Sunscreen

- SPF 30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by the service
- Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every TWO hours if outdoors.
- To help develop independence, children are given opportunities and encouraged to apply their own sunscreen under supervision of educators where appropriate.
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.

## 5. Slide on Sunglasses [if practical]

- Where practical, children are encouraged to wear 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.

### Maintaining Hydration Levels

- Babies and children’s body to water ratio mass is significantly different than from adults, therefore the risk for dehydration to occur when outdoors in hot weather is high and can be dangerously high.
- Fresh water will be accessible to all children throughout the day regardless of whether the children are indoors or outdoors.
- Children are able to bring in individual, named water bottles from home and are encouraged to access fresh water to drink throughout the day.
- Educators will remind children to have drinks at regular intervals and where necessary will stop children for designated drink breaks.

## 6. Responsibility

Responsibilities for the procedure are:

Person	Responsible for
Approved Provider / Nominated Supervisor	<ul style="list-style-type: none"> <li>• Informing families on enrolment of the service Sun Protection procedure.</li> <li>• Gaining permission from families for educators to apply sunscreen to their child.</li> </ul>
Educators	<ul style="list-style-type: none"> <li>• Wearing sun protective hat and clothing, applying SPF 30 (or higher) broad-spectrum sunscreen, and seek shade whenever possible when supervising children outdoors or facilitating children’s play experiences and excursions. It is</li> </ul>

recommended that, if appropriate, sunglasses labelled AS1067 are worn when outdoors.

- Providing opportunities for discussion about SunSmart behaviour through incidental discussions as they prepare for outdoor activity. Discussions may include but not limited to; application of sunscreen, wearing sun-protective clothing, hats and sunglasses and discussion about appropriate outdoors areas for play.
- To encourage children and adults participating in the program to wear hats, sunglasses and sunscreen.
- To encourage children to continually wear hats while participating in outdoor play.
- Providing learning opportunities for parents through posters, brochures, newsletter reminders, and noticeboard displays about sun protection behaviours and practices.
- When assessing alterations to the outdoor area, consult with experts at Council to gain understanding of the importance of designing outdoor areas to maximise shade areas.
- Providing a SPF 30 (or higher) broad- spectrum water- resistant sunscreen for families to access prior to a session (within use by date) ensuring this is done at least 20 minutes before children go outside whenever possible.
- Seeking permission upon enrolment for educators, staff, students and volunteers to apply sunscreen to enrolled children.
- Acknowledge the right of parents to refuse the application of sunscreen for their child. When a parent makes this request, it will be recorded in writing with the date of the request and parent name and signature. This will be kept with the child's enrolment record.
- Ensure babies less than 12 months of age are always protected by shade, clothing and broad brimmed hats and are not exposed to direct sunlight. The use of sunscreen need only be used occasionally on very small areas of exposed skin. **(The widespread use of sunscreen of babies under 6 months old is not recommended).**
- Babies and toddlers are carefully supervised and encouraged to play in shaded areas or dense shade, always protected by adequate clothing and broad brimmed hats.
- Educators will ensure that the babies outdoor play environment provides as much dense shade as possible.

---

Families

- Apply SPF 30 (or higher) broad-spectrum water-resistant sunscreen either prior to or upon arrival at the service.
  - Provide children with an approved sun protective hat that is either: a broad-brimmed, bucket or legionnaire style, when outdoors. It is recommended that a sun protective hat adequately covers the whole face, back of the neck and ears. Baseball caps are NOT recommended as they do not protect the neck and ears of children.
  - Respect that due to the risk of infants and children becoming entangled in hat cords and choking, the service does not allow hats with cords (hats that have a safety snap are acceptable)
  - Consider dressing children appropriately for outdoor play in clothing which minimises skin exposure.
-

- Role model SunSmart behaviours when volunteering at a service. Parents should wear a hat during outdoor play and provide hats for younger and older siblings participating in activities.
- Complete the Sunscreen Permission form (attached to the enrolment form) to allow staff to re-apply sunscreen as required. If a parent doesn't wish for their child to use sunscreen they will be required to document this in writing and sign and date this request. Educators will add this to the child's enrolment record.
- Inform educators if a child needs to have a particular sunscreen applied (provided by the parent). The alternative sunscreen will be named and remain at the service for daily use. Parents may store this in a safe location as directed by staff. Sunscreen is not to be left in children's bags.
- If they wish, provide their child with sunglasses that meet the Australian Standards AS/NZS 1067:2003 with a category number 2, 3 or 4 (sunglasses that are not labelled with Australian Standards codes are considered toys and do not provide sun protection).

---

## 7. Related References

### 7.1 Community & Council Plan 2017-2021

- We have confidence in decision-making.

### 7.2 Relevant Legislation

- Education and Care Services National Regulations
- Education and Care National Law Act 2010
- National Quality Standards
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- Occupational Health and Safety Act 2004
- [Early childhood sample SunSmart policy](#)
- [WorkSafe sun-protection](#)
- ARPANSA Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- 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*

### 7.3 Charter of Human Rights

- This policy has been assessed against and complies with the charter of Human Rights.

### 7.4 Related Council Policies & Procedures

- Heat and UV Protection Policy and Procedure

### 7.5 Related Knox City Council Procedures

- Providing a Child Safe Environment Procedure
- Supervising Children Procedure

All Team Leaders, Educators and staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council Early Years Policies and Procedures.

We strongly recommend all families enrolling in Knox City Council Early Years Services read the Knox City Council Early Years Services Policies and Procedures.

## 8. Definitions

For further glossary and definitions please see: *Family and Children's Services Quality System Glossary and Definitions*.

## 9. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

Refer to D19-275224 (Quality System Document Control Register) for further clarification regarding the review and amendment of this document.