

## Early Learning

# Sun Protection Policy

### Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

### Policy Statement

Uniting Early Learning is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to ultraviolet (UV) radiation, while allowing some UV exposure for vitamin D requirements
- ensuring that curriculum planning will minimise over exposure to UV radiation and also promote independent sun protection skills and sun safe strategies
- providing information to children, educators, staff, volunteers, parents and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation
- meeting duty of care and legal requirements to minimise risk.

### Executive Summary

Early childhood is recognised as a major stage of life where prolonged exposure to UV radiation can have a detrimental lifelong impact on health. Minimising exposure to reduce the damaging effects of the sun is required. Sun protection measures are essential during local sun protection times (issued whenever UV levels are 3 and above). Babies less than 12 months of age are not to be exposed to direct sunlight when the UV index is 3 or above.

Uniting Early Learning will utilise a combination of strategies to meet the Occupational Health & Safety, legal requirements and duty of care to children, staff, volunteers and visitors to minimise UV risk and associated harms.

Educators play a significant role in modelling appropriate sun protection measures and through intentional program planning. They promote sun safe play by:

- appropriately scheduling outdoor activities,
- maximising the utilisation of outdoor shade areas
- consistently implementing routines to facilitate the wearing of sun safe clothing, hats and use of sunscreen
- engaging a collaborative and educative approach with families to increase knowledge and understanding
- teaching children, according to their capability level, independent sun protection skills.

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## Current Environmental Context

Sun protection is required at any time of the year when the UV Index level is at or above 3. The daily local sun protection times show when UV levels will be three or higher. In Tasmania and Victoria this is typically from the start of September to the end of April but in some parts of the state this may extend beyond these months.

To be sure you are using sun protection when you need to, check the daily sun protection times in the weather section of the newspaper, on the SunSmart website at [www.sunsmart.com.au](http://www.sunsmart.com.au) or [myuv.com.au](http://myuv.com.au), on the free SunSmart app and the free widget that can be added to websites.

It is recommended that services apply for SunSmart membership and registration ([www.sunsmart.com.au](http://www.sunsmart.com.au)) including joining the Achievement Program (<http://www.achievementprogram.health.vic.gov.au/>)

**Attachment 2a:** Responsibilities relating to the Sun Protection Policy

**Attachment 2b:** SunSmart procedures

**Form 2.1:** Authority for staff to apply sunscreen

**Form 2.2:** Sun Protection agreement and permission form

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## Reference/Sources

This policy should be read in conjunction with:

*Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania

<https://www.victas.uca.org.au/UCA%20Resources/Documents/Keeping%20Children%20Safe%20Policy.pdf>

- Educational Program and Practice Policy
- Excursion, Regular Outings and Service Events Policy
- Nutrition Oral health and Active Play Policy
- Occupational Health and Safety Policy
- Supervision of Children Policy
- AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods
- Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)
- [Victorian Institute of Teaching](#) (VIT) Professional Standards for Graduating Teachers / Victorian Teaching Professional Code of Conduct
- DET [Building Quality Standards Handbook](#) (BQSH): Section 8.5.5 Shade Areas
- Cancer Council Australia: [www.cancer.org.au/sunsmart](http://www.cancer.org.au/sunsmart)
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011: Regulation 100, 113, 114 and 168
- National Quality Standard Quality Area 2: Children’s Health and Safety
- SunSmart Victoria: [www.sunsmart.com.au](http://www.sunsmart.com.au)
- SunSmart Tasmania: [www.cancertas.org.au/prevent-cancer/sunsmart/](http://www.cancertas.org.au/prevent-cancer/sunsmart/)

## Authorisation

This policy was adopted by Uniting Early Learning on 22 February 2017

## Review

This policy is due for review by 22 February 2018

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## Attachment 2a - Responsibilities relating to the Sun Protection Policy

### National Regulations & Act

AP=Approved Provider

NS=Nominated Supervisor

CS=Certified Supervisor

### Victorian Regulations & Act

L=Licensee

PN=Primary Nominee

N=Nominee

Action	Approved Provider / Licensee	NS & PN	CS, N & Educators	Parents
ensuring that this policy is up to date with current SunSmart recommendations: <a href="http://www.sunsmart.com.au">www.sunsmart.com.au</a>	x			
ensuring parents are informed about the <i>Sun Protection Policy</i> on enrolment, including the need to provide an appropriate sunhat and clothing for sun protection (refer to <i>Glossary</i> ) for their child when attending the service	x	x		
providing a supply of sunscreen for use on all persons to whom this policy applies	x	x		
ensuring and obtaining parent's authority for staff to apply sunscreen prior to their child commencing at the service (form 2.1) and that this is stored with each child's enrolment record (refer to <i>Glossary</i> )	x	x	x	x
ensuring children wear appropriate sunhats, clothing for sun protection and sunscreen when attending the service	x	x		
providing appropriate spare sunhats and alternative clothing as required, for children and adults that will be laundered after each use	x	x		
ensuring there is adequate shade in the service grounds to protect children from overexposure to UV radiation	x			
ensuring that program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the <i>Current Environmental Context</i> of this policy	x	x	x	
ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events	x	x	x	
ensuring that information on sun protection is incorporated into the educational program (refer to the SunSmart website)	x	x	x	
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 <i>Current Environmental Context</i> of this policy	x	x	x	x
ensuring educators and staff are aware of the special needs of infants including the need to keep babies under 12 months out of direct sun whenever	x	x	x	

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UV levels are three and above				
reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings and websites etc.	x	x	x	
ensuring the daily sun protection times on the SunSmart website are accessed to assist with the implementation of this policy		x	x	
checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually			x	
ensuring spare sunhats are laundered after each use			x	
applying sunscreen (refer to <i>Glossary</i> ) to children's exposed skin – except in cases where parents have not given authority. This should be done 20 minutes before going outdoors. Children, where appropriate, will be encouraged to apply sunscreen with the assistance of an educator (sunscreen is to be reapplied every two hours).			x	
storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents			x	
ensuring that children without appropriate sunhats or clothing for sun protection play in the shade or in a suitable area protected from the sun			x	
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 <i>Current Environmental Context</i> of this policy			x	
encouraging children to wear sunhats when travelling to and from the service			x	x
ensuring that sun protection strategies are a priority when planning excursions			x	
co-operating with their employer with respect to any action taken by the employer to comply with the <i>Occupational Health and Safety Act 2004</i> .		x	x	
providing a named, SunSmart approved sunhat (refer to <i>Glossary</i> ) for their child's use at the service				x
applying sunscreen to their child before the commencement of each session during the times specified in the <i>Current Environmental Context</i> of this policy				x
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				x
wearing a sunhat, clothing for sun protection (refer to <i>Glossary</i> ) and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade during the times specified in the <i>Current Environmental Context</i> of this policy.				x

Note: Volunteers and students, while at the service, are responsible for following this policy and its procedures.

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## Attachment.2b - SunSmart Procedures

To assist with the implementation of this policy, educators and children are encouraged to access the daily local sun protection times via the SunSmart widget on the service's website, the free SunSmart app or at [sunsmart.com.au](https://sunsmart.com.au). This will be dependent upon reliable internet connection at the service.

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

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

SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun during the sun protection times (when UV levels are three and above).

### Healthy physical environment

#### 1. Seek shade

Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area particularly in high-use areas.

The availability of shade is considered when planning all outdoor activities.

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.

A shade assessment is conducted regularly to determine the current availability and quality of shade.

### Healthy social environment

#### 2. Slip on sun protective clothing

Children are required 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 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 hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative.

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#### 4. Slop on sunscreen

SPF30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by the service and/or families.

Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every TWO hours.

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 [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.

#### Learning and skills

Sun protection and the importance of vitamin D to a healthy body are incorporated into the learning and development program.

The SunSmart policy is reinforced through educator and children's activities and displays.

#### Engaging children, educators, staff and families

Educators, staff and families are provided with information on sun protection and vitamin D through family newsletters, service handbook, noticeboards and the service's website.

When enrolling their child, families are:

- informed of the service's SunSmart policy
- asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child
- required to give permission for educators to apply sunscreen to their child
- encouraged to use SunSmart measures themselves when at the service.

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
- seek shade whenever possible.

#### Monitoring and review

Management, educators and staff monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at [sunsmart.com.au](http://sunsmart.com.au).

- SunSmart policy updates and requirements will be made available to educators, staff, families and visitors.

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## Form 2.1 - Authority for staff to apply sunscreen

### Authority for staff to apply sunscreen provided by the service

I (name of parent) .....

give / do not give permission for the staff at [Click here to enter text.](#) to apply, as appropriate, SPF 30+ or higher, broad-spectrum, water-resistant sunscreen to all exposed parts of my child's body.

..... Name of child

..... Signature (parent)

..... Date

### Authority for staff to apply sunscreen provided by the parent

I (name of parent) .....

give permission for the staff at [Click here to enter text.](#) to apply, as appropriate, to all exposed parts of my child's body the sunscreen that I have supplied and labelled with my child's name. This sunscreen is an SPF 30+ or higher, broad-spectrum, water-resistant sunscreen. I understand that this sunscreen will be kept at the service.

It is my responsibility to ensure there is always an adequate supply of this sunscreen (within the expiry date) at the service.

..... Name of child

..... Signature (parent)

..... Date

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## Form 2.2 - Sun protection agreement and permission form

I understand <name of service> 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.

I agree to help support this membership and help minimise my child’s potential risk of skin and eye damage and skin cancer by doing the following: (Please tick all that apply)

- To dress my 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. I understand that singlet tops or shoestring dresses do not provide adequate sun protection and are best when layered with a shirt or t-shirt.
- To remind my child to bring and wear a sun protective hat that shades the face, neck and ears (e.g. wide-brimmed, bucket or legionnaire hat). I understand that baseball / peak style caps do not provide adequate sun protection and are not appropriate for outdoor play.
- To provide my child with appropriate fitting wrap-around style sunglasses labelled AS 1067 to help protect their eyes. The glasses need to clearly identify the child’s name by a non-removable label. (Optional to include.)
- To give permission for educators / staff to apply SPF30 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**

- To give permission for educators / staff to apply SPF30 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.
- To give permission for educators / staff to assist my child to develop independent, self-help skills by applying SPF30 or higher broad-spectrum sunscreen to all exposed parts of their own skin including their face, neck, ears, arms and legs. (Recommended from 3+ years.)

Child(ren)’s name(s): \_\_\_\_\_

Parent/Guardian’s name \_\_\_\_\_ (Please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

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