

# SunSmart Early Childhood Program

## UV Sun Protection Policy & Procedures Template

*Adapt this policy in consultation with your early childhood or childcare community to suit your setting.*

### Policy Statement

Our service is committed to providing children with a safe environment that provides shade and other sun protection to support their learning and opportunities for outdoor play.

This sun protection policy provides guidelines to:

- 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; and
- support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff, and visitors.

### Background

Over-exposure to ultraviolet (UV) radiation in childhood is a major risk factor for developing skin cancer later in life. By teaching sensible sun protection habits from an early age and implementing best-practice sun protection measures, early childhood services can play a significant role toward reducing the life time risk of skin cancer.

The safety, health and wellbeing of children (staff, families and visitors) are our number one priority. Our sun protection policy and procedures has been developed to ensure that all children, employees and visitors attending our centre are protected from skin damage caused by harmful overexposure to UV radiation from the sun.

### Legislation

This policy relates to the following National Law, Regulations:

- *Education and Care Services National Law (WA) Act (2017)*
- *Education and Care Services National Regulations (2017)*

| Section/regulation | Description   |
|--------------------|---|
| Section 167        | Offence relating to protection of children from harm and hazards              |
| Regulation 100     | Risk assessment must be conducted before excursion                            |
| Regulation 113     | Outdoor space – natural environment (centre-based services)                   |
| Regulation 114     | Outdoor space – shade (centre-based services)                                 |
| Regulation 116     | Assessments of family day care residences and approved family day care venues |
| Regulation 168     | Education and care service must have policies and procedures                  |
| Regulation 169     | Additional policies and procedures – family day care services                 |
| Regulation 170     | Policies and procedures to be followed  |
| Regulation 171     | Policies and procedures to be kept available                                  |
| Regulation 172     | Notification of change to policies or procedures                              |

- National Quality Standards
  - Quality area 1: Educational program and practice
  - Quality area 2: Children's health and safety
  - Quality area 3: Physical environment
  - Quality area 5: Relationships with children
  - Quality area 6: Collaborative partnerships with families and communities
  - Quality area 7: Leadership and service management.

## Procedures

A nominated supervisor will monitor the UV Index daily, identify when and how any sun protection changes need to occur and communicate this to educators and staff to manage outdoor play.

To assist with the implementation of this policy, educators and children are encouraged to access, display and communicate the daily, local sun protection times.

Our service will ensure a combination of sun protection measures are applied to children and staff while outside when the UV Index is 3 or above. This policy applies to all service events on and off-site.

## Environment

Regs: 100, 113, 114, 116, 168. NQS: QA2: 2.2.1, 2.1.3, QA3: 3.1, 3.1.1, 3.2, 3.2.1, QA7: 7.1.

### Shade (seek)

- Management ensures there are sufficient shelters and trees providing shade in outdoor areas.
- Children will be actively encouraged to use shade for outdoor play activity.
- Outdoor activities will be planned to occur in shaded areas.
- The availability of shade is considered when planning excursions and all outdoor activities.
- Monitor changes to shade throughout the day and move outdoor activities as required.
- In consultation with the service's committee, shade provision is considered in future plans and upgrades.

## Sun protection and monitoring

Regs: 100, 113, 114, 116, 168, 170, 171, 172. NQS: QA2: 2.21, QA3: 3.1, 3.1.1, 3.2, 3.2.1, QA7: 7.1.2.

### Hats (slap)

- All children will wear a wide brim, bucket or legionnaires style hat that protects the face, neck, ears and crown of the head whenever they are outside or on an excursion.
- Children without hats will remain protected from the sun.

### Clothing (slip)

- When outdoors, all children will wear sun protective clothing that protects as much of the skin as possible. Suitable clothing includes collars, elbow length sleeves and knee length or longer style shorts and skirts.
- Children without appropriate clothing will remain protected from the sun.

### Sunscreen (slop)

- All children and staff will apply SPF30 or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Staff will ensure that sunscreen is reapplied to the children and themselves every two hours or more frequently if it is washed or wiped off.
- Sunscreen will be stored in a cool place, out of the sun.
- Staff will monitor the expiry date of sunscreen and discard when out of date.

### Sunglasses (slide) [if practical]

- Where practical children 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.

## Special Consideration for Babies

Infants are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin).

- All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. Physical protection such as shade, clothing and broad-brimmed hats are the best sun protection measures. If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin. The widespread use of sunscreen on babies under 6 months old is not recommended.

# Sun protection awareness, programming and planning

Regs: 100, 113, 114, 116, 168. NQS: QA1: 1.1, 1.1.1, 1.1.3, 1.2, 1.2.2, 1.2.3, QA2: 2.1, 2.1.3, QA3: 3.2, 3.2.1, QA5: 5.2, 5.2.1, QA6: 6.1.3

## Role modelling

- Staff, children, families and visitors will act as positive role models and demonstrate SunSmart behaviour when attending the service by:
  - wearing sun protective hats, clothing and sunglasses when outside
  - applying SPF30 or higher broad-spectrum water-resistant sunscreen
  - using and promoting shade

## Education

- Sun protection is part of the learning program.
- Sun protection information will be promoted to staff, families and visitors.
- Educators are encouraged to complete Cancer Council's free Generation SunSmart online learning modules.
- Communicate with families about sun safe practices, and specific expectations within the service (e.g. wearing sun safe clothing).

## Monitoring and review

Regs: 100, 113, 114, 116, 168. NQS: QA2: 2.1.2, 2.2, 2.2.1, QA3: 3.2.1, QA6: 6.1.2, 6.1.3, QA7: 7.1, 7.1.2

## Policy

- The sun protection policy will be made available to staff, families and visitors.
- The policy is monitored and reviewed regularly.
- Ensure sun protection procedures are part of educator and staff induction and ongoing training.

Due for review \_\_\_\_\_  
[date]

## **Related policies, procedures and relevant documents**

Early Years Learning Framework

National Quality Standards

Australian Children's Education & Care Quality Authority

Guide to the Education and Care Services National Law (2017)

Education and Care Services National Regulations (2017)

### **Contact:**

E: [sunsmart@cancerwa.asn.au](mailto:sunsmart@cancerwa.asn.au)

P: (08) 9388 4351

W: [www.generationsunsmart.com.au](http://www.generationsunsmart.com.au)

