

SUN PROTECTION POLICY

1. PURPOSE OF POLICY

This policy provides:

- guidelines to ensure children, educators, volunteers and others participating in Annie Dennis educational programs maintain a healthy balance of ultraviolet (**UV**) radiation exposure; and
- information for parents/guardians, educators, volunteers and children attending Annie Dennis regarding a healthy balance of UV radiation exposure.

2. VALUES

Annie Dennis is committed to:

- promoting sun protection strategies for children, families, staff, educators and visitors to minimise the harmful effects of over exposure to 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 an awareness of sun protection and sun safe strategies; and
- 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.

3. SCOPE

This policy applies to Annie Dennis, the Nominated Supervisor, the Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the educational programs and activities of Annie Dennis Children's Centre, including offsite excursions and activities.

To comply with SunSmart guidelines, sun protection is used **during the daily local sun protection times (issued whenever UV levels are three and above)**, typically from mid-August to the end of April in Victoria. When this occurs a combination of sun protection measures are to be used for all outdoor activities. 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 Annie Dennis website, the free SunSmart app or at sunsmart.com.au or myvu.com.au.

4. BACKGROUND

Australia has one of the highest rates of skin cancer in the world. Research suggests that young children and babies have sensitive skin and are therefore more vulnerable to sunburn and skin damage. Exposure to the sun in the first 15 years plays a major role in the risk of developing skin cancer in later life. 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 radiation-induced changes in the skin 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.

5. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms eg Approved Provider, Nominated Supervisor, Regulatory Authority etc refer to the 'General Definitions' section of the Annie Dennis Policy Manual.

Annie Dennis: Annie Dennis Children's Centre, being an Approved Provider.

Clothing for sun protection: 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 or dresses do not provide adequate protection in the sun and are not considered clothing for sun protection.

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 and can reduce overall exposure to the sun's UV by 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV overexposure when outdoors. Research shows that spacious early learning children's service environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.

Sunglasses: Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wrap-around style that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.

Sunscreen: SPF 30 or higher, broad-spectrum, water-resistant sunscreen. Sunscreen is applied 20 minutes (where possible) before going outdoors and reapplied every two hours, even when labelled 4 hours water resistance.

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. Information on the program can be found at www.sunsmart.com.au.

Sunhat: To help protect the neck, ears, temples, face and nose, SunSmart recommends broad-brimmed, legionnaire or bucket-style hats. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not recommended.

6. PROCEDURES

Annie Dennis is responsible for:

- maintaining membership of the SunSmart early childhood program;
- ensuring that this policy is up to date with current SunSmart recommendations as set out at 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 for their child when attending the service;
- providing a supply of Sunscreen for use by any participant at Annie Dennis;
- ensuring children wear appropriate Sunhats, Clothing for sun protection, and Sunscreen when attending the service;
- providing appropriate spare Sunhats for children and adults which will be laundered after each use;
- ensuring there is adequate Shade in the service grounds to protect children from overexposure to UV radiation (Regulation 114);
- ensuring that program planning includes the application of a combination of sun protection measures 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);
- 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 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 UV levels are three and above; and
- 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 and Certified Supervisors are 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 for their child when attending the service;
- ensuring program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the *Scope* of this policy;
- ensuring educators and staff are aware of the need to keep babies under 12 months out of direct sun whenever UV levels are 3 and above;
- ensuring the SunSmart website is accessed to check the daily local sun protection times to assist with the implementation of this policy;
- 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 and 101).

Educators and staff are responsible for:

- accessing the SunSmart website to check the daily local sun protection times to assist with the implementation of this policy;
- wearing Sunhats, Clothing for sun protection and Sunglasses (optional) when outside, applying Sunscreen and seeking Shade during the times specified in the *Scope* of this policy;
- ensuring all children are dressed according to the SunSmart guidelines and providing alternative clothing if children are not adequately protected during outdoor play;
- ensuring each child, and any other participant at Annie Dennis, wears an appropriate Sunhat, Clothing for sun protection and Sunscreen for all outdoor activities during the times specified in the *Scope* of this policy;
- keeping babies under 12 months out of direct sun whenever UV levels are 3 and above;
- checking that all Sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually;
- applying Sunscreen to children's exposed skin. Where possible this should be done 20 minutes before going outdoorsreapplying Sunscreen every two hours, even when labelled '4 hours water resistance';
- encouraging children, from three years of age, to apply their own Sunscreen under supervision of educators and staff;
- storing Sunscreen, including Sunscreen supplied by parents/guardians, in a cool place and monitoring the expiry date;
- ensuring that children without appropriate Sunhats or Clothing for sun protection play in the Shade or in a suitable area protected from the sun;
- 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;
- encouraging children to wear Sunhats when travelling to and from the service;
- encouraging parents/guardians to apply Sunscreen on their child prior to drop off;
- ensuring that sun protection strategies are a priority when planning excursions; and
- co-operating with Annie Dennis with respect to any action taken by the employer to comply with the *Occupational Health and Safety Act 2004* (Vic).

Parents/guardians are responsible for:

- providing a named, SunSmart approved Sunhat for their child's use at the service. Bucket style hats may be purchased through Annie Dennis;
- applying Sunscreen to their child before drop off times specified in the *Scope* of this policy;
- providing, at their own expense, an alternative brand of Sunscreen to be left at the service if their child has a particular sensitivity to the Sunscreen provided by Annie Dennis;

- wearing a Sunhat, Clothing for sun protection and Sunglasses (optional) when outside at Annie Dennis, applying Sunscreen and seeking Shade during the times specified in the *Scope* of this policy; and
- ensuring children to do not wear singlet tops or shoestring tops or dresses to Annie Dennis.

Volunteers and students are responsible for following this policy and its procedures while at Annie Dennis.

7. EVALUATION

In order to assess whether the values and purposes of this policy have been achieved, Annie Dennis 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; and
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.

8. RELATED POLICIES

- Clothing Policy
- Enrolment and Orientation Policy
- Excursion Policy
- Hygiene Policy
- Nutrition, Oral Health and Active Play policy
- Occupational Health Safety and Wellbeing Policy
- Supervision of Children Policy

9. RELEVANT LEGISLATION

Relevant legislation includes but is 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 113, 114, 168(2)(a)(ii)
- *Occupational Health and Safety Act 2004* (Vic)

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/>

10. LINK TO NATIONAL QUALITY STANDARDS

This policy is linked to:

Quality Area 2: Children's Health and Safety

Standard 2.1: Each child's health and physical activity is supported and promoted.

- Element 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

Standard 2.2: Each child is protected

- Element 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

11. SOURCES

- AS 4685.1: 2014 – Playgrounds Equipment and surfacing – General safety requirements and test methods Safe Work Australia: Guidance Note- Sun protection for outdoor workers (2016)
- Cancer Council Australia: www.cancer.org.au/sunsmart
- *Get Up & Grow: Healthy eating and physical activity for early childhood*. Department of Health resources. Particularly Section 2 of the Director/Coordinator Book and the Staff Book: <http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>
- SunSmart: www.sunsmart.com.au
- Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](#) - Principle 3.2
- [Australian Professional Standards for Teachers](#) (APST) – Standard 4.4 and 7.2
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- [Belonging, Being and Becoming – The Early Years Learning Framework](#) (July 2009)
- [Victorian Early Years Learning and Development Framework](#) (VEYLDF) (May 2016)
- DET [Building Quality Standards Handbook](#) (BQSH): Section 8.5.5 Shade Areas

12. APPROVAL AND REVIEW

This policy was approved by Annie Dennis on 31 January 2017. Date for review: February 2020

This policy was reviewed and amended by Cancer Council Victoria on 31 January 2017