

	<h2>Sun Protection Policy and Procedure</h2>
Version No.	Version 3.0 12 April 2023 (approved))
Authorisation	Director City Life
Expiry Date	Policy to be reviewed by December 2025
Responsible Officer	Manager Families and Children
Policy Owner	Early Childhood Coordinator

1. Purpose

Melton City Council is committed to:

- Following guidelines and promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to UV radiation, while allowing some UV exposure for Vitamin D requirements
- ensuring that education program planning will minimise exposure to the sun and also promote an awareness of sun protection and sun safe strategies
- 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.

1.1. This policy has been adapted from *PolicyWorks* Manual - National Quality Framework released by the Early Learning Association Australia (ELAA).

1.2. This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in March 2018 and is incorporated into the ELAA policy. Further information is available on the SunSmart website.

2. Scope

This policy applies to the Approved Provider, Nominated Supervisor, Person in day-to-day Charge, educators, staff, students on placement, volunteers, parents/guardians, children and others attending Melton City Council children's services programs and activities.

This policy will apply to SunSmart Months. During this time services must use a combination of sun protection measures for all outdoor activities.

Sun protection may also be required at other times of the year when the UV Index level is at three or above. Information about the sun protection times and UV Index level is available in the weather section of the newspaper, on the SunSmart website, as a free app and as a free widget that can be added to websites.

3. Background

- Australia has one of the highest rates of skin cancer in the world.

Too much of the sun's UV radiation 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). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

- It is a requirement under the *Occupational Health and Safety Act 2004* that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.
- Legislation that governs the operation of approved children's services is based on the health, safety and welfare of the children and requires that children are protected from hazards and harm.

4. Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

Word/Term	Definition
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 are recommended. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.
Shade	An area sheltered from direct and indirect sun, such as a large tree, canopy 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 over exposure when outdoors. Research shows that preschool 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.
Sunhat	To 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.
Sunscreen	SPF 30 (or higher), broad-spectrum, water-resistant Sunscreen. Sunscreen should be reapplied every two hours, even when labeled four hours water resistance. Monitor the expiry date and store in a cool, dry place.
SunSmart	The name of the program conducted by Cancer Council Victoria to promote an awareness of the need to provide sun protection. Further information is available on the SunSmart website.
SunSmart Months	mid-August until 30 April each year. During this period a combination of sun protection measures are to be used for all outdoor activities.

5. Responsibility/Accountability

5.1. The Approved Provider, according to Regulations is responsible for the implementation of this policy. This will be achieved through the Leadership Group and their service staff:

- that this policy is up to date with current SunSmart recommendations

- parents/guardians are informed about the *Sun Protection Policy* and Procedure 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 on all persons to whom this policy applies
- parents/guardians provide an authority for staff to apply Sunscreen prior to their child commencing at the service and that this is stored with each child's enrolment record
- children wear appropriate Sunhats, Clothing for Sun Protection and Sunscreen when attending the service (or if not, seek Shade)
- there is adequate Shade in the service grounds to protect children from overexposure to UV radiation (National Regulation 114)
- 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
- that the availability of Shade is considered in a risk assessment prior to conducting excursions and other outdoor events (National Regulations 100, 101)
- that information on sun protection is incorporated into the educational program
- educators, staff 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
- reinforcing this policy by providing information on sun protection to service users via newsletters, noticeboards, meetings and websites etc.

5.2. The Nominated Supervisor is 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
- obtaining a parent's/guardian's authority for staff to apply Sunscreen prior to their child commencing at the service and storing this with each child's enrolment record
- ensuring program planning routines includes the application of a combination of sun protection measures for outdoor activities during the times specified in the Scope of this policy
- 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
- ensuring that the availability of Shade is considered in a risk assessment prior to conducting excursions and other outdoor events (National Regulations 100, 101)

5.3. Responsible Person in day-to-day Charge and other educators are responsible for:

- Accessing the SunSmart or MyUV 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 each child, and any other participant at the service, wears an appropriate Sunhat, Clothing for Sun Protection and Sunscreen for all outdoor activities during the times specified in the Scope of this policy (or if not, seek Shade)

- checking that all Sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
- ensuring spare Sunhats are laundered after each use
- applying Sunscreen to children's exposed skin – except in cases where parents/guardians have not given authority. Where possible this should be done 20 minutes before going outdoors and reapply every two hours. Children, where appropriate, will be encouraged to apply Sunscreen with the assistance of an educator
- storing Sunscreen in a cool place and monitoring the expiry date – including for Sunscreen supplied by parents/guardians
- 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
- ensuring that sun protection strategies are a priority when planning excursions
- cooperating with their employer with respect to any action taken by the employer to comply with the *Occupational Health and Safety Act 2004*.

5.4. Parents/guardians are responsible for:

- providing a named, SunSmart approved Sunhat for their child's use at the service
- providing written authority at the point of enrolment for staff to apply Sunscreen to their child
- 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
- wearing a Sunhat, Clothing for Sun Protection and Sunglasses (optional) when outside at the service, applying Sunscreen and seeking Shade during the times specified in the Scope of this policy.

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

6. References, Sources, Links to Legislation and Other Documents

6.1. Please refer to Reference and Sources page.

6.2. Related service policies:

- *Excursions and Service Events Policy and Procedure*
- *Nutrition and Active Play Policy and Procedure*
- *Occupational Health and Safety Policy and Procedure*
- *Supervision of Children Policy and Procedure.*

Procedure

In terms of clothing

- Children and educators are required to wear hats that will protect their face, neck and ears whenever they are outside. That is either a Legionnaire or broad-brimmed hat.
- Children and Educators are required to wear clothing that protects and covers their body (particularly shoulders and back) from the sun's harmful ultraviolet rays. For example, light loose clothing.

- Children wearing singlets or tops with straps are required to wear them under or over T-shirts or shirts when outside.
- Children without hats or wearing clothing or footwear which does not protect them from the sun's ultraviolet rays will be required to stay in a Shaded area.

Educators will act as role models by:

- wearing appropriate Sunhats and Clothing for Sun Protection at all times outdoors
- using minimum SPF 30+ Sunscreen for skin protection
- seeking Shade whenever possible.

In terms of outdoor activity

- Shade will be available at all children's services. Children will be encouraged to use available Shade areas for outdoor activities. Babies under 12 months are to be kept out of direct sun.
- Excursions, outings and other outdoor activities will be encouraged before 11am and after 3pm, during day light savings (before 10am and after 2pm) whenever possible. The availability of Shade will be considered when planning excursions.

In terms of Sunscreen

- Always check the expiry date of the Sunscreen and do not use if expired.
- SPF 30+ broad spectrum water-resistant Sunscreen must be available for educators and children's use as necessary.
- It is encouraged that parents apply Sunscreen at home to ensure appropriate absorption and protection.
- During the SunSmart Month's Sunscreen will be provided by the service for parents/educators to apply on child(ren)
- Educators are required to wash their hands in between applying each child's Sunscreen. If not, practical Anti-Bacterial wipes may be used.
- Educators are to apply Sunscreen at least 20 minutes before the outdoor activity is to begin to ensure appropriate absorption and protection and reapply every two hours if children continue to play outdoors. Younger children will be assisted in applying Sunscreen while older children will be supervised.

In terms of Sunglasses

- Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wrap-around style that meets the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

In terms of education

- Learning about skin and ways to protect it will be incorporated into the program to help educate children and families.
- Staff and families will be provided with educational material on sun protection as appropriate.

In terms of enrolment

When enrolling their child into the appropriate program, families will be:

- informed of the *Sun Protection Policy and Procedure*
- required to provide a Legionnaire or Broad brimmed or bucket hat for their child's use, clearly labelled with their child's name. (To be kept in the child's bag at all times when not being worn)

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- required to provide SPF 30+, broad-spectrum, water-resistant Sunscreen for their child's use, if their child has a sensitivity to the Sunscreen provided by the program
- required to give authority and directive for educators to apply Sunscreen during the program
- encouraged to practise SunSmart behaviours themselves
- encouraged to follow our *Sun Protection Policy and Procedure*.