

Sun Protection & Heat Policy

Authorisation

This policy was adopted by the DSCCC Management Committee at its meeting on 24 May 2017.

Review Date

This policy will be reviewed in three years' time, in April 2020, or earlier if needed.

Scope

The policy applies to all staff, the Management Committee, children attending the Centre, parents/guardians and helpers, attending siblings, visiting children, students, volunteers and any other person participating in the program provided at the centre.

Background and Relevant Legislation

A balance of ultraviolet radiation (UV) exposure is important for health. However, too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first ten years of life is a major factor in determining future skin cancer risk.

Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles and for general health.

Legislation

- *Education and Care Services National Law 2010*
- *Education and Care Services National Regulations 2011 (NSW)*
- *Occupational Health and Safety Act 2004 (Victoria)*

Definitions

Minimum clothing for sun protection: A t-shirt with sleeves or equivalent that covers the upper arms, chest and shoulders and knee-length shorts or a skirt (sleeveless tops are not recommended).

Shade: An area sheltered from direct sunlight e.g. a large tree, canopy, or artificial cover.

Skin protection: A SPF 30 or higher broad spectrum water resistant sunscreen.

Sun Hat/Head covering providing sun protection: These need to provide shade to the face, back of the neck and ears (baseball caps are not acceptable as they do not provide sufficient shade). 'Legionnaire' or bucket style hats are recommended.

SunSmart: The name of the program conducted by Cancer Council Victoria to promote an awareness of the need to provide sun protection.

Policy Period: Whenever UV levels reach three and above (typically from the start of September to the end of April in Victoria).

Policy Statement

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Values

DSCCC is committed to:

- Providing all Centre participants, especially children, with protection from the harmful effects of over exposure to the sun's ultraviolet radiation, during all aspects of the program during the SunSmart policy period.
- Educating children, parents/guardians and other participants in the Centre on the harmful effects of the sun's ultraviolet radiation and sun protection measures.
- Ensuring children obtain enough vitamin D from the sun to allow for healthy bone development and maintenance.

Purpose

This policy will provide:

- Guidelines for the protection of children, staff and other participants in the Centre from the harmful over exposure to ultraviolet rays of the sun whenever UV levels reach three and above (typically from the start of September to the end of April in Victoria) (SunSmart policy period).
- Educative information for parents, staff, participants and children attending the Centre regarding the harmful effects of over exposure to ultraviolet rays of the sun and the need for children to obtain enough vitamin D from the sun to allow for healthy bone development and maintenance.

Procedures

The Director/Management Committee will:

Encourage educators and children to access the daily local sun protection times at <http://www.sunsmart.com.au/> or on the free SunSmart app to assist with the implementation of this policy.

Ensure a combination of sun protection measures (hats, clothing, sunscreen and shade) are used during the daily sun protection times.

Ensure that SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are three and above.

Maintain membership as a 'SunSmart' centre.

Request children bring an appropriate hat when attending the Centre. From the start of September to the end of April, hats should be sun hats. During the May to August months children will be encouraged to keep the hat wearing habit by wearing winter hats.

Provide appropriate spare hats for children and adults that will be laundered after each use. If a child does not bring a suitable sun hat on a day during the sun protection times and there are insufficient spare hats available, implement a 'no hat, no outside play' policy.

Provide a supply of broad spectrum, water resistant SPF 30+ sunscreen for use on the children and staff.

Reinforce this policy through the service's newsletters, notice boards and meetings.

Ensure that outdoor spaces provided at the centre include adequate shaded areas to protect children from overexposure to UV from the sun.

Review the shade provided in the outside play area and work towards increasing this if it is found to be inadequate.

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The staff will:

- Collect from the parent/guardian of each child, the authority to apply sunscreen, prior to the child commencing at the Centre.
- Check that all hats brought to the Centre are named and sun hats provide adequate sun protection.
- Ensure that the children's hats are stored in their bags or on individual pegs or in individual lockers.
- Ensure each child wears an appropriate sun hat and covering clothing for all outdoor activities during their attendance at the Centre during the sun protection times.
- Apply a broad spectrum, water resistant sunscreen with a minimum of SPF 30+ to all children's exposed skin, prior to their going outdoors each day during the sun protection times (ideally 20 minutes prior) and reapply it every 2 hours if outdoors.
- Apply a broad spectrum, water resistant sunscreen with a minimum of SPF 30+ to their own exposed skin prior to going outdoors during the sun protection times and reapply it every 2 hours if outdoors.
 - Help develop independent skills ready for school, by ensuring children from 3 years of age are given opportunities and encouraged to apply their own sunscreen under supervision of staff.
 - Encourage other adult participants in the program to apply sunscreen.
 - Encourage children to seek shade when playing outside.
 - Educate children about protecting the skin from the sun at appropriate times in the program.
 - Ensure that children have access to water play in shaded areas during hot days and are well hydrated.
 - Ensure that if children are outdoors in extreme heat (that is, temperatures of around 35-plus degrees), it is for short periods only.

The parents/guardians will:

- Provide authority for the staff to assist with the administration of sunscreen on their child as appropriate.
- Apply sunscreen to their child either prior to arrival at the Centre each morning or on arrival at the Centre during the policy period.
- If their child has a particular sensitivity to the sunscreen provided by the centre, provide, at their own expense, an alternative sunscreen, to be left at the Centre for use under staff direction.

Key Responsibilities and Authorities

The Director/Committee is responsible for:

- The implementation of the policy within the Centre.

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- Any changes to the policy.

The staff are responsible for:

- The day-to-day implementation of this policy.
- Ensuring an adequate supply of SPF 30+ broad spectrum, water resistant sunscreen is available at the Centre at all times.
- Ensuring that children who are allergic to the Centre's sunscreen have an alternative sunscreen, provided by their parents/guardians.
- Ensuring an adequate supply of spare sun hats is available for children, staff and other participants at all times and that they are laundered after each wear.
- Providing a role model for the children in the wearing of sun hats, protective clothing and use of sunscreen. Staff must wear hats during the policy period.
- Encouraging parents and others to be appropriate role models to their children by wearing sun hats.
- Ensuring that children who do not have covering clothing and / or a sun hat or access to a spare sun hat, do not play outside during the policy period.
- Ensuring the spare hats are laundered.

The parents/guardians are responsible for:

- Providing authority for the staff to administer sunscreen to their child.
- Providing a named sun hat that provides adequate sun protection for their child to use at the service and remain at the service.
- Ensuring their child is dressed in cool, covering clothing
- Wearing a sun hat when participating in outdoor activities at the service.

Resources and Support

The Cancer Council Victoria has a SunSmart accreditation program for early childhood services. Call 9514 6100 or check on www.sunsmart.com.au for more details.

Sun protection times throughout Victoria can be found in the weather section of your daily newspaper or visit <http://www.bom.gov.au/announcements/uv/> . When UV Index levels are low, it will say, "" sun protection is not required."

Evaluation

In order to assess whether the policy has achieved the values and purposes the Management Committee will:

- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into account feedback from staff regarding the policy.
- Monitor complaints and incidents regarding the operation of the Sun Protection Policy.

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Date Reviewed	Details of Changes (if any)	Date of Next Review
May 2017	Minor updates	April 2020
December 2016	Policy reviewed by SunSmart Schools & Early Childhood Program Coordinator	April 2017
October 2015	Included definitions of 'policy period' and 'peak UV period' as per SunSmart policy. Changed all references to sunscreen requirement to 30+ to ensure consistency.	April 2017
April 2014	Information included in relation to extreme heat policy	April 2017
July 2012	Updates to relevant legislation and align to sample SunSmart Policy.	July 2014
May 2010	Reference to new Children's Services Regulations	May 2012
May 2009	Removal of reference to Terms 1 and 4 – replaced with September to April	May 2010
May 2007	This update incorporated clarification as to when sun hats are to be worn ie Term 1 & Term 4. Initially developed using KPV-Sun Protection Policy as a base	May 2010