

### Sun Protection Procedure

#### Procedure

Educators are encouraged to access the daily local sun protection times at SunSmart.com.au or on the free SunSmart app to assist with the implementation of this policy.

We use a combination of sun protection measures for all outdoor activities during the local daily sun protection times (issued whenever UV levels reach three and above - typically from mid-August to the end of April in Victoria).

Our SunSmart practices consider the special needs of some children. All babies under 12 months are kept out of direct sun when UV levels are three and above. Children with a naturally darker skin colour are encouraged to adhere to all of the sun protection measures as they are still at risk from UV radiation from the sun.

#### 1. Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- ECMS makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

#### 2. Clothing

- When outside, 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 wearing a singlet top or a dress with singlet straps they will be required to wear a t-shirt/ shirt over the top/dress before going outdoors.

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- Footwear
  - Children’s footwear must be appropriate for all center activities – both indoor and outdoor (i.e., It must be supportive and protective for when children are climbing).
  - Babies that are not yet walking or just beginning to walk may have bare feet while at the centre as this practice promotes sensory and tactile input.
  - Children are to have footwear on at all times during play periods. Sometimes they may be required to have bare feet during sensory activities or music and movement.

Examples of clothing and footwear that is considered unsafe/ inappropriate

- Long skirts/dresses
- Singlet top and shoestring dresses
- Tank tops
- Thongs
- Crocs
- Dress up high heels
- Slip on sandals/shoes
- Shoes / sandals that are either too big or too small or provide no support

### 3. Hats

- All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats. Baseball or peak caps and visors are not considered a suitable alternative. It is the parent’s/guardian’s responsibility to provide a suitable hat as outlined above. It is the educator’s responsibility to ensure the child/ren wear the hat when required.
- It is the educator’s responsibility to request from the parents a suitable hat for the child/ren.

### 4. Sunglasses [Optional]

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.

### 5. Sunscreen

- SPF 30 or higher broad spectrum, water resistant sunscreen is available for educators and children’s use.
- Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every two hours if outdoors.
- From 3 years of age, children are encouraged and assisted to apply their own sunscreen under the supervision of educators.
- Sunscreen is stored appropriate manner (out of direct sunlight) and expiry dates are monitored.
- Ensure that Safety Data Sheets are available on all sunscreens utilised within the service.

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## Maintaining hydration levels

Infants and children's body/water ratio mass is significantly different than from adults, therefore the risk for dehydration from outdoor play and hot weather is high and can be dangerous.

- Water will be offered to children throughout the day regardless of indoor or outdoor play settings.
- Children are able to bring in water bottles from home and are encouraged to access water to drink throughout the day.
- Cooled boiled water may be offered to infants and young children after bottle feeds if children show signs of continued thirst.
- Educators will monitor and document the input/output of infants and young children's fluids.

## Babies under 12 months

All babies under 12 months are kept out of direct sun when UV levels are three and above. 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.

## Children with naturally darker skin

Children with naturally darker skin have higher levels of melanin and an increased need for Vitamin D production. They are encouraged however, to adhere to all protective SunSmart measures as there remains significant risk from over exposure to harmful UV radiation from the sun. Staff are to encourage families to consult with their medical professional should they have concerns about children's Vitamin D levels.

## When enrolling their child, families are:

- Informed of the service's Sun Protection Policy and are shown where to access the centre's generic sunscreen.
- Asked to provide a suitable hat for their child as outlined previously
- Asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. that cover the shoulders and chest, upper arms and legs)
- Required to give permission for educators to apply sunscreen to their child
- Required to provide an alternative sunscreen if their child/ren have allergies to generic sunscreens. This must be clearly labelled with the child/ren's name/s and stored appropriately.
- Encouraged to practice SunSmart behaviors themselves when at the service
- Where a parent specifically requests an exemption from this policy eg: an educator/staff member does not apply sunscreen to their child due perhaps to their cultural norms or a severe allergy, the educator/staff member will need to ensure that the child is wearing appropriate clothes and plays in a shaded area.
- Where a parent is requesting homemade or homeopathic sunscreen be applied the educator/staff member will need to ensure that the child is wearing appropriate clothes and plays in a shaded area.
- Asked to provide a written authority for the use of homemade/homeopathic

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sunscreens or if an exemption from this policy is requested. Such authority is to be stored with the child's enrolment forms and medical records (for long term reference).

- Educators/staff must cover their duty of care to the child, and alert the parent in writing of any recommendation of precautions against harmful UV rays that should be taken and that the use of homemade/homeopathic sunscreens is not recommended. Parents need to be informed that if they choose to use homemade/homeopathic sunscreens their child is not fully protected. SunSmart only recommends the use of Therapeutic Goods Administration (TGA) approved sunscreens.

### **Educators Workhealth and Safety (WHS) and Role modelling**

As part of OHS UV risk controls and role-modelling, when the UV is 3 and above, educators:

- wear sun protective hats and clothing when outside (sunglasses are optional)
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible
- request families and visitors to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the service.

### **Planned experiences**

- Sun protection and vitamin D are incorporated into the learning and development program.
- The Sun Protection Policy is reinforced through educators and children's activities and displays.
- Educators and families are provided with information on sun protection and vitamin D through family newsletters, noticeboards and the service's website.

### **Review**

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

Education and Care Services National Regulations 2011 (amended version 2018 Regs- 77, 113,114 and 168

<http://www.SunSmart.com.au/communities/early-childhood-primary-schools/sample-policies>

<http://www.SunSmart.com.au/communities/early-childhood-primary-schools/resources-primary-early-childhood>

<http://www.SunSmart.com.au/downloads/communities/early-childhood-primary-school/resources/be-SunSmart-play-SunSmart.pdf>

<https://www.cancer.org.au/preventing-cancer/sun-protection/vitamin-d/>

<https://www.careforkids.com.au/child-care-articles/article/130/protecting-your-childs-skin-in-child-care>

[Guide to the National Quality Standard](#)

<http://www.acecqa.gov.au/links-and-resources/national-quality-framework-resources/>

Child Wellbeing and Safety Act 2005, Part 2: Principles for Children

Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015

AS/NZS 4486.1:1997 Playgrounds and Playground Equipment Part 1: Development, installation, inspection, maintenance and operation Shade/Sun Protection (Appendix A)

Sources and Further Reading

<http://www.playaustralia.org.au>

Sun protection times (issued whenever the UV Index reaches 3 and above) [www.SunSmart.com.au](http://www.SunSmart.com.au) or [www.bom.gov.au/announcements/uv/](http://www.bom.gov.au/announcements/uv/)

[SunSmart App can be downloaded at http://www.SunSmart.com.au/tools/interactive-tools/free-SunSmart-app](http://www.SunSmart.com.au/tools/interactive-tools/free-SunSmart-app)

## Relevant Legislation

- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
- Education and Care Services National Law Act 2010: (amended 1 October 2017 Section 167
- Education and Care Services National Regulations 2011: (amended 1 October 2017) Regulations 77, 113,114,168 (2) (a) (ii)
- Occupational Health and Safety Act 2004
- National Early Years Learning Framework (EYLF)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas (Oct 2011)
- Get Up & Grow: Healthy eating and physical activity for early childhood (Section 2) 2009
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)
- AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods

