

# Sun protection policy review checklist for South Australian early childhood centres.

Please use this checklist to assist with writing or reviewing your centre's sun protection policy.

**This checklist assists all childcare centres, preschools and kindergartens to meet their duty of care and work health and safety obligations and helps Government sites to meet the Department's Safety Management Procedure.**

- ✓ Ensure your policy reflects all of these statements if you would like to achieve or maintain SunSmart recognition.
- There are some additional optional statements you may like to consider.

**Policy implementation times:** *Please select either terms or dates. If your centre implements hat wearing all year round, please specify this too.*

- ✓ The centre uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 (or 1 August to 30 April), and whenever UV levels reach 3 and above at other times.
- ✓ Staff will check the daily sun protection times each morning for our location using the free SunSmart Global UV app, SunSmart widget, myuv.com.au or the Bureau of Meteorology website to support the implementation of sun protection at the centre.

*If your location is in or north of Elliston, Cowell, Burra or Port Broughton it is particularly important to monitor sun protection times during May, June and July due to higher local UV Index from being closer to the equator.*

*If your location is in or south of Kingston SE or Naracoorte due to lower latitude, during August your centre can choose to implement sun protection only when the UV is 3 and above. Procedures must be implemented to ensure sun protection times are monitored daily.*

**Scheduling:** *Outline whether activities are scheduled outside peak UV times or in the shade.*

- ✓ Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times, where possible or in the shade.
- ✓ A combination of sun protection measures are considered when planning outdoor activities such as excursions and water-based activities.

*Peak UV times of the day are when the UV is highest in the day and are different from the local sun protection times which change daily issued by the Bureau of Meteorology. For an implementation guide peak UV times of the day are: 11.00 am-3.00 pm during daylight savings and 10.00 am-2.00 pm during non-daylight savings.*

**Slip on clothing:** *Include **at least two** clothing requirements based on the uniform/dress code at your centre.*

- ✓ Appropriate sun protective clothing is included in the centre uniform/dress code. Clothing made of a closely woven material including tops with collars or higher necklines and elbow-length sleeves and longer-style skirts, dresses and shorts are recommended. Rash tops or t-shirts over bathers are recommended for outdoor swimming activities.
- ✓ No singlet or midriff tops are allowed.

**Slop on sunscreen:** *Outline in the policy who is responsible for supplying sunscreen for children and staff.*

- ✓ The centre supplies SPF 50+ broad-spectrum, water-resistant sunscreen for children and staff use. (or) Families and staff are asked to supply their own SPF 50+ broad-spectrum, water-resistant sunscreen.

Consider these additional statements (if relevant).

- Families with children who have sensitive skin are asked to provide a suitable SPF 50+ broad-spectrum, water-resistant sunscreen for their child's use.
- Families with children who are concerned about vitamin D requirements are encouraged to speak to their GP or paediatrician.
- Families are encouraged to apply sunscreen to their child before or upon arriving at the centre.

*Read the below statements and include **at least one** based on your centre's sunscreen application and reminder processes.*

- ✓ When age-appropriate children are reminded to apply sunscreen under adult supervision. (and/or)
- ✓ Time is provided to apply sunscreen before going outdoors. (and/or)
- ✓ Sunscreen is applied at least 20 minutes before going outdoors. (and/or)
- ✓ Sunscreen is re-applied every 2 hours when remaining or returning outdoors.

Consider this additional statement (if relevant).

- Sunscreen is re-applied immediately after sweating, water-based activities, towel drying or being washed off.

**Slap on a hat:** *Outline the hat styles accepted at your centre.*

- ✓ All children and staff are required to wear a broad-brimmed, legionnaire or bucket hat that protects the face, ears, and neck.
- ✓ Baseball caps are not acceptable.

Consider this additional statement (if relevant).

- The centre has a limited number of spare hats available for child use.

*While providing spare hats for outdoor activities is good practice, an alternative measure should also be in place for instances where spare hats are unavailable (e.g. supplies are exhausted, correct size is unavailable etc.)*

**Seek shade:**

- ✓ Staff are to use available areas of shade for outdoor activities as much as possible and actively encourage children to play in the shade.
- ✓ Children who are not wearing a SunSmart hat or appropriate clothing are asked to play in the shade or return indoors.

Consider these additional statements (if relevant).

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management ensures there is a sufficient number of shelters, portable shade structures and trees providing shade in the outdoor areas.

**Slide on sunglasses (optional):** *Wearing sunglasses is an optional practice.*

- Where practical, children and staff are encouraged to wear close-fitting, wrap-around sunglasses that meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

**Babies:** *These statements are for centres who care for infants under 12 months.*

- ✓ Babies under the age of 12 months should be kept out of the direct sunlight as much as possible when the UV radiation is 3 and above.
- ✓ Babies are protected using shade, clothing and hats. Sunscreen should be applied to small areas of exposed skin not protected by clothing or hats, for infants six months and older.

**Staff WH&S and role modelling:** *Alternatively, UV risk controls for staff can be covered in a separate Work Health and Safety policy.*

- ✓ For work health and safety and role modelling, when the UV is 3 and above, staff are required to practice SunSmart behaviours including wearing sun protective hats, clothing, and sunglasses when outside, applying SPF 50+ broad-spectrum, water-resistant sunscreen and seeking shade whenever possible.
- ✓ Families and visitors are encouraged to use a combination of sun protection measures when participating in or attending outdoor activities with the centre.

**Enrolment and information for families:** *Include the communications relevant to your centre.*

When enrolling their child families are:

- ✓ informed of the centre's sun protection policy.

Consider these additional statements (if relevant).

- asked to provide a suitable hat for their child.
- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible.
- asked to provide SPF 50+ broad-spectrum, water-resistant sunscreen for their child.
- required to give permission for staff to apply sunscreen to their child.

**Education:**

- ✓ Sun protection is incorporated into the learning framework and/or planned experiences.

**Policy promotion:** *Outline communication strategies adopted by your centre.*

- ✓ Sun protection information and the sun protection policy is promoted to the whole centre community including staff, volunteers and families through newsletters, the centre website or forums, staff meetings and enrolment packs.

**Policy review:**

- ✓ The centre will review the policy regularly (at least every three years) and revise the policy when required.

Consider this additional statement (if relevant).

- The centre agrees to notify any relevant stakeholders (e.g., families, staff, Cancer Council SA) should significant policy updates be made.