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SunSmart OSHC and vacation care sun protection policy guidelines.

Being SunSmart means a balance between sun protection to lower the risk of skin cancer, and sun exposure for the production and maintenance of vitamin D. Overexposure to ultraviolet (UV) radiation from the sun causes skin damage, with childhood and adolescence being critical times when this exposure is more likely to contribute to skin cancer later in life. UV radiation is both the major cause of skin cancer, and the best natural source of vitamin D. Vitamin D is essential for general health and the development of strong bones and muscles.

SunSmart Out of School Hours Care (OSHC) and Vacation Care Program.

A SunSmart OSHC and vacation care service has policy and practices in place that recognises the balance between sun protection to reduce the risk of skin damage and sun exposure for vitamin D production.

Cancer Council SA recommends that all OSHC and vacation care services develop and implement comprehensive sun protection policies that not only protect the children and staff in their care from overexposure to UV radiation but also meet their duty of care obligations for children and Work Health and Safety for staff.

A SunSmart OSHC and vacation care service is one that:

- Has a comprehensive sun protection policy that meets a minimum standard covering the areas of sun protective behaviour, outdoor activities, and the environment
- Provides, or is working towards, adequate shade facilities
- Ensures children and staff are well-protected when the UV radiation level is 3 and above, particularly during peak UV times of the day during vacation care
- Teaches, role models and reinforces positive skin protection behaviours
- Agrees to undertake policy reviews with Cancer Council SA every three years to ensure policy and practice are maintained.

SunSmart members highlight the benefits of being a part of the Program as:

- demonstrating their commitment to the health and wellbeing of their students through a certificate
- Cancer Council SA endorsement of their policy and practice
- better awareness and support of sun protection strategies in the community
- free teaching resources
- access to the latest offers such as a 25 per cent discount on Cancer Council body sunscreens for staff and children
- access to our UV meter and literature book loan programs to support student learning



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- A hard copy story book to support student learning around the sun, weather, seasons and more (while stocks last)
- 20 per cent off other Cancer Council retail products for staff from the Cancer Council Regent Arcade store
- keeping up to date with the latest information and recommended practice.

Department for Education requirements

Department for Education OSHC and vacation care services (including third party OSHC services) must have a sun protection policy in place to meet their duty of care and work health and safety obligations outlined in the department's Safety Management Procedure. Out of school hours care (OSHC) services must have a sun protection policy in place for after school care in terms 1 and 4, and whenever the UV radiation level is 3 and above at other times. Vacation care services must have a sun protection policy in place from 1 August to 30 April and whenever the UV radiation level is 3 and above at other times. The policy must address how the site will comprehensively address the risk of over exposure to UV radiation. Review the department's Intranet page on 'sun exposure' for further details.

Procedures for before school and after school care services.

Before school care: the implementation of sun protection is not required as the UV radiation levels are rarely 3 and above before 9:00 am.

OSHC services that share a site with a primary school are encouraged to discuss their before school sunscreen application routine and hat wearing expectations with their associated primary school.

The following are optional procedures OSHC services may wish to consider implementing:

- *Sunscreen application: During terms 1, 3 and 4, sunscreen is applied as part of the daily morning routine to assist with sun protection for the remainder of the day (optional).*
- *Hat wearing: If an OSHC service is located at the same premise as a primary school, considerations can be made to implement hat wearing before school to comply with the school's hat policy (optional).*

After school care: sun protection is required during terms 1 and 4, and whenever the UV is 3 and above at other times. Staff are encouraged to access the daily local sun protection times to determine if sun protection measures are required during terms 2 and 3.

It is important to monitor the UV radiation levels and sun protection times at your location daily. Sun protection times vary depending on the time of year and the location and can be accessed via the [SunSmart Global UV app](#) or widget, the [Bureau of Meteorology](#) or [myuv.com.au](#).

Procedures for vacation care services.

Vacation care: sun protection is required for all outdoor activities from 1 August to 30 April and whenever the UV is 3 and above at other times.



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Developing or reviewing your sun protection policy

The policy should contain defined goals and clear statements on the implementation of sun protection strategies that accurately reflect your setting.

We recommend using our [SunSmart sample sun protection policy template](#) and/or [policy checklist for OSHC and Vacation Care](#) to assist in developing or reviewing your policy.

The [SunSmart Program implementation times guide for OSHC and Vacation Care](#) can be shared with your service staff, families and governing council/management committee. The guide provides information on how the UV Index changes throughout the year in SA.



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Sun protection and the National Quality Framework

Exposure to ultraviolet (UV) radiation in childhood is a major risk factor for developing skin cancer later in life. By teaching good sun protection habits from an early age and implementing best-practice sun protection measures, OSHC services can contribute to reducing the lifetime risk of skin cancer for staff and students.

Having a comprehensive sun protection policy that follows the recommendations of the National SunSmart Program can assist OSHC services to meet aspects of the national law and regulations, national learning frameworks and National Quality Standards. Refer to the below when reflecting on your practices and preparing your Quality Improvement Plan.

Legislation

- **Education and Care Services National Law Act 2010**
 - Section 167 – Protection from harm and hazards
- **Education and Care Services National Regulations 2011**
 - Regulation 100 – Risk assessment must be conducted before excursion
 - Regulation 113 – Outdoor space–natural environment
 - Regulation 114 – Outdoor space–shade
 - Regulation 168: Policies and procedures (2)(a)(ii)–sun protection
 - Regulation 170 – Policies and procedure to be followed
 - Regulation 171 – Policies and procedures to be kept available
 - Regulation 172 – Notification of change to policies or procedures
- **Work Health and Safety Act 2012**
 - Section 18 – What is reasonably practicable in ensuring health and safety

My Time Our Place

The sun protection procedures link to the following outcomes in the learning framework:

- **Outcome 2: Children are connected with and contribute to their world**
- **Outcome 3: Children have a strong sense of well-being**
- **Outcome 4: Children are confident and involved learners**
- **Outcome 5: Children are effective communicators**

National Quality Standards

All of the following sun protection procedures link to:

- **Quality area 2: Children’s health and safety**

There are also links to:

- **Quality area 1: Educational program and practice**
- **Quality area 3: Physical environment**
- **Quality area 5: Relationships with children**
- **Quality area 6: Collaborative partnerships with families and communities**
- **Quality area 7: Governance and leadership**



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How to become a SunSmart service.

By completing an online application via cancersa.org.au/sunsmart-program, your service will obtain policy feedback from Cancer Council SA and apply to be recognised as a SunSmart service.

Allow approximately 40 minutes to complete the online application, alternatively, the applicant can return to their partly completed application as many times as they need, using a unique link sent via email.

The online application will:

- ask for current child enrolments
- ask questions about your service's sun protection policy content and practice
- ask the applicant to upload the draft sun protection policy for review
- display immediate feedback for the applicant to find out if the service is eligible for SunSmart recognition, or how to improve the service's policy or practice to become eligible as detailed in the application feedback. The application feedback can be printed and/or saved.

Green: Areas your service is doing well in.

Amber: Suggested areas for improvement to meet best-practice sun protection.

Red: Areas your service must make improvements in, to be eligible for SunSmart recognition.

- allow the applicant to adopt any of the suggestions by amending their application responses and re-uploading the draft policy.
- allow the applicant to submit the application and policy for review once all red feedback (if any) has been addressed.

Once the application has been submitted, the SunSmart team will review the application and policy and provide feedback (if any).

Once any feedback from the SunSmart team has been reviewed and considered, the draft policy can be made available for staff and appropriate decision makers to review and approve (e.g., Governing Council, leadership staff, management committee).

Once the policy has been approved, advise the SunSmart team so the service's SunSmart recognition can be finalised and accepted.

The applicant and service will receive a congratulatory email and arrangements will be made for delivery of SunSmart resources and a certificate to show your families that you are a registered SunSmart service.

For further guidance and support please contact Cancer Council SA SunSmart team on (08) 8291 4316 or email sunsmart@cancersa.org.au.