

Sun protection policy review checklist for South Australian OSHC and vacation care services.

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

This checklist assists OSHC and vacation care services located at Department for Education sites to meet their duty of care and work health and safety obligations outlined in 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: *Before and after school care have different implementation times as they operate outside of the peak UV times of the day.*

- ✓ **Before school care:** sun protection is not required, as the UV Index is rarely 3 and above at this time.

Consider this additional statement (if relevant).

- During terms 1, 3 and 4 it is recommended to apply sunscreen to assist with sun protection for the remainder of the day. *If your OSHC service is at the same premise as the primary school, your service may like to implement hat wearing before school to comply with the school's sun protection policy.*
- ✓ **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.
- ✓ **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.

Consider this additional statement (if relevant).

- Staff are encouraged to access the daily local sun protection times using the free SunSmart Global UV app, SunSmart widget, myuv.com.au or the Bureau of Meteorology website each day to support the implementation of sun protection at the service.

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

- ✓ Where possible during vacation care, outdoor activities are scheduled outside of the peak UV radiation times of the day 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 service.*

- ✓ Children attending the service are to wear appropriate sun protective clothing which covers as much skin as possible. 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 worn 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 service 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 service.

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

- ✓ Children are reminded to apply sunscreen before going outdoors. (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 service.*

- ✓ 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 applicable).

- The service 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.

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.
- ✓ Visitors and volunteers are encouraged to use a combination of sun protection measures when participating in or attending outdoor activities with the service.

Learning and development:

- ✓ Sun protection is incorporated into the educational activities and/or planned experiences to support children's wellbeing, learning and development.

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

- ✓ Sun protection information and the sun protection policy is promoted to the whole service community through displays, learning activities, newsletters, noticeboards, staff meetings, enrolment packs and the service website.

Policy review:

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

Consider this additional statement (if relevant).

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