**Sample sun protection policy for early childhood centres.**

**Early childhood centres (including preschool/kindergarten) are welcome to copy this sun protection policy and use it as their own. Please ensure it accurately reflects your centre’s practices.**

**All blue highlighted text is guiding information only and can be removed from your policy.**

**This policy assists Department of Education childcare centres, preschools and kindergartens to meet their duty of care and work health and safety obligations outlined in the department’s Safety Management Procedure.**

<Centre’s> Sun Protection policy

This policy applies to all centre activities and events on and off-site.

**Rationale**

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun’s UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

**Objectives**

This sun protection policy has been developed to:

* encourage children and staff to use a combination of sun protection measures whenever the UV Index level reaches 3 and above.
* work towards a safe centre environment that provides shade for children and staff at appropriate times.
* assist children to be responsible for their own sun protection.
* ensure families and new staff are informed of the centre’s sun protection policy.

**Procedures**

**Policy implementation times**

Staff are encouraged to check the daily sun protection times each morning for our location using the free [SunSmart Global UV app](https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/sunsmart-apps/sunsmart-app/), [SunSmart widget](https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/sunsmart-apps/sunsmart-app/), [myuv.com.au](https://www.myuv.com.au/) or the [Bureau of Meteorology website](http://www.bom.gov.au/places/sa/adelaide/forecast/) to support the implementation of sun protection at the centre. *If relevant.*

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 *– please select terms or dates)*, and whenever UV levels reach 3 and above at other times.

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| *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**

A combination of sun protection measures are considered when planning outdoor activities such as excursions and water-based activities.

Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times, where possible or in the shade.

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| *Peak UV times of the day are when the UV is highest during the daytime and differ from the local sun protection times issued by the Bureau of Meteorology, which change daily. 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.* |

**Sun protection measures**

1. **Hats**

All children and staff are required to wear a broad-brimmed, legionnaire or bucket hat which protects the face, ears, and neck (*include the hat style/s accepted at your centre).* Baseball caps are not acceptable.
The centre has a limited number of spare hats available for child use. *If relevant.*

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| *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 not available, etc.)* |

**2. Clothing**

Children attending the centre are to wear appropriate sun protective clothing, including tops with collars or higher necklines and elbow-length sleeves and longer-style skirts, dresses and shorts. Rash tops or t-shirts over bathers are recommended for outdoor swimming activities *(include* ***at least two*** *clothing requirements based on the uniform/dress code at your centre).* No singlet or midriff tops are allowed.

**3. Sunscreen**

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| *Outline in the policy who is responsible for supplying sunscreen for children and staff.* |

* SPF 50+ broad-spectrum, water-resistant sunscreen is supplied by the centre for children and staff use. *(and/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.

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| *Read the below statements and outline* ***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.

**4. 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.

**5. Sunglasses *(optional)***

Children and staff are encouraged to wear close-fitting, wrap-around sunglasses that provide the best protection against UV eye damage. Sunglasses should meet Australian standard AS/NZS 1067 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

**6. Babies *(centre’s who care for infants under 12 months only)***

Our SunSmart practices consider the special needs of infants. 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 should be protected by 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.

**7. Staff WH&S and role modelling**

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| *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
* 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.

**8. Enrolment and information for families**

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| *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.

**9. Learning and development**

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

**10. Policy promotion**

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| *Outline communication strategies adopted by your centre.* |

Sun protection information and the sun protection policy is regularly promoted to the whole centre community including staff, volunteers and families through newsletters, the centre website or forum and in 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 will notify any relevant stakeholders should any significant policy updates be made (e.g., families, staff, Cancer Council SA).

Date of next policy review:…..................………………….

**Legislation**

This policy relates to the following National Law and Regulations:

**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**

**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.**

**Relevant resources**

**SunSmart Literature Activities**

Literature resource activities for over 20 picture books with various themes related to the sun, weather, the seasons, sun protection and skin. Visit: [**www.generationsunsmart.com.au/sunsmart-literature-activities/**](https://www.generationsunsmart.com.au/sunsmart-literature-activities/)

**Be SunSmart Play SunSmart**

A curriculum resource using the Being, Belonging and Becoming – The Early Years Learning Framework for Australia. Visit: https://www.cancersa.org.au/uploads/sunsmart/A4P\_BeSunSmart\_PlaySunSmart\_ECR\_document\_WEB.pdf

**SunSmart Hat-Wearing Toolkit**

Leads staff through simple steps, with useful tips and resources to reinforce current SunSmart hat-wearing behavior to reach 100% compliance or to phase out baseball caps. Visit: [**https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/hat-wearing-toolkit**](https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/hat-wearing-toolkit/)