**Sample sun protection policy for OSHC and vacation care.**

OSHC and vacation care services are welcome to copy this policy and use it as their own, in consultation with your contractor. Please ensure it accurately reflects your service’s practices.

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

This policy 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.

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| *Before and after school care services require different policy implementation times as they operate outside  of the peak UV times of the day. This policy template is only for use by an OSHC service provider and is not suitable for primary schools, secondary schools, or early childhood centres. Schools may choose to incorporate the OSHC policy implementation times into the school policy, enabling both the school and OSHC to be covered by the one policy (please see separate sample policy incorporating both).* |

<OSHC>’s Sun Protection policy

This policy applies to all OSHC and vacation care 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 reaches 3 and above.
* work towards a safe outdoor 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 service’s sun protection policy.

**Procedures**

Policy implementation times

Staff are encouraged to access the daily sun protection times 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 service. *If relevant.*

**Before school care:** sun protection is not required, as the UV Index is rarely 3 and above at this time. During terms 1, 3 and 4 it is recommended to apply sunscreen to assist with sun protection for the remainder of the day *Optional.*

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| *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.

**Scheduling**

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

Where possible during vacation care, outdoor activities are scheduled outside of the peak UV radiation times of the day 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 *(include the hat style/s accepted at your service)* which protects the face, ears, and neck. Baseball caps are not acceptable. OSHC 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 unavailable, etc.)* |

**2. Clothing**

Children attending the service are to wear appropriate sun protective clothing which covers as much skin as possible, including tops with collars or higher necklines and elbow length sleeves and longer-style skirts, dresses and shorts. No singlet or midriff tops are allowed. Rash vests/t-shirts are worn for outdoor water-based activities *(include* ***at least two*** *clothing requirements based on the uniform/dress code at your service)*. 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 service 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 service.

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| *Read the below statements and outline* ***at least one*** *based on your service’s sunscreen application and reminder processes.* |

* Time is provided to apply sunscreen before going outdoors. *(and/or)*
* Children are reminded 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. 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.

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

**7. Learning and development**

Sun protection is incorporated into educational activities *(and/or)* planned experiences to support children’s well-being, learning and development.

**8. Policy promotion**

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

Sun protection information and the services sun protection policy is promoted to the whole service community through displays, learning activities, newsletters, noticeboards, staff meetings and the service’s 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 will notify any relevant stakeholders should any significant policy updates be made (e.g., families, staff, and 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.**

**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.**

**Relevant resources**

**Sid Seagull Activity Book**

Fun Sid the Seagull simple activities such as colouring in, crossword puzzles and spot the difference. Visit: [**www.cancersa.org.au/uploads/sunsmart/SunSmart%20activity%20book%20for%20kids.pdf**](http://www.cancersa.org.au/uploads/sunsmart/SunSmart%20activity%20book%20for%20kids.pdf)

**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/)