

Purpose

This service is committed to providing an environment that fosters the growth and development of children while protecting their health, safety and well-being. This includes the implementation of policies and procedures in relation to sun safety.

The purpose of this policy is to ensure children, staff, volunteers and visitors to the service are well protected from overexposure to ultraviolet (UV) radiation from the sun, including guidance on the use of outdoor spaces including adequate shading.

Scope

This policy applies to children, families, staff, volunteers and visitors at the service. It will apply whenever the sun's UV levels reach three or higher.

Background

Overexposure to UV radiation from the sun can cause sunburn, skin and eye damage and skin cancer. Children under five years of age are particularly vulnerable to UV damage, and UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer later in life. A combination of sun safety measures is recommended whenever UV levels are three or higher.

It is a requirement under the Occupational Health and Safety Act 2004 (Vic) that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

Legislation that governs the operation of approved children's services require that children are protected from hazards and harm.

Principles

The Service is committed to:

- promoting sun safety strategies for children, families, staff, volunteers and visitors in order to minimise the harmful effects of over exposure to the sun's UV radiation
- ensuring that curriculum planning will minimise over exposure to the sun's UV radiation and also promote an awareness of sun safety and sun-safe strategies
- providing information to children, staff, families, volunteers and visitors at the service about the harmful effects of exposure to the sun's UV radiation

Roles and responsibilities

The Approved Provider and Person with Management or Control is responsible for:

- meeting the standards and requirements of the SunSmart early childhood program
- ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au
- ensuring parents/guardians are informed about the *Sun Protection Policy* on enrolment, including the need to provide an appropriate sunhat and clothing for sun protection (refer to *Definitions*) for their child when attending the service
- providing a supply of sunscreen for use on all persons to whom this policy applies

- ensuring parents/guardians provide an authority for staff to apply sunscreen prior to their child commencing at the service and that this is stored with each child's enrolment record
- ensuring children wear appropriate sunhats, clothing for sun protection and sunscreen when attending the service
- providing appropriate spare sunhats for children and adults that will be laundered after each use
- ensuring there is adequate shade in the service grounds to protect children from over exposure to UV radiation
- ensuring that program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the *Scope* of this policy
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events
- ensuring that information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- ensuring all staff, children and other participants at the service wear sunhats, clothing for sun protection and sunglasses (optional) when outside, apply sunscreen and seek shade during the times specified in the *Scope* of this policy
- ensuring all staff are aware of the special needs of infants. Babies under 12 months should not be exposed to direct sun. They should remain in full shade and always be well-protected through the use of hats and cool, covering clothing when outside. With parental consent small amounts of a suitable SPF30 (or higher) broad-spectrum water-resistant sunscreen may be applied to babies over 6 months
- reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings and websites etc.

The Nominated Supervisor, Person in day-to-day charge and early childhood teachers are responsible for:

- ensuring parents/guardians are informed of the *Sun Protection Policy* on enrolment, including the need to provide an appropriate sunhat and clothing for sun protection (refer to *Definitions*) for their child when attending the service
- obtaining a parent's/guardian's authority for staff to apply sunscreen prior to their child commencing at the service (Attachment 1) and storing this with each child's enrolment record (refer to *General Definitions*)
- ensuring program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the *Scope* of this policy
- ensuring educators and staff are aware of the special needs of infants. Babies under 12 months should not be exposed to direct sun. They should remain in full shade and always be well-protected through the use of hats and cool, covering clothing when outside. With parental consent small amounts of a suitable SPF30 (or higher) broad-spectrum water-resistant sunscreen may be applied to babies over 6 months.
- ensuring the sun protection times on the SunSmart website or the SunSmart app are accessed daily to assist with the implementation of this policy
- ensuring information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101).

Early Childhood teacher, educators and all other staff are responsible for:

- accessing the daily sun protection times on the SunSmart or MyUV websites or the SunSmart app to assist with the implementation of this policy
- wearing sunhats, clothing for sun protection and sunglasses (optional) when outside, applying sunscreen and seeking shade at all times
- ensuring each child, and any other participant at the service, wears an appropriate sunhat, clothing for sun protection and sunscreen for all outdoor activities at all times
- checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
- ensuring spare sunhats are laundered after each use
- applying sunscreen to children's exposed skin – except in cases where parents/guardians have not given authority. Where possible this should be done 20 minutes before going outdoors. Children, where appropriate, will be encouraged to apply sunscreen with the assistance of an educator (sunscreen is to be reapplied every two hours)

- storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/guardians
- ensuring that children without appropriate sunhats or clothing for sun protection play in the shade or in a suitable area protected from the sun
- encouraging children to seek shade when playing outside and utilise shaded areas for outdoor equipment that is not fixed during the times specified in the *Scope* of this policy
- encouraging children to wear sunhats when travelling to and from the service
- ensuring that sun protection strategies are a priority when planning excursions
- co-operating with their employer with respect to any action taken by the employer to comply with the *Occupational Health and Safety Act 2004*.

Parents/guardians are responsible for:

- providing a named, SunSmart approved sunhat for their child’s use at the service
- applying sunscreen to their child before the commencement of each session during the times specified in the *Scope* of this policy
- providing written authority for staff to apply sunscreen to their child
- providing, at their own expense, an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service
- providing a sunhat, clothing for sun protection and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade at all times.

Induction and ongoing training

This policy will be accessible by service staff via the intranet and by families via the website. A hard copy of the policy will be available through the Service. Nominated supervisors are responsible for ensuring staff access to the policy and any supporting documents and undertake induction training prior to the policy being implemented. All service staff are responsible for understanding and complying with this policy and ongoing training will be provided using a range of learning platforms.

Monitoring, evaluation and review

Monitoring of compliance with this policy and the related procedure will be overseen by the policy owner. The review process for this policy will begin eight (8) weeks prior to the scheduled review date and include a consultation period with families, educators, compliance team and any other relevant stakeholders and will be facilitated by the Policy Officer.

Communication about any changes in or review of the policy, procedure or related supporting documents will be provided to all service staff. Where required, training will be provided to ensure an understanding of the changes. Families will be notified of any changes 14 days prior to the implementation. Breaches of this policy will be dealt with in line with the MACSEYE Code of Conduct.

Related policies

- Administration of First Aid Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Excursion and Incursion Policy
- Supervision Policy

Legislative requirements

NATIONAL QUALITY STANDARDS (NQS)	
Quality Area 2	Children’s Health and Safety
Quality Area 3	Physical Environment

NATIONAL QUALITY STANDARDS (NQS)

EDUCATION AND CARE SERVICES NATIONAL LAW ACT

Section 167	Offence relating to protection of children from harm and hazard
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EDUCATION AND CARE SERVICES NATIONAL LAW REGULATIONS

Regulation 100	Risk assessment must be conducted before excursions
Regulation 113	Outdoor space natural environment
Regulation 114	Outdoor space shade
Regulation 136	First aid qualifications
Regulation 168	Education and care service must have policies and procedures
Regulation 168 (2)(a)(ii)	Sun safety
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available

RELATED LEGISLATIONS

Child Wellbeing and Safety Act 2005 (Vic)
Occupational Health and Safety Act 2004 (Vic)

Definitions

Term	Meaning
Adequate supervision	Means: <ul style="list-style-type: none">• an educator can respond immediately, particularly when a child is distressed or in a hazardous situation• knowing where children are at all times and monitoring their activities actively and diligently.
Approved provider	A person who holds a provider approval (National Law). A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.
Clothing for sun protection	Clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.
Educational program	A program that: <ul style="list-style-type: none">• is based on an approved learning framework; and• is delivered in a manner that accords with the approved learning framework; and• is based on the developmental needs, interests and experiences of each child; and• is designed to take into account the individual differences of each child (National Law).
MACSEYE	Melbourne Archdiocese Catholic Early Years Education Ltd, a subsidiary of Melbourne Archdiocese Catholic Schools Ltd established to conduct early childhood education and care services.
National Law	Unless otherwise specified, the Education and Care Services National Law Act 2010 or, in Western Australia, the Education and Care Services National Law (WA) Act 2012. This applied law system sets a national standard for children's education and care across Australia. See the ACECQA website for the Application Act or legislation that applies in each jurisdiction.
National Regulations	The National Regulations support the National Law by providing detail on a range of operational requirements for an education and care service.
Nominated supervisor	In relation to an education and care service, means a person who: <ul style="list-style-type: none">• is nominated by the approved provider of the service under Part 3 to be a nominated supervisor of that service; and• unless the individual is the approved provider, has provided written consent to that nomination (National Law).
Person in day-to-day charge	A person is in day-to-day charge of an education and care service if: <ul style="list-style-type: none">• the person is placed in day-to-day charge by the approved provider or a nominated supervisor of the service; and

Term	Meaning
	<ul style="list-style-type: none"> the person consents to the placement in writing (National Regulations). There are minimum requirements for the person in day-to-day charge.
Person with management or control	<p>In relation to an education and care service, means:</p> <ul style="list-style-type: none"> if the provider or intended provider of the service is a body corporate, an officer of the body corporate within the meaning of the Corporations Act 2001 of the Commonwealth who is responsible for managing the delivery of the education and care service; or if the provider of the service is an eligible association, each member of the executive committee of the association who has the responsibility, alone or with others, for managing the delivery of the education and care service; or if the provider of the service is a partnership, each partner who has the responsibility, alone or with others, for managing the delivery of the education and care service; or in any other case, a person who has the responsibility, alone or with others, for managing the delivery of the education and care service (National Law).
Risk assessment	A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.
Shade	An area sheltered from direct and indirect sun, such as a large tree, canopy, verandah or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV over exposure when outdoors. Research shows that preschool environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity
Sunhat	SunSmart recommends broad-brimmed, legionnaire or bucket-style hats that shade the face, neck and ears. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not recommended.
Sunglasses	Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wrap-around style that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.
Sunscreen	SPF 30 (or higher) broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every two hours, even when labelled 4 hours water resistance. Monitor the expiry date and store in a cool, dry place. From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff to help develop independent skills ready for school.

Policy information

Policy information			
Policy title:	Sun Safety Policy	Version:	1.0
Authorised Executive:	Director Quality, Safety and Compliance	Responsible Manager:	General Manager OHS, Wellbeing and Child Safety
Approving authority:	Managing Director	Approval date:	6/9/2024
Effective date:	6/9/2024	Review date:	6/9/2025

Version control		
Version	Date	Changes
1.0	6/9/2024	Policy developed