



# SUN PROTECTION POLICY P4.0323.3

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# SUN PROTECTION POLICY

**DIVISION:** Sport, Community and Activation

**BRANCH:** Community Outcomes - Family Day Care

**CATEGORY:** 3

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## PART 1 – INTRODUCTION

### 1. BACKGROUND

- 1.1 Our service values outdoor play and learning and wants this to occur in a sun safe way for the protection of all children, educators and staff.
- 1.2 The sun's Ultra Violet (UV) rays cannot be seen or felt. Whatever the weather, its important for people of all skin types to use sun protection whenever UV levels are three or higher.
- 1.3 Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before the age of 70. Infants and toddlers up to four years of age are particularly vulnerable to UV damage, and damage accumulated during childhood and adolescence is strongly associated with and increased risk of skin cancer later in life.
- 1.4 Education about sun protection plays a vital role in the long term prevention of skin cancer, and teaching young children healthy sun habits can reduce their risk. Sun safety practices are embedded in all aspects of service provision. Areas for consideration include:
  - Outdoor activities.
  - Adequate shade.
  - Hats.
  - Clothing.
  - Sunscreen.
  - Education.
  - Infants.
  - Information sharing, including policy availability.

### 2. OBJECTIVE

- 2.1 We are committed to providing children with safe environments and play opportunities that protect them from exposure to the sun. We promote sun safe practices and support children's learning about the dangers of UV radiation and how to protect themselves.

### 3. SCOPE

3.1 This policy applies to:

- Camden Council Family Day Care (FDC).
- Camden FDC staff employed by Camden Council.
- Educators, including educator assistants and relief educators registered with the service as agents of the Approved Provider - Camden Council.
- Children enrolled in the service and their families.
- Students engaged within Camden FDC service.

### 4. DEFINITIONS

- 4.1 **Approved Provider** means a person who holds a provider approval *Children (Education and Care Services) National Law (NSW)*. A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions.
- 4.2 **Co-ordination Unit** means the Camden FDC principal office and main faculty for running the Service from which Camden FDC employees work.
- 4.3 **Educational program** means a program that is based on an approved learning framework and is delivered in accordance with the framework. It 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.
- 4.4 **Educator** means an individual suitably qualified and registered by Camden FDC to provide education and care, and can refer to the FDC educator as the business owner, educator assistant or relief educator.
- 4.5 **Family Day Care FDC** means a type of education and care service that is run from the educator's own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
- 4.6 **FDC Service** means the FDC education and care business of each individual educator or reference to Camden Council FDC service.
- 4.7 **Risk assessment** means a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.
- 4.8 **Shade** means areas protected from the sun. Well-designed and positioned shade can significantly reduce direct and indirect UV exposure and create cool, comfortable spaces for outdoor learning and play. Shade can be natural (trees, shrubs or shadow cast from nearby buildings), built (pergola, shade sails, etc.), portable (shade umbrellas, marquees, etc.) or a combination of these.
- 4.9 **Sunscreen** means a protective barrier rubbed on skin (cream or lotion is recommended) that works by filtering out most of the UV radiation from sunlight reaching the skin. This occurs in two ways, by scattering and/or absorbing UV radiation.

- 4.10 **Sun Protection Times** means a forecast from the Bureau of Meteorology showing when UV levels will be three and above.
- 4.11 **Sun Protection Factor (SPF)** means the Australian standard for sunscreen. The SPF indicates the level of protection provided against Ultraviolet Radiation (UVR).
- 4.12 **SunSmart Program NSW** means a program run by the Cancer Council NSW to assist Education and Care services with implementing sun safe practices including the development of policy and procedures. Services can choose to join the program and have their policy reviewed and endorsed by the Cancer Council.
- 4.13 **Ultraviolet Index (UVI)** means the measurement of UV levels. The World Health Organization's Global Solar UV Index measures UV levels on a scale from 0 (Low) to 11+(Extreme). Sun protection is recommended when UV levels are three (Moderate) or higher. The UV level is affected by a number of factors including the time of day, time of year, cloud cover, altitude, location and surrounding surfaces.
- 4.14 **Ultraviolet Radiation (UVR)** is a type of energy produced by the sun and some artificial sources, such as arc welders and solariums. The sun's UV is the main cause of skin cancer. Too much UV exposure also causes sunburn, tanning, premature ageing and eye damage. You can see the sun's light. You can feel the sun's heat. But you cannot see or feel the sun's UV radiation. UV can reach you directly from the sun. It can also be reflected off different surfaces and scattered by particles in the air. Your senses cannot detect UV radiation, so you won't notice it is all around you and you won't notice any skin damage until it has been done.

## PART 2 - POLICY STATEMENT

### 5. PRINCIPLES

- 5.1 The safety, health and wellbeing of children is our number one priority. Our educators and staff implement policies and procedures to protect children from the UV radiation of the sun, as well as burns from exposure to surfaces heated by the sun.
- 5.2 Our educators and staff role model quality educational practices, including sun safe practices.
- 5.3 Sun protection and sun safe practices are included in the educational program and promoted to families.

### 6. CONSIDERATIONS

- 6.1 In consideration to outdoor activities:
- 6.1.1 UV levels and daily sun protection times are monitored by FDC educators and used to plan daily activities and ensure a correct understanding of local sun protection requirements. A combination of sun protection measures will be used whenever UV Index levels reach three and above. These measures include:
- **Slip** on sunprotective clothing.
  - **Slop** on sunscreen.

- **Slap** on a sun protective hat.
- **Seek** shade.
- **Slide** on sunglasses where possible.

6.1.2 Sun protection practices must be considered in the planning of excursions or regular outings, and implemented whilst out of the service.

6.2 In consideration to shade:

6.2.2 All outdoor activities will be planned to occur in shaded areas wherever possible in consideration with UV index.

6.2.3 Ensure shade is easily accessible, aesthetically pleasing, in good condition and regularly maintained. 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.

6.2.4 Shade options can include a combination of portable, natural and built shade.

6.2.5 Activities will be moved throughout the day to take advantage of shade patterns.

6.2.6 The educator will provide and maintain adequate shade for outdoor play within the FDC residence and environment.

6.2.7 Shade assessments are conducted upon registration and reviewed annually to monitor the condition and effectiveness of existing shade structures and assist in planning for additional shade.

6.3 In consideration to hats:

6.3.1 Educators, staff and children are required to wear SunSmart hats that protect their face, neck and ears when outdoors.

6.3.2 A SunSmart hat is a:

- Legionnaire hat.
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).
- **Please note:** Baseball caps or visors do not provide enough sun protection and are not recommended as a suitable alternative.

6.3.3 Children without a SunSmart hat can be provided with a spare hat or will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors).

6.4 In consideration to clothing:

6.4.1 When outdoors, educators, staff and children will wear SunSmart clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.
- **Please note:** Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

6.4.2 Children who are not wearing SunSmart clothing are provided with spare clothing or encouraged to play in an area protected from the sun (e.g. under shade, veranda or indoors).

6.5 In consideration to sunscreen:

6.5.1 SPF30+ (or higher) broad-spectrum and water resistant sunscreen (aerosols are not recommended) should be applied to skin in accordance with the manufacturer's directions (20 minutes before going outdoors and re-applied every 2 hours or more frequently if sweating or swimming).

6.5.2 Where children have allergies or sensitivities to sunscreen, families are asked to provide an alternative sunscreen or children are encouraged to play in the shade.

6.5.3 Where appropriate, children are encouraged and supported to apply their own sunscreen under the supervision of educators.

6.5.4 Educators will ensure good hygiene practices are in place for the application of sunscreen, and this will include strategies for the prevention of cross infection.

6.5.5 Permission to apply sunscreen is included in the service enrolment form. Where children have allergies or sensitivity to the sunscreen, parents/guardians are asked to provide an alternative sunscreen, or the child encouraged to play in the shade.

6.5.6 All sunscreen is stored in a cool, dry place and the expiry dates monitored.

6.6 In consideration to education:

6.6.1 We create opportunities for children to learn and develop, and this includes incorporating sun protection awareness into the program.

6.6.2 Children understand why sun safety is important and learn how to take effective sun protection actions such as hat wearing, sunscreen application and accessing daily UV levels.

6.6.3 Strategies for teaching sun protection in the service will be based on children actively practising and monitoring their own implementation of sun protection strategies as active learners.

- 6.6.4 UV radiation can be high even on cool and overcast days. The level of radiation is measured and sun protection times issued by the Bureau of Meteorology when the UV Index is forecast to reach three or above. FDC educators should refer to the daily UV times relevant to their local area to guide their decisions about outdoor play. UV Index forecasts and recommended sun protection times of the day are accessible through mobile applications such as weather apps or the Cancer Council SunSmart app.
- 6.6.5 Visitors and students will be informed of the service *Sun Protection* policy and procedures through the induction process.
- 6.6.6 We encourage involvement by families in our educational program and see them as valuable partners in promoting the importance of sun protection.
- 6.7 In consideration to infants:
- 6.7.1 All babies under 12 months are kept out of direct sun when UV levels are forecast to reach three or higher.
- 6.7.2 Physical protections such as shade, clothing and broad-brimmed hats are the best sun protection measures. If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin.
- 6.7.3 The widespread use of sunscreen on babies under 6 months is not recommended.
- 6.8 In consideration to information and policy availability:
- 6.8.1 Sun protection policy, procedures, requirements and updates are made available to educators, staff, families, students and visitors.
- 6.8.2 Sun protection information and resources are accessible and communicated regularly to families.
- 6.8.3 All parents/guardians are informed of the sun protection policy including appropriate hat, clothing and sunscreen requirements on enrolling their child in the service.
- 6.8.4 The service will keep up to date with new information from the Cancer Council and other leading sun protection agencies.
- 6.8.5 The service will ensure this policy and its related procedures continually align with the National Quality Framework and the Cancer Council SunSmart NSW Sun Protection policy.

## **7. ROLES AND RESPONSIBILITIES**

### **7.1 Approved Provider**

- Ensure that obligations under *the Education and Care Services National Law* and *Education and Care Services National Regulations* are met.
- Ensure the nominated supervisor and co-ordination unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.

- Ensure the *Sun Protection* policy and related procedures are in place
- Take reasonable steps to ensure that the nominated supervisor, educators and staff follow the policy and procedures.
- Ensure access to an adequate supply of in-date sunscreen for staff.
- Ensure that copies of the policy and procedures are readily accessible to Nominated Supervisors, educators, staff, students and families, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

## 7.2 Nominated Supervisor/Team Leader

- Complete responsibilities as delegated by the approved provider.
- Implement the *Sun Protection* policy and procedures, ensuring all action plans that are in place are carried out.
- Assist educators to assess and plan the use of their environments in relation to sun safety and in gathering data and information to inform the educational program and their practices.
- Ensure educators monitor the UVI daily and identify when and how any sun protection changes need to occur.
- Ensure the *Sun Protection* policy and procedures are implemented by educators and staff.
- Promote sun safe practices with all children, families, educators, service staff and volunteers or visitors within the service.

## 7.3 Coordination Unit Staff

- Ensure they follow Camden FDC policy and procedures and implement and maintain all requirements under these and as directed by the nominated supervisor.
- Implement the *Sun Protection* policy and procedures.
- Monitor and ensure educators' practices and environments align with the *Sun Protection* policy and procedures and all required actions are in place.
- Check each educator's residence has an adequate supply of appropriate sunscreen which is stored in a cool place, out of the sun and in date and taken on excursions/outings.
- Check each educator's home has storage facilities for children's hats in accordance with cross-infection guidelines (hats to be stored separately).
- Provide up to date Sun Smart information received from recognised authorities such as SunSmart or Cancer Council in all newsletters, staff meetings and ongoing training.



- Assist educators to develop and implement Sun Smart strategies for children's protection and independence.

#### 7.4 Educators

- Ensure they conduct themselves and their FDC service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the nominated supervisor.
- Are aware of and understand that in the case of a FDC education and care service the obligation of an Approved Provider is also the obligation of the FDC educator.
- Be familiar with and implement the *Sun Protection* policy and procedures.
- Monitor the UVI daily and manage outdoor play and learning accordingly.
- Ensure access to an adequate supply of in-date, appropriate sunscreen for children. Ensure children apply sunscreen adequately 20 minutes before going outdoors and reapply every two hours or more often if engaging in water play
- Monitor the impact of sun on play equipment and surfaces that children will be touching and using such as soft fall mats, artificial surfacing, etc.
- Role-model sun safe practices.
- Communicate with families about sun safe practices in general and specific expectations within the service (e.g., wearing protective clothing).

#### 7.5 Families

- Be aware of and follow the service's *Sun Protection* policy and procedures.
- Send children to the service in appropriate clothing that offers sun protection.
- Provide the service with appropriate sunscreen for their child if required due to sensitivities or allergies.

### 8. INDUCTION AND ONGOING TRAINING

- 8.1 Induction and ongoing professional development will be implemented for all educators and staff, focusing on this policy and related procedures.
- 8.2 Induction will be implemented prior to an educator being registered with the service, and annually at the time of re-registration, focusing on this policy and related procedures.
- 8.3 Information will be shared with relief educators on induction and as relevant to the environments that they are working in, their shift responsibilities and the children in their care.

### 9. MONITORING, EVALUATION AND REVIEW

- 9.1 This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this policy every three years.

- 9.2 Families, educators and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.
- 9.3 In accordance with regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

## 10. SOURCES AND RESOURCES

- [ACECQA](#)
- [Cancer Council Australia](#)
- [Cancer Council Generation Sunsmart Online Learning Modules](#)
- [Cancer Council NSW](#)
- Cancer Council NSW SunSmart Infoline- 02 9334 1761
- [Cancer Council Sample Sun Protection Policy](#)
- [SunSmart NSW](#)

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**RELEVANT LEGISLATIVE INSTRUMENTS:** *Children (Education and Care Services) National Law (NSW)*  
*Education and Care Services National Regulations*  
*National Quality Standard | Australian Children's Education and Care Quality Authority (ACECQA)*  
*Work Health and Safety Act (2011)*

**RELATED POLICIES, PLANS AND PROCEDURES:** Enrolment and orientation policy  
Excursions policy  
Governance and management policy  
Interactions with children policy  
Providing a child safe environment policy  
Shade procedure  
Sun protection and monitoring procedure  
Sun protection awareness, integration into programming and planning procedure  
Water Safety policy

**RESPONSIBLE DIRECTOR:** Director Sport, Community and Activation

**APPROVAL:** General Manager through the Executive Leadership Group.

**HISTORY:**

Version	Approved by	Changes made	Date	EDMS Number
1		NEW	July 2005	
2			April 2019	
3	ELG	Minor amendments name changed from Sun Safety	14/04/2022	22/178593