



Harrietteville Bush Kinder

## Sun Protection Policy

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### Mandatory – Quality Area 2

**Some sun exposure is important for vitamin D which is essential for healthy bones and muscles, and for general health. But too much sun can cause skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.**

#### Parents/guardians are required to:

- Make sure that their child has their, named, kindergarten hat at RSK every day, for their child's use at the service
- Apply sunscreen to their child before the commencement of each session during the times specified in
- SunSmart steps from September to the end of April in Victoria (NOT just terms one and four).
  - o 1. Slip on cool, covering clothing that covers as much skin as possible.
  - o 2. Slap on SPF 30 or higher broad spectrum sunscreen. Make sure you apply a generous amount and keep reapplying it every 2 hours. Check the expiry date.
  - o 3. Slap on a wide brimmed hat that shades the face, neck, ears and eyes (Baseball or peak caps don't measure up so leave those on the hat rack!)
  - o 4. Seek shade – try a shady tree, verandah, pergola or shade sail, umbrella or tepee!
- Provide written authority for educators to apply sunscreen to their child. Parents/guardians of children with naturally very dark skin may decide not to provide this authority to ensure their child receives adequate levels of vitamin D (Attachment 1). This should also be discussed with educators at the service
- Provide, 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
- Ensure their children wear a sunhat, clothing for sun protection and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade during the times specified in the Scope of this policy.

Please see our following policy to outline further responsibilities of staff, parents, and volunteers as well as the related legislation.

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in December 2011 and is incorporated into the KPV policy. For more detailed information visit the SunSmart website: [sunsmart.com.au](http://sunsmart.com.au)

## Purpose

This policy will provide:

- guidelines to ensure children, educators, volunteers and others participating in Harrietville Bush Kinder programs and activities maintain a healthy balance of ultraviolet (UV) radiation exposure
- information for parents/guardians, educators, volunteers and children attending Harrietville Bush Kinder regarding a healthy balance of UV radiation exposure.

## Our Commitment

Harrietville Bush Kinder is committed to:

- promoting sun protection strategies for children, families, educators and visitors to minimise the harmful effects of over exposure to UV radiation, while allowing some UV exposure for vitamin D requirements
- ensuring that curriculum planning will minimise exposure to the sun and also promote an awareness of sun protection and sun safe strategies
- providing information to children, educators, staff, volunteers, parents/guardians and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation.

## Scope

This policy applies to all members of the Harrietville Bush Kinder community; this includes the Service Manager, Nominated Supervisor, Educators (Certified Supervisor), the Committee of Management and subcommittee members, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Harrietville Bush Kinder.

This policy will apply from the beginning of September until the end of April each year. During this period a combination of sun protection measures are to be used for all outdoor activities.

Sun protection may also be required at other times of the year when the UV Index level is at 3 or above. Information about the UV Index level is available in the weather section of the newspaper, on the SunSmart website at [www.sunsmart.com.au](http://www.sunsmart.com.au), as a free smart phone app (iPhone or android) and as a free widget that can be added to websites.

This policy applies to all service events on and off site.

## Purpose

This SunSmart policy provides guidelines to:

- Ensure all children, educators and staff have some UV exposure for vitamin D.
- Ensure all children, educators and staff are well protected from too much UV exposure by using a combination of sun protection measures whenever UV levels reach 3 and above.
- Ensure the outdoor environment is sun safe and provides shade for children, educators and staff.
- Ensure children are encouraged and supported to develop independent sun protection skills.
- Support duty of care and regulatory requirements
- Support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

## Background

A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer. Exposure to the sun's UV during childhood and adolescence is associated with an increased risk of skin cancer in later life. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health.

## Legislation and Standards

- Occupational Health and Safety Act 2004
- Children's Services Act 1996
- Children's Services Regulations 2009
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- Education and Care Services National Law Act 2010: Section 167: Protection from harm and hazards
- Education and Care Services National Regulations 2011

Reg 100	Risk assessment for excursions
Reg 113	Outdoor space: natural environment
Reg 114	Outdoor space: shade
Reg 168 (2)(a)(ii)	Policies and procedures: Sun protection

## Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

**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-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

**Shade:** An area sheltered from direct and indirect sun, such as a large tree, canopy or artificial cover. As recommended by Cancer Council Victoria, where possible, shade will provide a minimum of 94% protection against UV radiation.

**Sunglasses:** Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wraparound style that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

**Sunscreen:** SPF 50+, 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.

**SunSmart:** The name of the program conducted by Cancer Council Victoria to promote an awareness of the need to provide sun protection: [www.sunsmart.com.au](http://www.sunsmart.com.au)

**Sunhat:** To protect the neck, ears, temples, face and nose, SunSmart recommends broad brimmed, legionnaire or bucket-style hats. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not recommended.

## Responsibilities

### **The Approved Provider, led by the Nominated Supervisor, is responsible for:**

- ensuring that this policy is up to date with current SunSmart recommendations:  
[www.sunsmart.com.au](http://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
- 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 is also responsible for:**

- maintaining membership of the SunSmart early childhood program
- 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
- ensuring parents/guardians provide an authority for educators to apply sunscreen prior to their child commencing at the service (Attachment 1) and that this is stored with each child's enrolment record (refer to *General Definitions*)
- providing a supply of sunscreen for use on all persons to whom this policy applies
- ensuring educators, 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
- 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 overexposure to UV radiation (Regulation 114)
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101).
- 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 the SunSmart UV Alert on the SunSmart website is accessed to check the daily local sun protection times to assist with the implementation of this policy
- ensuring that information on sun protection is incorporated into the educational program (refer to the SunSmart website)

### **Certified Supervisors and other educators are responsible for:**

- accessing the SunSmart UV Alert on the SunSmart website to check the daily local sun protection times to assist with the implementation of this policy
- wearing sunhats, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside, applying sunscreen and seeking shade during the times specified in the *Scope* of this policy
- ensuring each child, and any other participant at the service, wears an appropriate sunhat, clothing for sun protection and sunscreen for all outdoor activities during the times specified in the *Scope* of this policy

- 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 (refer to *Definitions*) to children's exposed skin – except in cases where parents/guardians have not given authority. Where possible this should be done 30 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 (refer to *Definitions*) 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 educators to apply sunscreen to their child. Parents/guardians of children with naturally very dark skin may decide not to provide this authority to ensure their child receives adequate levels of vitamin D (Attachment 1). This should also be discussed with educators at the service
- 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
- wearing a sunhat, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade during the times specified in the *Scope* of this policy.

**Volunteers and students, while at the service, are responsible for following this policy and its procedures.**

**Procedures (QA 1, 2, 4, 6, 7)**

To assist with the implementation of this policy, educators and children are encouraged to access the daily local sun protection times at [sunsmart.com.au](http://sunsmart.com.au), via the SunSmart widget on the service's website or via the free SunSmart app.

The sun protection measures listed below are used for all outdoor activities during the daily sun protection times (whenever UV levels reach 3 and above), typically from **September to the end of April** in Victoria.

Where possible, active, outdoor sun safe play is encouraged throughout the day.

SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun during the sun protection times (when UV levels are three and above).

## **Healthy physical environment**

### **1. Seek shade** (QA 1, 2, 3, 4, 5, 6)

A shade assessment is conducted regularly to determine the current availability and quality of shade. Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area.

The availability of shade is considered when planning all outdoor activities and excursions.

Children are encouraged to choose and use available areas of shade when outside.

Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.

## **Healthy social environment**

### **2. Slip on sun protective clothing** (QA 1, 2, 4, 5)

When outside, children are required to wear loose fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. If a child is not wearing sun-safe clothing (e.g. a singlet top or shoestring dress) they will be required to choose a t-shirt/shirt to wear over the top before going outdoors.

### **3. Slap on a hat** (QA 1, 2, 4, 5)

All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats. Baseball or peak caps and visors are not considered a suitable alternative.

### **4. Slop on sunscreen** (QA 1, 2, 4, 5)

SPF 30 or higher broad spectrum, water resistant sunscreen is supplied by the service and/or families. Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every TWO hours if outdoors.

After parental consultation and consent, children with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.

To help develop independent skills ready for school, children from 3 years of age are given opportunities and encouraged to apply their own sunscreen under supervision of staff.

### **5. Slide on sunglasses [if practical]** (QA 1, 2, 4, 5)

Where practical, children are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

## **Learning and skills** (QA 1, 2, 4, 5, 6)

Sun protection and vitamin D are incorporated into the learning and development program.

The SunSmart policy is reinforced through educator and children's activities and displays.

## **Engaging children, educators, staff and families** (QA 2, 3, 4, 3, 6, 7)

Educators, staff and families are provided with information on sun protection and vitamin D through family newsletters, service handbook, noticeboards and the service's website.

When enrolling their child, families are:

- Informed of the service's SunSmart policy
- Asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child
- Required to give permission for educators to apply sunscreen to their child
- Encouraged to use SunSmart measures themselves when at the service

As part of OHS UV risk controls and role-modelling, during the sun protection times (when the UV is 3 and above) educators, staff and visitors:

- wear a suitable sun protective hat, covering clothing and, if practical, sunglasses when outside
- apply sunscreen
- seek shade whenever possible

## Monitoring and review (QA 1, 2, 4, 5, 6, 7)

- Management, educators and staff monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at [sunsmart.com.au](http://sunsmart.com.au).

SunSmart policy updates and requirements will be made available to educators, staff, families and visitors.

## Relevant documents / links

- National Early Years Learning Framework (EYLF)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas (Oct 2011)
- Get Up & Grow: Healthy eating and physical activity for early childhood (Section 2) 2009
- Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)
- AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods
- National Quality Standards
- Quality Area (QA) / Standard (S) / Element (E)

<b>QA 1</b>	<b>Educational program and practice</b>
S 1.1	An approved Learning Framework informs the development of a curriculum that enhances each child's learning and development.
E 1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
E 1.1.2	Each child's current knowledge, ideas, culture, abilities and interests are the foundation of the program.
E 1.1.3	The program, including routines, is organised in ways that maximise opportunities for each child's learning.
E 1.1.5	Every child is supported to participate in the program.
E 1.1.6	Each child's agency is promoted, enabling them to make choices and decisions and to influence events and their world.
S 1.2	Educators and co-ordinators are focused, active and reflective in designing and delivering the program for each child.
E 1.2.2	Educators respond to children's ideas and play and use intentional teaching to scaffold and extend each child's learning.
<b>QA 2</b>	<b>Children's health and safety</b>
S 2.1	Each child's health is promoted.
E 2.1.1	Each child's health needs are supported.
S 2.3	Each child is protected.
E 2.3.2	Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.
<b>QA 3</b>	<b>Physical environment</b>
S 3.1	The design and location of the premises is appropriate for the operation of a service.
E 3.1.1	Outdoor and indoor spaces, buildings, furniture, equipment, facilities and resources are suitable for their purpose.
E 3.1.2	Premises, furniture and equipment are safe, clean and well maintained.
E 3.1.3	Facilities are designed or adapted to ensure access and participation by every child in the service and to allow flexible use, and interaction between indoor and outdoor space.

S 3.2	The environment is inclusive, promotes competence, independent exploration and learning through play.
E 3.2.1	Outdoor and indoor spaces are designed and organised to engage every child in quality experiences in both built and natural environments.
<b>QA 4</b>	<b>Staffing arrangements</b>
S 4.1	Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing.
E 4.2.1	Professional standards guide practice, interactions and relationships.
<b>QA 5</b>	<b>Relationships with children</b>
S 5.1	Respectful and equitable relationships are developed and maintained with each child.
E 5.1.2	Every child is able to engage with educators in meaningful, open interactions that support the acquisition of skills for life and learning.
E 5.2.1	Each child is supported to work with, learn from and help others through collaborative learning opportunities.
<b>QA 6</b>	<b>Collaborative partnerships with families and communities</b>
S 6.1	Respectful and supportive relationships with families are developed and maintained.
E 6.1.1	There is an effective enrolment and orientation process for families.
E 6.1.3	Current information about the service is available to families.
S 6.2	Families are supported in their parenting role and their values and beliefs about child rearing are respected.
E 6.2.2	Current information is available to families about community services and resources to support parenting and family wellbeing.
S 6.3	The service collaborates with other organisations and service providers to enhance children's learning and wellbeing.
E 6.3.1	Links with relevant community and support agencies are established and maintained.
<b>QA 7</b>	<b>Leadership and service management</b>
S 7.1	Effective leadership promotes a positive organisational culture and builds a professional learning community.
E 7.1.2	The induction of educators, co-ordinators and staff members is comprehensive.
S 7.3	Administrative systems enable the effective management of a quality service.
E 7.3.5	Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

## Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, educators, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any change to this policy or its procedures.



## **Attachments**

Attachment 1: Authority for educators to administer sunscreen 'Sun Protection – Acknowledgment and Authorisation'.

## **Authorisation**

This policy was adopted by the Approved Provider of Harrietville Bush Kinder 05/12/2018

## **Review date**

This policy shall be reviewed in 05/12/2020 (or earlier as required).

# ATTACHMENT 1

## Authority for educators to administer sunscreen 'Sun Protection – Acknowledgment and Authorisation'.

### Sun Protection Acknowledgement & Authorisation

I/we parent/guardian of \_\_\_\_\_ [full name of child] have read the SunSmart section of the Family Information Handbook and understand that from **31 January to 30 April** and from **01 September to 20 December** it is my responsibility to:

- **Apply SPF50 broad spectrum, water resistant sunscreen** to all exposed skin on my child 30 minutes before each kindergarten session.
- Ensure that my child has his/her kindergarten supplied sun hat (or a suitable alternative, which protects the neck, ears, temples, face and nose) for each session.
- Ensure my child wears appropriate SunSmart clothing to each session this includes long sleeves and foot wear that protects the tops of feet from sun exposure.

I/we give permission for the educators at Harrietteville Bush Kinder to re-apply **SPF50 broad spectrum, 4 hour, water resistant sunscreen (Cancer Council, Ultra Sunscreen 50+)** where the kindergarten session is longer than 4 hours.

In the event sunscreen was not applied prior to the kindergarten session, or gets washed off during the course of kindergarten activities, I/we give permission for the educators at Harrietteville Bush Kinder to apply **SPF50 broad spectrum, 4 hour, water resistant sunscreen (Cancer Council, Ultra Sunscreen 50+)**.

If my child has a particular sensitivity to the sunscreen provided by the Harrietteville Bush Kinder, it is my responsibility to supply the service with an alternative sunscreen and to label it with my child's full name.

\*Parent /Guardian1 – Full Name \_\_\_\_\_  
[Please print]

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Signature [Parent/Guardian] Date

\*Parent /Guardian2 – Full Name \_\_\_\_\_  
[Please print]

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
Signature [Parent/Guardian] Date

\*Where two parents/guardians exist in the enrolment form, both must sign this document