

# DENZIL DON KINDERGARTEN SUN PROTECTION POLICY

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Mandatory – Quality Area 2

## REVISION REGISTER

Date of Issue	Amendment Details
2 April 2014	Version 1.0 (adapted from ELAA Version 2)
18 April 2017	Scheduled update
13 June 2017	Updated ELAA Version 3

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. For more detailed information visit the SunSmart website: [www.sunsmart.com.au](http://www.sunsmart.com.au)

## PURPOSE

This policy will provide:

- guidelines to ensure children, educators, volunteers and others participating in Denzil Don Kindergarten programs and activities are well protected from overexposure to ultraviolet (UV) radiation from the sun
- information for parents/guardians, educators, volunteers and children attending Denzil Don Kindergarten regarding sun protection.

## POLICY STATEMENT

### 1. VALUES

Denzil Don Kindergarten is committed to:

- promoting sun protection strategies for children, families, staff 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.

### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Denzil Don Kindergarten.

This policy will apply whenever the sun's UV levels reach three (3) or higher. Whenever this occurs a combination of sun protection measures are to be used for all outdoor activities.

In Victoria UV levels are usually 3 or higher from mid-August to the end of April. 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). Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

### 3. BACKGROUND AND LEGISLATION

#### Background

Over exposure to the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world.

Children up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and thinner stratum corneum (the outermost layer of the skin). UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer later in life.

A combination of sun protection measures (hats, clothing, sunscreen, shade and sunglasses) is recommended whenever UV levels are 3 or higher during daily sun protection times (refer to *Definitions*).

It is a requirement under the *Occupational Health and Safety Act 2004* 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 is based on the health, safety and welfare of the children and requires that children are protected from hazards and harm.

### **From May put sun gear away**

Vitamin D is essential for healthy bones, muscles and general wellbeing. The best natural source of vitamin D is the sun's UV. From May to early-August when UV levels are low (below 3), Victorian services are advised to put sunhats and other sun protection gear away and ensure staff and children get some sun for vitamin D. At this time of the year, most people need to expose their face, arms and hands (or equivalent area of skin) to midday winter sun for 2-3 hours spread over the week. Those with naturally very dark skin may need 3-6 times this amount. Sun protection is not normally required at this time of year, unless near highly reflective surfaces such as snow, outside for extended periods or when the UV reaches 3 and above.

SunSmart's tips to help your service get some sun exposure for vitamin D:

- Physical activity assists with production of vitamin D, so get the children outside and active in the middle of the day
- Clothing acts as a barrier to vitamin D absorption, so put away the hat and roll up the sleeves when you're outdoors
- Share the vitamin D message with families using SunSmart's vitamin D information sheets available in [12 different languages](#)
- Visit the SunSmart website at [sunsmart.com.au](http://sunsmart.com.au) where children can [create a personalised vitamin D poster](#).

### **Legislation and standards**

Relevant legislation and standards include but are not limited to:

- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- *Education and Care Services National Law Act 2010*: Section 167
- *Education and Care Services National Regulations 2011*: Regulations 114, 168(2)(a)(ii)
- *National Quality Standard*, Quality Area 2: Children's Health and Safety
  - Standard 2.3: Each child is protected
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *Occupational Health and Safety Act 2004*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

## **4. 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.

**Daily sun protection times:** Times when it is estimated that the sun's UV radiation will be 3 or higher. Information about the daily sun protection times is available in the weather section of the daily newspaper,

on the SunSmart website at: [www.sunsmart.com.au](http://www.sunsmart.com.au), at myuv.com.au, as a free SunSmart app and as a free widget that can be added to websites.

**Shade:** An area sheltered from direct and indirect sun, such as a large tree, canopy or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%.

**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.

**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. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%

**Sunscreen:** SPF 30+, broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every 2 hours, even when labelled 4 hours water resistance. Monitor the expiry date and store in a cool, dry place. To help develop independent skills ready for school, children from three years of age are encouraged and given opportunities to apply their own sunscreen under supervision of staff.

**SunSmart:** The name of the program conducted by Cancer Council Victoria to promote a healthy UV exposure balance to help prevent skin cancer and maintain vitamin D: [www.sunsmart.com.au](http://www.sunsmart.com.au)

## 5. SOURCES AND RELATED POLICIES

### Sources

- AS 4685.1:2014 – Playground equipment and surfacing – General safety requirements and test methods
- Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)
- Cancer Council Australia: [www.cancer.org.au/sunsmart](http://www.cancer.org.au/sunsmart)
- *Get Up & Grow: Healthy eating and physical activity for early childhood*. Department of Health resources. Particularly Section 2 of the Director/Coordinator Book and the Staff Book: <http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>
- Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](#) - Principle 3.2
- [Australian Professional Standards for Teachers](#) (APST) – Standard 4.4 and 7.2
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- [Belonging, Being and Becoming – The Early Years Learning Framework](#) (July 2009)
- [Victorian Early Years Learning and Development Framework](#) (VEYLDF) (May 2016)
- DET [Building Quality Standards Handbook](#) (BQSH): Section 8.5.5 Shade Areas
- SunSmart: [www.sunsmart.com.au](http://www.sunsmart.com.au)

### Service policies

- *Excursions and Service Events Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*

## PROCEDURES

### The Approved Provider is responsible for:

- maintaining membership of the SunSmart early childhood program
- 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
- 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 (Attachment 1) and that this is stored with each child's enrolment record (refer to *General Definitions*)
- 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 regularly laundered
- ensuring there is adequate shade in the service grounds to protect children from overexposure to UV radiation (Regulation 114)
- 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 (Regulations 100, 101)
- ensuring that information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- 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
- 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 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 the SunSmart website is accessed to check the local sun protection times 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).

**All educators are responsible for:**

- accessing the SunSmart website to check the 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 regularly laundered
- 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 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 (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 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
- 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.

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

**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, staff, 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 as soon as practicable of any changes to this policy or its procedures.

**ATTACHMENTS**

- Attachment 1: Authority for staff to administer sunscreen

**AUTHORISATION**

This policy was adopted by the Approved Provider of Denzil Don Kindergarten on 13 June 2017.

**REVIEW DATE:** 13 JUNE 2020

## ATTACHMENT 1

### Sunscreen – Authority to Administer



#### Authority for staff to administer sunscreen provided by the service

I, \_\_\_\_\_, give/do not give permission for the staff at Denzil Don Kindergarten to apply, as appropriate, SPF 30+, broad-spectrum, water-resistant sunscreen to all exposed parts of my child's body.

\_\_\_\_\_  
(Name of child)

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date

#### Authority for staff to administer sunscreen provided by the parent/guardian

I, \_\_\_\_\_, give permission for the staff at Denzil Don Kindergarten to apply, as appropriate, to all exposed parts of my child's body the sunscreen that I have supplied and labelled with my child/children's name. This sunscreen is an SPF 30+, broad-spectrum, water-resistant sunscreen. I understand that this sunscreen will be kept at the service.

It is my responsibility to ensure there is always an adequate supply of this sunscreen at the service.

\_\_\_\_\_  
(Name of child)

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date