

# SUN PROTECTION

QUALITY AREA 2 | ELAA version 1.0



## PURPOSE

This policy will provide:

- guidelines to ensure children, staff, 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, staff, volunteers and children attending Denzil Don Kindergarten regarding sun protection
- guidance on the use of outdoor spaces including adequate shading.



## POLICY STATEMENT

### 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 the sun's UV radiation
- ensuring that curriculum planning minimises overexposure to the sun's UV radiation and also promotes awareness of sun protection and sun-safe strategies
- providing information to children, staff, volunteers, parents/guardians and others accessing the service about the harmful effects of exposure to the sun's UV radiation.

### SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, 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 3 or higher. When this occurs, a combination of sun protection measures is to be used for all outdoor activities.

In Victoria, UV levels are usually 3 or higher from mid-August to the end of April. Please check the daily sun protection times (*refer to Definitions*) to be sure you are using sun protection when it is required. Active outdoor daytime play is encouraged all year round, provided appropriate sun protection measures are used when necessary.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
<b>R</b> indicates legislation requirement, and should not be deleted					
Meeting the standards and requirements of the SunSmart early childhood program	<b>R</b>	√			
Ensuring that this policy is up to date with current SunSmart recommendations: <a href="http://www.sunsmart.com.au">www.sunsmart.com.au</a>	<b>R</b>	√			
Ensuring parents/guardians are aware of and agree to support the service <i>Sun Protection Policy</i> at enrolment, including the need to provide an appropriate sunhat and clothing for sun protection ( <i>refer to Definitions</i> ) for their child when attending the service	<b>R</b>	√	√		
Applying sunscreen ( <i>refer to Definitions</i> ) to child before each session during times specified in the Scope of this policy				√	
Providing an alternative sunscreen to be left at the service if their child has a sensitivity to the service sunscreen (at their own expense)				√	
Supplying sunscreen for use by all persons to whom this policy applies	<b>R</b>	√			
Obtaining parents/guardian authority for staff to apply sunscreen before the child commences at the service ( <i>refer to Attachment 1</i> ) and ensuring the authority is filed with the child's enrolment record ( <i>refer to Definitions</i> )	<b>R</b>	√	√		
Applying sunscreen ( <i>refer to Definitions</i> ) to children's exposed skin (except in cases where parents/guardians have not provided authority). It is recommended this be done 20 minutes before going outdoors. Children, where appropriate, should be encouraged to apply sunscreen with the assistance of an educator (sunscreen is to be reapplied every two hours)		√	√		√
Ensuring sunscreen is stored in a cool place and monitoring the expiry date (includes sunscreen supplied by parents/guardians)		√	√		√
Ensuring all children and adults attending the service wear an appropriate sunhat, sun protective clothing and sunscreen for outdoor activities during the times specified in the Scope of this policy	√	√	√		√
Wearing a sunhat, clothing for sun protection ( <i>refer to Definitions</i> ), sunglasses (if desired), applying sunscreen and seeking shade during the times specified in the Scope of this policy	√	√	√		√

Cooperating with the employer concerning any action taken by the employer to comply with the <i>Occupational Health and Safety Act 2004</i>		√	√		√
Providing a named, SunSmart approved sunhat ( <i>refer to Definitions</i> ) for the child's use at the service				√	
Ensuring sunhats worn at the service meet the SunSmart recommendation for adequate protection, are named and stored individually	√	√	√		
Providing appropriate spare sunhats for children and adults	√	√			
Ensuring children without appropriate sunhats or sun-protective clothing play in the shade or a suitable area protected from the sun	√	√	√		√
Encouraging children to wear sunhats when travelling to and from the service	√	√	√	√	
Ensuring programming considers sun protection measures for outdoor activities during times specified in the Scope of this policy	√	√	√		
Ensuring the sun protection times on the SunSmart app are accessed daily to assist with the implementation of this policy	√	√	√		√
Ensuring the service outside spaces provide adequate shade to ensure children are protected from overexposure to UV radiation ( <i>Regulation 114</i> )	<b>R</b>	√			
Ensuring the availability of shade is considered in a risk assessment before conducting excursions and other outdoor events ( <i>Regulations 100, 101</i> )	<b>R</b>	√	√		
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		√	√		√
Ensuring that information on sun protection is incorporated into the educational program ( <i>refer to the SunSmart website</i> )	√	√	√		
Ensuring that sun protection strategies are a priority when planning excursions	√	√	√		
Reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via weekly updates, noticeboards, meetings and the website.	√	√			



## BACKGROUND AND LEGISLATION

### BACKGROUND

Overexposure 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 4 years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of 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 are 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.

## 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: including Regulations 100, 101, 113, 114, 168(2)(a)(ii)
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Standard 2.2: Each child is protected
- Element 2.2.1: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
- Occupational Health and Safety Act 2004

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

- Victorian Legislation – Victorian Law Today: [www.legislation.vic.gov.au](http://www.legislation.vic.gov.au)
- Commonwealth Legislation – Federal Register of Legislation: [www.legislation.gov.au](http://www.legislation.gov.au)



## DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved Provider, Nominated Supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file on the kindergarten website.

**Clothing for sun protection:** loose-fitting clothing made from cool, densely woven fabric and covering as much skin as possible, ie: tops with elbow-length sleeves and, if possible, a collar and knee-length or longer shorts and skirts.

**Daily sun protection times:** time that the sun's UV radiation is forecast to be 3 or higher. Information about the daily sun protection times is available on the SunSmart app.

**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 up to 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV overexposure when outdoors.

**Sunhat:** a broad-brimmed or bucket-style (at least 5cm brim for children) or legionnaire hat (with the front peak and back flap overlapping) shading the face, neck and ears, protecting from the sun.

**Sunglasses:** a shade for the eye recommended to be close-fitting, wrap-around in style, covering as much of the eye as possible. Must meet *Australian Standard 1067 (Sunglasses: Category 2, 3 or 4)*.

**Sunscreen:** cream or lotion for skin sun protection.

**SunSmart:** program led by the Cancer Council to help prevent skin cancer [www.sunsmart.com.au](http://www.sunsmart.com.au)

## SOURCES AND RELATED POLICIES



### SOURCES

- AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 *General considerations*, 6.3.9 *Shade and sun protection*, Appendix A *Shade and sun protection*

- Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (2019)
- 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>
- SunSmart: [www.sunsmart.com.au](http://www.sunsmart.com.au)
- 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)
- Victorian School Building Authority (VSBA) [Building Quality Standards Handbook \(BQSH\)](#): Section 5.1.3, 5.1.4 Shade Areas (May 2021)
- AS 4174:2018 Knitted and woven shade fabrics
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS 4399:2020, Sun protective clothing – Evaluation and classification
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)

#### RELATED POLICIES

- Excursions and Service Events
- Nutrition, Oral Health and Active Play
- Occupational Health and Safety
- Supervision of Children



#### EVALUATION

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

- regularly seek feedback from everyone 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



#### ATTACHMENTS

- Nil



#### AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 10/05/2022.

**REVIEW DATE:** 10 / MAY / 2024