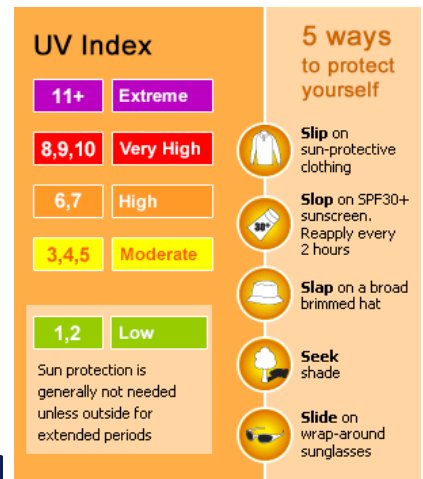




Athelstone Preschool



Sun protection policy and procedures

This procedure should not be read in isolation. It complements the Department for education policy.

Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

This policy applies to all site activities and events on and off-site.

Objectives

This sun protection policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever the UV Index level reaches 3 and above.
- work towards a safe site environment that provides shade for children and staff at appropriate times.
- assist children to be responsible for their own sun protection.
- ensure families and new staff are informed of the site's sun protection policy.

Procedures

Policy implementation times

Staff are encouraged to check the daily sun protection times each morning for our location using the free [SunSmart Global UV app](#), [SunSmart widget](#), myuv.com.au or the [Bureau of Meteorology website](#) to support the implementation of sun protection at the site.

The Preschool uses a combination of sun protection measures for all outdoor activities throughout the year **(terms 1- 4) and whenever UV levels reach 3 and above.**

Scheduling

A combination of sun protection measures are considered when planning outdoor activities such as excursions and water-based activities.

Care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times, where possible or in the shade.

Peak UV times of the day are when the UV is highest during the daytime and differ from the local sun protection times issued by the Bureau of Meteorology, which change daily. For an implementation guide peak UV times of the day are 11.00 am-3.00 pm during daylight savings and 10.00 am-2.00 pm during non-daylight savings.

Sun protection measures

1. Hats

All children and staff are required to wear a broad-brimmed, legionnaire or bucket hat which protects the face, ears, and neck. Baseball caps are not acceptable. Hats with cords not permitted.

Athelstone Preschool has a limited number of spare hats available for child use.

2. Clothing

Children attending the site are to wear appropriate sun protective clothing, including tops with collars or higher necklines and elbow-length sleeves and longer-style skirts, dresses and shorts. No singlet or midriff tops are allowed. Enclosed shoes are recommended.

3. Sunscreen

- SPF 50+ broad-spectrum, water-resistant sunscreen is supplied by the site for children and staff use. Families and staff are asked to supply their own SPF 50+ broad-spectrum, water-resistant sunscreen if they prefer specific brand.
- Families with children who have sensitive skin are asked to provide an appropriate SPF 50+ broad-spectrum, water-resistant sunscreen for their child, together with a written and signed consent form.
- Families with children who are concerned about vitamin D requirements are encouraged to speak to their GP or pediatrician.
- Families are encouraged to apply sunscreen to their child before or upon arriving at the site.

- The children are encouraged to apply sunscreen under adult supervision.
- Sunscreen is applied at least 20 minutes before going outdoors.
- Sunscreen is re-applied every 2 hours when remaining or returning outdoors.
- Sunscreen is re-applied immediately after water-based activities, towel drying or being washed off.

4. Shade

- Staff are to use available areas of shade for outdoor activities as much as possible and actively encourage children to play in the shade.
- Children who are not wearing a SunSmart hat or appropriate clothing are asked to play in the shade or return indoors.
- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management ensures there is enough shelters, portable shade structures and trees providing shade in the outdoor areas.

5. Water consumption

Families are asked to provide their child(ren) with a water bottle every day. Alternatively, water cups are always available at the Preschool for the children's use. They will always have a supply of fresh, filtered tap drinking water at all times, encouraging children to drink regularly through the day.

5. Sunglasses (*optional*)

Children and staff are encouraged to wear close-fitting, wrap-around sunglasses that provide the best protection against UV eye damage. Sunglasses should meet Australian standard AS/NZS 1067 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

6. Staff WH&S and role modelling

For work health and safety and role modelling, when the UV is 3 and above, staff are required to practice SunSmart behaviours including:

- implement the Sun Protection policy and procedures
- monitor the UVI daily and manage outdoor play and learning accordingly
- 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 by applying SPF 50+ broad-spectrum, water-resistant sunscreen, wearing sun protective hats, clothing, and sunglasses when outside and seeking shade whenever possible
- communicate with families about sun safe practices in general and specific expectations within the service (e.g. wearing protective clothing)

Families and visitors are encouraged to use a combination of sun protection measures when participating in or attending outdoor activities with the site.

7. Enrolment and information for families

asked to provide an SPF 50+ broad-spectrum, water-resistant sunscreen for their child if a specific brand is required, along with a written and signed consent form; and

- required to sign permission for staff to apply sunscreen to their child.
 - informed of the site's sun protection policy.
 - asked to provide a suitable hat for their child.
 - asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible.
 - asked to provide an SPF 50+ broad-spectrum, water-resistant sunscreen for their child if a specific brand is required, along with a written and signed consent form.
 - required to sign permission for staff to apply sunscreen to their child.

8. The Director will:

- Ensure the policy is understood by all educators, visitors and volunteers and is contained within the induction information for new staff
- Ensure adequate supplies of sunscreen are available for staff and children
- Ensure the policy is reviewed every three years
- Ensure adequate shade and shelters

9. Learning and development

Sun protection is incorporated into the learning framework and planned experiences.

10. Policy promotion

Sun protection information and the sun protection policy is regularly promoted to the whole site community including staff, volunteers and families through newsletters, displays, the site website and in enrolment packs.

11. Policy and procedures review

All staff, including management and educators, monitor and review the effectiveness of the Sun Protection Policy and revise the policy when required (at least once every three years) by completing a policy review.

The Sun Protection Policy is available to staff, families and visitors.

The site will notify any relevant stakeholders should any significant policy updates be made (e.g., families, staff).

Legislations and Regulations

Education and Care Services National Regulations

Section/regulation	Description
Regulation 100	Risk assessment must be conducted before excursion
Regulation 113	Outdoor space–natural environment
Regulation 114	Outdoor space–shade
Regulation 168	Education and care service must have policies and procedures (2)(a)(ii)–sun protection
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures

This policy relates to the following National Law and Regulations:

Education and Care Services National Law Act 2010

- Section 167 – Protection from harm and hazards

Work Health and Safety Act 2012

National Quality Standards

All of the following sun protection procedures link to:

Quality area 1: Educational program and practice

1.1.3 All aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning

1.2.3 Each child's agency is promoted, enabling them to make choices and decisions that influence events in their world

Quality area 2: Children's health and safety

2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented

2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Quality area 3: Physical environment

3.1.1 Fit for purpose Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

Quality area 4: Staffing arrangements

4.1.1 The organisation of educators across the service supports children's learning and development.

Quality area 5: Relationships with children

5.1.2 The dignity and rights of every child are maintained

Quality area 6: Collaborative partnerships with families and communities

6.1.3 Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing

Quality area 7: Governance and leadership

7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service

Relevant resources

Cancer Council

<https://www.cancer council.com.au/sunsmart>

ACECQA

[Sun protection policy and procedure guidelines](#)

[Creating a safe outdoor learning environment](#)

SunSmart Literature Activities

Literature resource activities for over 20 picture books with various themes related to the sun, weather, the seasons, sun protection and skin. Visit:

www.generationsunsmart.com.au/sunsmart-literature-activities/

Be SunSmart Play SunSmart

A curriculum resource using the Being, Belonging and Becoming – The Early Years Learning Framework for Australia. Visit:

https://www.cancersa.org.au/uploads/sunsmart/A4P_BeSunSmart_PlaySunSmart_ECR_document_WEB.pdf

SunSmart Hat-Wearing Toolkit

Leads staff through simple steps, with useful tips and resources to reinforce current SunSmart hat-wearing behavior to reach 100% compliance or to phase out baseball caps. Visit: <https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/hat-wearing-toolkit>

Procedure creation and revision record

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