

SUN PROTECTION POLICY

Quality Areas: NQS 2 – Children’s Health and Safety

Policy Owner: Safety

A light blue speech bubble containing the text 'Why this is important' in a dark blue, handwritten-style font.

1.0 Introduction and Purpose

We will provide a sun safe environment for all children and team members, we will ensure that team members understand the potential risks of ultraviolet (UV) radiation exposure for children and adults and that they promote and model the appropriate sun safe behaviours to children, families, and their colleagues.

Team members will support children to develop positive, lifelong attitudes towards skin protection, and foster lifestyle practices which can reduce sun damage and the potential incidence of skin cancer.

According to Cancer Council Australia, exposure to ultraviolet (UV) radiation in childhood is a major risk factor for developing skin cancer later in life. By implementing best practice Sun Protection Policy and practices, we can help protect adults and children from over-exposure to UV radiation and teach children lifetime sun protection habits from an early age.

2.0 Who does this policy apply to:

All team members and children

3.0 What is our Policy:

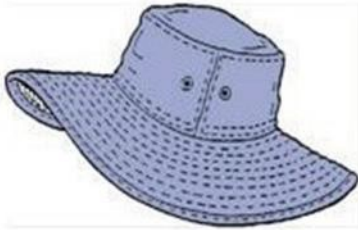
3.1 Sun Safe Clothing

According to Cancer Council Australia, sun safe clothing is made from closely woven fabric and covers as much of the skin as possible - especially the shoulders, back and stomach (with darker coloured materials providing slightly more protection). For example, loose fitting shirts and dresses with sleeves (at least elbow length) and collars or covered neckline and longer style skirts, shorts and trousers.

Midriff, crop or singlet tops are not sun safe clothing because they do not provide adequate coverage to protect from the sun.

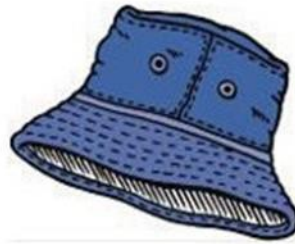
3.2 Sun Safe Hat

Cancer Council Australia recommends a sun safe hat that protects the whole face, head, back of neck and ears, and is made of a close weave fabric that does not allow light to get through. The styles illustrated below are considered to be sun safe. Note: Baseball caps, sun visors and beanies do not provide the necessary sun protection.



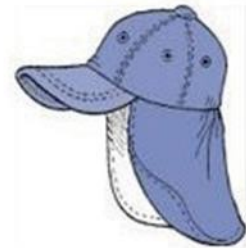
Broad Brimmed Hat

Brims should be 6cm for children and 7.5cm for adults. Brims should be proportional to the size of the child's head and provide shade for the whole face.



Bucket Style Hat

Bucket style hats should have a deep crown and sit low on the head. The brim should be at least 5cm for children and 6cm for adults, and shade the face, ears, and back of the neck.



Legionnaire Style Hat

Legionnaire style hats should have a flap that covers the neck. The side flap and front peak (brim) should meet to protect the sides of the face.

3.3 Sunscreen

Any references to sunscreen mean a broad- spectrum water-resistant sunscreen with a SPF (sun protection factor) of at least 50 (or higher), is registered (with an Australian Licence AUST L number) and is within its use by or best before date.

Sunscreen needs to be stored out of direct sunlight, in a cool, dry place and expiry dates monitored.

Permission to apply the Guardian sunscreen is provided on the enrolment form. Some children may have an allergy or intolerance to particular sunscreens, parents are asked to provide an alternative that meets our sunscreen requirements eg is water-resistant, SPF 50 or higher, registered sunscreen. The Cancer Council recommends sensitive or toddler formulas for children and people with sensitive skin.

Advise families if a new brand of sunscreen is being introduced, you should undertake a usage test to a small area to ensure there are no reactions before using the sunscreen over the body.

3.4 Special requirements for Infants

SunSmart practices consider the special requirements of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. Physical protection 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.

The widespread use of sunscreen on babies under 6 months old is not recommended.

4.0 Responsibilities

4.1 Approved Provider will:

- Provide a comprehensive induction to Nominated Supervisors (NS) that includes an explanation of the Sun Protection Policy.
- Provide the Guardian approved SPF50 broad spectrum water-resistant sunscreen for use by children, educators, team members and families at the centre.

- Ensure children's outdoor spaces have adequate shade, with a combination of natural shade, and built shade with a UV protection factor ratio of 15 or more (blocking at least 94% of UV radiation). When replacing shade, a shade audit will be undertaken to maximize and effectively use shade products, using Cancer Council's online shade audit tool, available at <https://www.sunsmart.com.au/shade-audit/>
- Our Design Guide also provides a range of options to manage UV exposure both indoors and outdoors

4.2 Centre Manager / Nominated Supervisor (NS) will:

- Monitor team member practice and behaviour by providing additional and ongoing coaching and support where required
- Role model sunsafe behaviour by wearing a sun-safe hat, sunglasses, sun safe clothing and seeking shade when in the outdoor environment at the centre, and by applying sunscreen 20 minutes before going outside
- Ensure sun protection strategies are included in any excursion risk assessment
- Use a combination of sun protection measures whenever the UV radiation levels reach 3 and above [Australian UV Index](#)
- Have an effective system to communicate to team members about children's sunscreen allergies and individual requirements
- Sunscreen allergies will be listed on the medical conditions register and room summary. Any sunscreen station should also have information on display to allow team members to know which children cannot use the Guardian provided sunscreen along with the location of that child's particular sunscreen
- Encourage children who choose to wear sunglasses, and where necessary, advise families of these children that a close-fitting wrap around pair, that meets the Australian Standards (AS:1067) will offer best protection
- Inform families of this policy on enrolment, explaining that every child must have a sun-safe hat to wear and whether the centre provides these
- Check on enrolment that the family has signed the authorisation for team members to apply sunscreen to their child. Where authorisation is denied due to an allergy ensure a medical management plan (including a risk minimization and communication plan) is developed in partnership with the family and (where necessary) in consultation with a registered medical practitioner
- Have available adequate supplies of the Guardian approved sunscreen available at the centre
- Regularly reminded families to apply sunscreen to their child on arrival at the centre (or at home if they will be dropping off their children at times when they are likely to be engaged directly in outdoor play)
- Encourage families to role model sun-safe behaviours with their children outside the centre
- Remind families of the Sun Protection Policy and its requirements when they are invited to attend outdoor events at the centre
- Ensure safety data sheets for sunscreen products are current and kept on file

4.3 Team Members will:

- Check the daily sun protection times using the SunSmart app or Bureau of Meteorology website at least once a day and display it in the centre
- Role model sunsafe behaviour by wearing a sun-safe hat, sunglasses, sun safe clothing and seeking shade when in the outdoor environment at the centre, and by applying sunscreen 20 minutes before going outside
- Consistently encourage children to wear a sun-safe hat and sun-safe clothing when in the outdoor environment at the centres, and to apply sunscreen 20 minutes before going outside

(following the advice of the daily sun protection times). When children are not able to apply their own sunscreen, educators should apply it for them

- Sunscreen should be reapplied every two hours, or more frequently if it is likely to have been washed or wiped off. Children without adequate clothing, hats or sunscreen will be required to play in the shade.
- Ensure that children under twelve months of age are not exposed to the direct sun or when UV levels are 3 and above. When outdoors, these children should be dressed in sun-safe clothing, wearing a sunsafe hat and encouraged to play in shaded areas. For children older than 6 months, sunscreen may be applied to exposed areas of skin
- Encourage children to use available areas of shade for outdoor play
- Encourage children who choose to wear sunglasses, and where necessary, advise families of these children that a close-fitting wrap around pair, that meets the Australian Standards (AS/NZS1067:2003) will offer best protection
- Consider sun protection when planning any excursion, detailing risk controls in the excursion risk assessment
- Embed sun protection into the educational program through daily practices and regular discussions about sun-safe behaviours
- Create an adequate number of sunscreen stations across the centre for children to access independently. Ensure the sunscreen station has tissues, wipes and a mirror for children to be successful in applying the cream to their face, neck, arms and neck
- Know children who have sunscreen allergy and ensure that the correct sunscreen is applied
- Consider the availability of shady areas when planning all outdoor experiences and avoid peak UV times of the day whenever possible. In areas where there is a lack of natural or artificial shade
- Encourage families to role model sun-safe behaviours with their children outside the centre
- Involve children in checking the daily sun protection times whenever possible to support their understanding of when and why sun protection is needed
- Record when sunscreen is applied

4.4 Families will:

- Dress children in appropriate clothing (covers shoulders, back and stomach) and provide a sun-safe hat for their children to wear if the centre does not provide them
- Apply sunscreen to their child on arrival at the centre, or in the morning before leaving home
- Model sun-safe behaviours by wearing a sun-safe hat and clothing when outdoors at the centre and apply sunscreen 20 minutes before going outdoors. Shade should be sought as much as possible
- Give permission for educators/team member to apply SPF 50 broad spectrum water resistant sunscreen supplied by the centre or for a child with sunscreen allergy provide a SPF 50 broad spectrum water resistant sunscreen with the child's full name clearly marked on the container for use at the centre
- If a specific sunscreen is required due to an allergy that this sunscreen will be kept at the centre and it is the families responsibility to make sure there is always an adequate supply available that is within the due date

5.0 State / Territory Variations

5.1 Australian Capital Territory

This policy is implemented from the beginning of August through to the end of May, (this is when daily UV levels reach 3 and above in Canberra for part of or most of the day) and are strong enough to damage unprotected skin.



Outdoor activities and events are minimised between 11am and 3pm as much as practicably possible during the daylight saving/summer period of the year.

Cancer Council ACT states that due to Canberra's low UV levels (under 3) during June and July sun protection is generally not recommended. This is to reduce the risk of Vitamin D deficiency in the ACT region.

5.2 Queensland

Sun protection is required when the UV levels reach 3 and above. In Queensland, sun protection is required all year, even in winter, due to consistently high UV levels. The Sun Smart Global UV app should be used throughout each day to monitor UV levels.

5.3 South Australia

This Policy is implemented from 1 August to 30 April or at other times whenever the UV level is 3 and above.

5.4 Victoria and New South Wales

Sun protection measures are used whenever UV levels reach three and above. This is typically from mid- August to the end of April in Victoria. Please check the daily local sun protection times to be sure you are using sun protection when it is required.

Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

6.0 Sunscreen Application

6.1 Promoting Children's Autonomy

Just like other self-help tasks such as hand washing and dressing, applying sunscreen offers an opportunity for children to practice a skill they will need for the rest of their lives, particularly in Australia.

Team Members should:

- be applying sunscreen 20 minutes before going out into the sun, and sunscreen needs to be reapplied every two hours
- offer support appropriate to each child's age and abilities, while respecting their individual preferences and pace
- encourage children to apply and rub in their own sunscreen as soon as they are able. Show them how to rub it in by role modelling the action when applying your own sunscreen
- provide younger children with more time and closer supervision while they are still learning. Some may need your assistance to finish the task for them.
- support children to go at their own pace by planning ahead and allowing sufficient time for transitions into the outdoor environment. As with nappy changing or mealtimes, this experience should not be rushed
- set up a sunscreen station where children can access it independently. This may not be practical in the nursery room unless you know your group is ready
- consider securing a full-length mirror near the sunscreen station, so children can see their whole bodies when applying
- talk with children about the importance of wearing and reapplying sunscreen as they, or you, apply it
- record the application of sunscreen on the Sunscreen Checklist



6.2 Applying Sunscreen to a Child

Until children master the practice of applying sunscreen, it is likely you will need to do it for them from time to time or provide some assistance to get the spots they have missed.

There are a few acceptable options to make sure this practice is hygienic and safe:

1. Using your (clean) bare hands - This is the best way to help a child rub in their sunscreen. Remember, you must wash your hands thoroughly before and after assisting each child.
2. Using a gloved hand - This may be used if you have broken skin on your hands. You must use a new glove for each child and wash your hands thoroughly before putting on your glove. Make sure you turn the glove inside out as you remove it to contain any germs and left-over sunscreen before placing it safely in the bin.

7.0 Tools and Resources

<p>The most important documents I need are:</p> <p>Sunscreen Checklist Sunscreen Preference Template</p>	<p>Other supporting documents will include:</p> <p>Heat and Play Safety Share Working Safely Using the Stanley Infrared Thermometer Self-Assessment for Sun Protection Medical Conditions Guardian Way page</p>
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8.0 Additional Information

- [Australian UV Index](#)
- [Bureau of Meteorology about UV and sun protection times](#)
- [Cancer Council](#)
- [Generation SunSmart training modules](#)

9.0 Sources

Cancer Council Australia SunSmart programs:

- [SunSmart Early Childhood Program – ACT](#)
- [SunSmart Early Childhood Program – NSW](#)
- [SunSmart Early Childhood Program – VIC](#)
- [SunSmart Early Childhood Program – QLD](#)
- [SunSmart Early Childhood Program – WA](#)

Section 167	Offence relating to protection of children from harm and hazards
Regulation 100	Risk assessment must be conducted before excursion
Regulation 113	Outdoor space – natural environment (centre-based services)
Regulation 114	Outdoor space – shade (centre-based services)
Regulation 168	Education and care service must have policies and procedures
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

Policy owner	Chief Quality and Curriculum Officer	Content author	National Health, Safety and Risk Manager
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