



Sun Protection Procedure

Related Documentation	Family Day Care Family Information Booklet Long Day Care and Outside School Hours Care Family Information Booklet
Relevant Legislation	Refer to Legislation, Standards and Guidance Material Reference Table
Responsible Officer	Manager Education and Care Services

Uncontrolled when printed.

Definitions

UV – Ultra Violet
SPF – Sun Protection Factor

Objectives

To ensure adequate sun protection is in place for children, educators and visitors at Council’s Education and Care Services.

Training and Competence

Council is committed to staff receiving training relevant to the tasks/activities undertaken in this procedure. Training requirements will be reviewed at least annually as part of the performance appraisal program, and recorded in Pulse. All training will be evaluated to ensure continuous improvement.

Competence of employees, including any contractors, labour hire employees or volunteers, will be assessed prior to their being expected to carry out the tasks associated with this procedure.

Records Management

All records related to this procedure are to be stored in IRIS (Intelligent Record Information System) in accordance with Council’s Records Management Policy.

Review and Evaluation

To maintain relevance and currency, this procedure will be reviewed on a two-yearly basis or as required due to changes in relevant legislation and codes of practice or changes to systems and processes.

The procedure will also be evaluated in consultation with employees at appropriately identified intervals to evaluate its effectiveness.

Regular review and evaluation is an opportunity to determine whether the procedure is fit for purpose and reflective of operational practice, and provide an opportunity to implement corrective measures or amend the procedure if required.

Procedure

Educators are to implement and promote the following sun protection practices for themselves, children and families within our services. Educators will role model appropriate sun smart behaviours at all times to the children, families, students and visitors.

1. Ultraviolet (UV) Awareness

- Educators will check the local UV index online at the beginning of each day and record this on the daily safety checklist, noting the peak UV level and times for that day.
- Sun protection will be used at all times UV levels are at 3 or above. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year.
- Children will remain indoors when the UV index is rated as 11 or above (extreme).
- Where appropriate, outdoor activities will be scheduled outside of peak UV times.
- When planning excursions, sun protection will be included and considered in all risk assessments.

Please note: sun protection times are recommended from the Bureau of Meteorology for the time of day UV levels are forecast to reach three and above.

2. Seek shade

- Educators will consider the availability of shade when planning all outdoor activities.
- Educators will encourage children to choose and use available areas of shade when outside.
- Educators will set up outdoor activities in shaded areas. Play activities and portable equipment will be moved as the shade moves throughout the day.
- Shade options can include a combination of portable, natural and built shade.

3. Slip on sun-protective clothing

When outdoors children and educators will wear protective, sun smart clothing that includes:

- Loose-fitting clothing that covers as much skin as possible.
- Clothing made from cool, densely woven fabric is recommended.
- Tops with elbow-length sleeves, higher necklines (or collars). If a child is wearing a singlet top or shoestring dress, they will be asked to choose a t-shirt/shirt to wear over this before going outdoors.
- Knee-length or longer style shorts, skirts and dresses.

4. Slap on a hat

- When outdoors, children and educators must wear SunSmart hats that protect the face, neck and ears.
- SunSmart hats include:
 - Legionnaire style hats
 - Broad-brimmed hats with a brim size of at least a 6cm for children, 7.5cm for adults.
 - Bucket style hats with a deep crown and a brim size of at least 5cm brim for children, 6cm for adults.

Please note: baseball caps and visors are **not** considered a suitable alternative.

- Children without a sun protective hat will be provided with a clean spare hat from the spare clothes box where possible and will be washed after use.
- If children repeatedly attend the service without a sun protective hat, educators will discuss and remind the family of the sun protection requirements.

5. Slop on sunscreen

- Permission to apply sunscreen will be included in each child's enrolment form.

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- Sunscreen must be SPF30 (or higher) broad spectrum and preferably water-resistant. This will be available at the service for children and educators to use or can be supplied by the child's family.
- Where children have allergies or sensitivities to sunscreen, parents are asked to provide an alternative sunscreen or children are encouraged to play in the shade.
- Services will use a 'Permission Form for Unprescribed Products' for any sunscreen provided by a children's family and monitor the expiry date of the sunscreen.
- Families will be reminded to apply sunscreen to their child before arriving or upon arrival to the service.
- Sunscreen is applied in accordance with the manufacturer's directions which state to apply at least 20 minutes before going outdoors and reapply every two hours (or after sweating, towel drying or swimming).
- Sunscreen will be reapplied before or during outdoor play (at least every 2 hours). Educators will provide regular reminders to re-apply sunscreen when the UV index is three or above.
- Children from three years of age, or when developmentally ready, are given opportunities to apply their own sunscreen under supervision of staff and are encouraged to do so.
- Sunscreen will be stored in a cool place out of the sun and expiry date is monitored.

Age/service specific practices

- Babies under 12 months of age will not be exposed to direct sunlight when the UV index is 3 or higher and will always remain in dense shade when outside.
- The widespread use of sunscreen on babies under 6 months is generally not recommended as babies have very sensitive skin and are more likely to suffer a reaction.
- Educators must ensure the children are protected from sun when they are sitting in a pram/stroller.
- Children without hats or appropriate clothing will remain protected from the sun. That is, children will indoors or play in dense/solid shaded areas only.
- All sun protection practices will be maintained while educators are escorting children to and from school, and on any excursions.
- Slide on sunglasses - 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.

Education, role modelling and information sharing

- All families and visitors will be informed of sun protection practices required under this procedure upon enrolment/orientation.
- Families and visitors will also role model SunSmart behaviours in line with this procedure when outside.
- Sun protection will be incorporated into the educational program.
- The SunSmart policy is reinforced by educators and through children's activities and displays.
- Children are encouraged to be involved in initiatives to promote and model sun protection measures at the service including taking leadership roles in managing sun protection e.g. accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.

END OF PROCEDURE

This procedure is required under the Education and Care Services National Regulations and should not be edited or rescinded without permission from the Education and Care Services Senior Leadership Team.

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