

EC services are welcome to use this SunSmart policy or copy parts to add to your existing policy.

# SunSmart Policy

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

## Purpose

This SunSmart policy provides guidelines to:

- ensure all children, educators and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for children, educators and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

## Background

Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four 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 strongly associated with an increased risk of skin cancer later in life.

## Legislation and Standards

- [Occupational Health and Safety Act](#) (2004)
- [Children's Services Act 1996](#)
- [Children's Services Regulations 2009](#)
- [Child Wellbeing and Safety Act 2005 \(Vic\) \(Part 2: Principles for children\)](#)
- [Education and Care Services National Law Act 2010](#): Section 167: Protection from harm and hazards
- [Education and Care Services National Regulations 2011](#)

Part 4.2: Children's health and safety	
Reg 100	Risk assessment must be conducted before excursions
Part 4.3: Physical Environment	
Reg 113	Outdoor space: natural environment
Reg 114	Outdoor space: shade
Part 4.7: Leadership and service management	
Reg 168 (2)(a)(ii)	Policies and procedures: Sun protection
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

## Procedures

- To assist with the implementation of this policy, educators and children are encouraged to access the local sun protection times via the SunSmart widget on the service's website, the free SunSmart app or at [sunsmart.com.au](http://sunsmart.com.au).
- The sun protection measures listed are used for all outdoor activities **during the daily local sun protection times**. (The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.)

## Special note regarding infants

SunSmart practices consider the special needs 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.

### 1. Seek shade

- Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area particularly in high-use areas.
- The availability of shade is considered when planning all outdoor activities.

- Children are encouraged to choose and use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.
- In consultation with the service's committee, shade provision is considered in future plans and upgrades.
- A shade assessment is conducted regularly to determine the current availability and quality of shade.

### **2. Slip on sun-protective clothing**

- Children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Families are asked to choose tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts and skirts for their child. 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.

### **3. Slap on a hat**

- All children are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative.

### **4. Slop on sunscreen**

- SPF30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by the service and/or families.
- 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 more frequently if sweating or swimming).
- To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff, and are encouraged to do so.
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.

### **5. Slide on sunglasses [if practical]**

- 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.

### **Learning and skills**

- Sun protection is incorporated into the learning and development program.
- The SunSmart policy is reinforced by educators and through children's activities and displays.

### **Engaging children, educators, staff and families**

- Educators, staff and families are provided with information about sun protection through family newsletters, service handbook, noticeboards and the service's website.
- When enrolling their child, families are:
  - informed of the service's SunSmart policy;
  - asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child;
  - required to give permission for educators to apply sunscreen to their child; and
  - encouraged to use SunSmart measures themselves when at the service.
- As part of OHS UV risk controls and role-modelling, educators, staff and visitors:
  - wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses;
  - apply sunscreen; and
  - seek shade whenever possible.

## Monitoring and review

- All staff, including management and educators, monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at [sunsmart.com.au](http://sunsmart.com.au).
- SunSmart policy updates and requirements will be made available to educators, staff, families and visitors.

Next policy review: . . . . .

## Relevant documents / links

- [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
- [Get Up & Grow: Healthy eating and physical activity for early childhood](#) (Section 2) 2009
- 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)
- Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS/NZS 4399:2017, 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](#)
- 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*

## National Quality Standards

Quality Area (QA) / Standard (S) / Element (E)

<b>QA 1</b>	<b>Educational program and practice</b>
<b>S 1.1 Program</b>	<b>The Educational program enhances each child’s learning and development.</b>
E 1.1.1	Curriculum decision making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
E 1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning.
<b>S 1.2 Practice</b>	<b>Educators facilitate and extend each child’s learning and development.</b>
E 1.2.2	Educators respond to children’s ideas and play and extend children’s learning through open-ended questions, interactions and feedback.
E 1.2.3	Each child’s agency is promoted, enabling them to make choices and decisions that influence events and their world.
<b>QA 2</b>	<b>Children’s health and safety</b>
<b>S 2.1 Health</b>	<b>Each child’s health and physical activity is supported and promoted</b>
E 2.1.1	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.
E 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
E 2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
<b>S 2.2 Safety</b>	<b>Each Child is protected</b>
E 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
<b>QA 3</b>	<b>Physical environment</b>
<b>S 3.1 Design</b>	<b>The design of the facilities is appropriate for the operations of a service</b>
E 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.

<b>S 3.2 Use</b>	<b>The service environment is inclusive, promotes competence and supports exploration and play-based learning.</b>
E 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
<b>QA 5</b>	<b>Relationships with children</b>
<b>S 5.2 Relationships between children</b>	<b>Each child is supported to build and maintain sensitive and responsive relationships</b>
E 5.2.1 Collaborative learning	Children are supported to collaborate, learn from and help each other.
<b>QA 6</b>	<b>Collaborative partnerships with families and communities</b>
<b>S 6.1 Supportive relationships with families</b>	<b>Respectful relationships with families are developed and maintained and families are supported in their parenting role.</b>
E 6.1.2	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
E 6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
<b>S 6.2 Collaborative partnerships</b>	<b>Collaborative partnerships enhance children's inclusion, learning and wellbeing.</b>
<b>QA 7</b>	<b>Governance and Leadership</b>
<b>S 7.1 Governance</b>	<b>Governance supports the operations of a quality service.</b>
E 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

Last updated: March 2018  
E: [sunsmart@cancervic.org.au](mailto:sunsmart@cancervic.org.au)  
P: 9514 6415  
W: [sunsmart.com.au](http://sunsmart.com.au)

Please find below a **sample** agreement / permission form for services to use if they choose. This is just a suggestion and NOT a mandatory membership requirement. The aim of this form is to help families / carers understand how they can help support your service's SunSmart membership and provide clarity around each sun protection measure, including sunscreen application. It is up to you if you choose to use this or not.

## Sun protection agreement and permission form

I understand Sutherland Street Childcare and Kindergarten is a registered SunSmart Early Childhood Program member and follows SunSmart and Cancer Council Victoria recommendations to use a combination of sun protection measures (clothing, sunscreen, a hat, shade, and if practical, sunglasses) during the daily local sun protection times (whenever UV levels reach 3 or higher), typically from mid-August to the end of April in Victoria.

I agree to help support this membership and help minimise my child's potential risk of skin and eye damage and skin cancer by doing the following:

(Please tick all that apply)

- Dress my child in cool clothing that covers as much skin as possible e.g. tops that cover the shoulders, arms and chest, has higher necklines or collars, and long shorts and skirts. I understand that singlet tops or shoestring dresses do not provide adequate sun protection and are best layered with a shirt or t-shirt.
- Remind my child to bring and wear a sun-protective hat that shades the face, neck and ears (e.g. wide-brimmed, bucket or legionnaire hat). I understand that baseball / peak style caps do not provide adequate sun protection and are not appropriate for outdoor play.
- Provide my child with appropriate close-fitting wrap-around sunglasses labelled AS:1067 to help protect their eyes. (inclusion optional)
- Give permission for educators/staff to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen supplied by the service to all exposed parts of my child's skin including their face, neck, ears, arms and legs.

**OR**

- To give permission for educators/staff to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen (that I have supplied and labelled with my child/children's name) to all exposed parts of my child's skin including their face, neck, ears, arms and legs. I agree that this sunscreen will be kept at the service and it is my responsibility to make sure there is always an adequate supply available.
- To give permission for educators/staff to assist my child to develop independent, self-help skills by applying SPF30 (or higher) broad-spectrum, water-resistant sunscreen to all exposed parts of their own skin including their face, neck, ears, arms and legs. (Recommended from ages three and above)

Child(ren)'s name(s): \_\_\_\_\_

Parent/Guardian's name \_\_\_\_\_ (Please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date