



SUN PROTECTION PROCEDURE

Policy Hierarchy link	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations: 168 (2)(a)(ii)		
Responsible Officer	Vice-President, Human Resources		
Contact Officer	HR and Early Years Operations Director		
Superseded Documents	None		
Associated Documents			
Version	Authorised by	Approval Date	Effective Date
3.0	Early Years Management	26 October 2017	26 November 2017

1. Purpose and Scope

Australia has the highest rate of skin cancer in the world. The sensitive skin of young children and babies places them at particular risk of sunburn and skin damage. Early childhood services play a major role in minimising a child's UV (ultra violet) exposure as children attend during times when UV radiation levels are highest.

This procedure has been adapted from the *NSW Cancer Council Sun Protection Sample Policy*. Information and guidance is contained on the NSW Cancer Council website www.cancerCouncil.com.au.

Our Centres will follow best practice guidelines with the aim of maintaining SunSmart status from the NSW Cancer Council, to protect children, family members, educators and staff from the damaging effects of sun exposure.

Early Years services are *SunSmart* services.

2. Definitions

None

3. Procedure

Our sun protection strategies are:

3.1 Outdoor Activities

The centre will use a combination of sun protection measures whenever **UV Index levels reach 3 and above**. This will include:

- Each day the local UV rating will be checked through the Sun Smart app, Cancer Council website or other suitable service. This information will be shared with all staff members and families daily.
- From October to March sun protection is required at all times. Extra sun protection is needed between 11am and 3pm. During this period, outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are in direct sun.

- From April to September outdoor activity can take place at any time. However, from 10am–2pm sun protection is required (excluding June and July).
- In June and July when the UV index is mostly below 3, sun protection is not required during the day. Attention however is required for children who have very fair skin.

All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning excursions and activities.

3.1.1 Shade

Most outdoor activities will be planned to occur in shaded areas. Play activities will be set up in the shade and, if necessary, moved throughout the day to take advantage of shade patterns.

The centre will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments should be conducted to monitor existing shade structures and assist in planning for additional shade.

3.1.2 Hats

Educators, staff and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is a:

- Legionnaire hat.
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

Please Note: *Baseball caps or visors do not provide enough sun protection and therefore, are not appropriate for use in the centres.*

Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or may be provided with a spare hat.

Spare hats will be kept on the premises.

3.1.3 Clothing

When outdoors, educators, staff and children will wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.

Children who are not wearing sun safe clothing can be provided with spare clothing.

Children who are toilet training may go outside in training pants. Sunscreen will be applied to exposed skin on legs.

Please note: *Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended for children or acceptable for staff.*

3.1.4 Sunscreen

- All staff and children will apply SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. Sunscreen is stored in a cool, dry place and the use-by-date monitored.
- Parents are requested to apply sunscreen to children upon arrival or prior to arrival at the Centre.
- Permission from families for the Centre to apply sunscreen will be requested in writing on the enrolment form. Children who do not use sunscreen, due to allergies or parental preference, will be dressed appropriately so that they are protected from the sun.
- Sunscreen will be applied in a manner to avoid cross-infection.

3.2 Babies

Babies under 12 months will not be exposed to direct sunlight and are to remain in shade when outside. They will wear sun safe hats and clothing. Small amounts of SPF30+ broad-spectrum water-resistant sunscreen may be applied to their exposed skin with parental permission.

3.3 Role-modeling

Educators and staff will act as role models and demonstrate sun safe behaviour by:

- Wearing sun safe clothing (see Clothing).
- Wearing a sun safe hat (see Hats).
- Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.

Families and visitors are encouraged to role model positive sun safe behaviour.

3.4 Education and Information

Sun protection will be incorporated regularly into learning programs. Sun protection information will be promoted to all staff, families and visitors. Further information is available from the Cancer Council website.

4. Review & History

Management and staff will monitor and review the effectiveness of the sun protection procedure regularly. The UNSW Early Years *Sun Protection Procedure* must be submitted every two years to the Cancer Council for review to ensure continued best practice and sun smart status. Refer to the Cancer Council's guidelines and website for further information.

5. Acknowledgements

Cancer Council - www.cancercouncil.com.au/sunsmart

NSW Department of Health - www.health.nsw.gov.au

All websites last accessed 30/10/17

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified	Next review
1.0	Vice President, University Services	11 November 2013	11 November 2013		
2.0	Early Years Management	11 November 2014	11 December 2014		
3.0	Early Years Management	26 October 2017	26 November 2017	3.1 Added procedure to check UV rating each day.	November 2019