

# Intereach Children's Services

## Sun Protection Procedure



<b>Applies to</b>	Intereach Family Day Care (FDC) and Intereach Out Of School Hours (OOSH)				
<b>Policy</b>	NQS Two: Children's Health and Safety Policy				
<b>Version</b>	3.0	<b>Date approved</b>	09/11/2023	<b>Next review date</b>	09/11/2025

### 1. Objective

Australia has the highest rate of skin cancer in the world. Skin cancer, including melanoma and non-melanoma, is the most common cancer in Australia. Exposure to ultraviolet (UV) radiation in childhood is a major risk factor for the development of skin cancer later in life. By implementing a best-practice Sun Protection procedure Intereach Early Childhood services can help protect educators, staff and children from UV radiation and teach children good sun protection habits from an early age to reduce their risk.

### 2. Responsibilities

It is the responsibility of Nominated Supervisors to:

- ensure the Sun Protection procedure is reviewed in accordance with requirement of relevant bodies; and,
- promote and ensure understanding of the sun protection procedure for all stakeholders

It is the responsibility of staff and educators to:

- adhere to the Sun Protection Procedure by implementing sun protection measures guided by the recommendations of the Sun Smart Program, Cancer Council NSW and Sun Smart Victoria;
- monitor the UVI daily and manage outdoor play and learning activities 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; and,
- communicate with families about sun safe practices in general and specific expectations within the service (e.g. wearing protective clothing).

It is the responsibility of the families to:

- be aware of and follow the service's Sun protection policy and procedures; and,
- send children to the service in appropriate clothing that offers sun protection.

### 3. Processes

#### 3.1. Outdoor activities

As excursions can present different sun exposure risks, it is important that sun protection is considered as part of risk assessments for outdoor activities including excursions.

- Implement all sun protection measures, including hats, clothing, sunscreen, and shade when the UV reaches 3 or above:
  - UV levels and daily sun protection times are used to plan daily outdoor activities.
- All sun protection practices are planned, organised, and understood when children are on excursions, regular outings and/or incursions:
  - The service recommends educators and staff access the local sun protection times via the Sun Smart widget on the free Sun Smart app or at [sunsmart.com.au](https://sunsmart.com.au).

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- OOSH commencing from start of Spring Vacation Care (inclusive of term 4 and term 1) to the end of Autumn, Vacation Care encourage use of wearing hats, the application of sunscreen and shade play activities when accessing outdoor play.

### **3.2. Shade**

- The availability of shade is considered when planning all outdoor activities, including excursions.
- Adequate shade is provided and maintained. Shade options can include a combination of portable, natural, and built shade.
  - Shade may be provided by large trees, heavy shade cloths and solid roofs, however UV can still reach the children in the shade, and educators and staff will ensure the children are wearing protective clothing, including sunglasses, hat and use of sunscreen.
- Play activities are moved throughout the day to take advantage of shade patterns.
- Children are encouraged to choose and use available areas of shade when outside.
- Regular shade assessments and the monitoring of existing shade structures is undertaken to assist in planning for additional shade.
- SPF30 (or higher) broad-spectrum, water-resistant sunscreen will be applied to all children and educators in accordance with the manufacturer's directions (applied at least 20 minutes before going outdoors and reapplied every two hours, or more frequently if sweating or swimming).
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.
- Children will be encouraged to apply their own sunscreen, where educator assistance is required, they will use applicators such as tissues or a cotton pad and wash their hands between each application.
- Families are requested to provide their own sunscreen if their children have sensitive skin or allergies.
- Families are encouraged to apply sunscreen at the beginning of the day.
- Consideration will be given to individual sun protection requirements based on medical conditions upon provision of a medical certificate.
- Action is taken on any recommendations are made, on a case-by-case basis in consultation with their medical practitioner for children from non-Caucasian backgrounds that may require additional exposure to the sun.
- It is recommended by SunSmart that usage tests are carried out before applying a new sunscreen.

### **3.3. Hats**

- All children will wear hats that protect their face, neck, and ears. Families are notified of this requirement during enrolment.
- Children must wear a Sun Smart hat when attending a service or on any excursions. A Sun Smart hat includes:
  - a legionnaire hat;
  - a bucket hat with a deep crown; and,
  - a broad-brimmed hat;
- Children without a sun safe hat are asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or are provided with a spare hat.

### **3.4. Clothing**

- Families are encouraged to provide sun smart clothing for their children. Sun Smart clothing includes:
  - shirts and dresses with sleeves that cover the shoulders and neckline and, if possible, have collars; and,
  - longer style skirts, shorts, and trousers.
- Children without a sun safe clothing, such as singlet tops or shoestring dresses are asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or are asked to choose a t-shirt/shirt to wear over their clothing before outdoors. In this instance, educators or staff will consult with families at the end of the day to ensure the child is dressed appropriately on their next attendance.

### **3.5. Infants**

- SunSmart practices consider the unique needs of infants.
- Babies under 12 months are not exposed to direct sunlight when UV levels are forecast to reach three or higher.
- Physical protections 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 needs only be used occasionally on minimal areas of a baby's skin.
- The widespread use of sunscreen on babies under six months is not recommended.

### **3.6. Role Modelling**

- Staff and educators will role model Sun Smart practices, including:
  - wearing a sun-safe hat, clothing and Australian Standard 1067 sunglasses (optional);
  - applying SPF30 (or higher) broad-spectrum, water-resistant sunscreen 20 minutes before going outdoors; and,
  - using and promoting shade whenever possible.
- Families and visitors are encouraged to use Sun Smart measures when participating in and attending outdoor activities.

### **3.7. Education and information**

- Sun protection is incorporated into the learning and development program.
- The *Intereach Children's Services Sun Protection Procedure* is reinforced by educators and through children's activities and displays.
- Educators, staff and families are provided with information about sun protection through family newsletters, service handbook, noticeboards and the service's website.
- During enrolment, families are:
  - informed of the service's Sun Protection Procedure;
  - 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 Sun Smart measures themselves when at the service.

- Staff and educators will learn of Sun Smart practices during their induction to the service. Further information is available from the Cancer Council website [www.cancercouncil.com.au](http://www.cancercouncil.com.au).
- Sun Smart practices are considered by staff and educators when planning excursions and any events to be held at the service such as play session.

#### **4. Monitoring, evaluation and review**

Management, staff, educators, and families will regularly monitor and review the effectiveness of the Sun Protection Recommendations. The Sun Protection Procedure will be reviewed, updated and submitted to the Cancer Council NSW every two years to maintain Sun Smart status, and to the Cancer Council Victoria every three years to maintain status.

#### **5. National Quality Framework**

<b>Element</b>	<b>Concept</b>	<b>Description</b>
<b>1</b>	Educational Program and practice	Sun protection awareness, integration into programming and planning
<b>1.3</b>	Assessment and planning	Educators and coordinators take a planned and reflective approach to implementing the program for each child.
<b>2.1</b>	Health	Each child's health and physical activity is supported and promoted.
<b>2.2</b>	Safety	Each child is protected
<b>2.2.1</b>	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
<b>2.2.2</b>	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practiced and implemented
<b>3</b>	Physical environment	Physical environment is safe, suitable and provides a rich and diverse range of experiences that promote children's learning and development.
<b>5</b>	Relationships with children	Relationships with children are responsive, respectful and promote children's sense of security and belonging
<b>6.1.3</b>	Families are supported	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
<b>7.1.2</b>	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

<b>6. Context</b>	
<b>6.1. Legislation or other requirements</b>	Education and Care Services National Regulations Regulation 113 Outdoor Space- Natural environment Regulation 114 Outdoor Space- Shade Regulation 168 Education and care service must have policies and procedures 2 (ii) Sun protection Education and Care Services National Law Act 2010 Section 167 – protection from harm and hazards Occupational Health and Safety Act 2004 (Vic) Work Health and Safety Act 2011 (NSW)

<b>6.2. Standards or other external requirements</b>	<p>Australian Children's Education and Care Quality Authority (2017). <i>National Quality Standards</i></p> <p>Australian Children's Education and Care Quality Authority (2017). <i>Guide to the National Quality Framework</i></p> <p>Early Childhood Australia (2016). <i>Code of Ethics</i></p> <p>Cancer Council New South Wales. Early Education and Care Sun Protection Policy:  <a href="http://www.cancercouncil.com.au/be-sunsmart">www.cancercouncil.com.au/be-sunsmart</a></p> <p>Sun Smart. Sample Sun Smart Policy:  <a href="http://www.sunsmart.com.au">www.sunsmart.com.au</a></p> <p>Child Safe Standards NSW</p> <p>Child Safe Standards ViC</p>
<b>6.3. Internal Documentation</b>	<p>FDC Home Safety Audit</p> <p>Medical Management and Risk Minimisation Plan</p> <p>Enrolment form</p> <p>Risk Assessment for Excursions</p>

## 7. Document control

Version	Date approved	Approved by	Next review date
1.0	2/03/2020	R. Phillips - Acting Senior Manager, Children and Family Services	2/03/2023
2.0	22/10/2021	Michelle Tai, General Manager Operations	22/10/2023
3.0	09/11/2023	M. Piffero – General Manager, operations	09/11/2025