

## SECTION 1 – INTRODUCTION

### BACKGROUND

Australia has one of the highest rates of skin cancer in the world and skin cancer is the most common cancer diagnosed each year in Australia. Exposure to ultraviolet (UV) radiation in childhood is a major risk factor for the development of skin cancer later in life as young children and babies have sensitive skin. This places them at particular risk of sunburn and skin damage. There are five key ways to protect yourself and children from developing skin cancer ([Sun Smart childcare: a guide for service providers](#) 2008, pp. 8);

- ✓ *In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year. UV levels are particularly high during the summer months and highest in the middle of the day. UV levels and daily sun protection times can be accessed via the SunSmart App or Cancer Council Australia's home page to determine sun protection requirements*
- ✓ *UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.*
- ✓ *Hats and SunSmart clothes should be worn throughout the year for all outdoor play and sunscreen applied.*

### PURPOSE

This policy will promote sun safety within all our service environments and wider community and provide a holistic approach to sun protection and education that reflects the needs of all children in care.

### SCOPE

This document applies to all Children and Family Services Manager and Coordinators, Centre Directors, Nominated Supervisors, Early Childhood Teachers, Child Care Workers, Child Care Assistants, Cooks, FDC CDO's and Educators, Administrators and Volunteers. Stakeholders also encompass Family Members and their Child/ren, Community Professionals (Health and Safety), who attend services.

### LEGISLATIVE CONTEXT

Part 4.3 – Physical Environment	
Division Two	Regulation 113 Outdoor Space – Natural Environment Regulation 114 Outdoor Space - Shade
Part 4.7 – Leadership and Service Management	
Division Two	Regulation 168 Education and care service must have policies and procedures 2 (ii) Sun protection

#### Relevant National Law:

Part 6 – Operating an Education and Care Service	
Section 167	Protection from harm and hazards
Section 173	Offence to notify certain circumstances to Regulatory Authority

#### Work Health and Safety Act 2011

Division 4—Duty of officers, workers and other persons	
Section 28	Duties of workers

### Relevant National Quality Standards:

Standard 2.1	Each child's health is promoted
Standard 2.2	Each child is protected.
Standard 3.1	The design and location of the premises is appropriate for the operation of the service
QA 1-7	All Seven Quality Areas reflect children and adult's access and exposure to the sun and the need for protective practices, education and critical reflection.

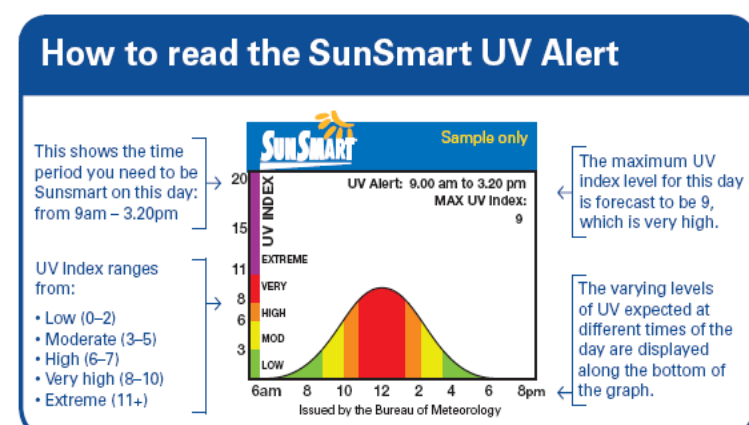
## SECTION 2 - POLICY

### OBJECTIVE AND GOALS

- To critically reflect on outdoor experiences and excursions to maximise our abilities to provide effective sun protection. When children are on excursions all sun protection practices are planned, organised, understood and available
- To educate children and families about the importance of Sun protection
- Sun protection information and resources are accessible and communicated regularly to families, including appropriate hat, clothing and sunscreen requirements on enrolling their child in the service.
- To ensure all children, educators and staff are protected from over-exposure to UV radiation
- To ensure the outdoor environment provides shade for children, educators and stakeholders;
- To ensure children are encouraged and supported to develop independent sun protection skills;
- To support duty of care and regulatory requirements; and support appropriate WHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

### POLICY STATEMENT

Exposure to ultraviolet (UV) radiation in childhood is a major risk factor for developing skin cancer later in life. By implementing a best-practice Sun Protection Policy and practices, early childhood education and care services can help protect staff, educators and children from UV radiation and teach children good sun protection habits from an early age.



The Bureau of Meteorology issues the Sun Smart UV Alert when the UV Index is forecast to reach 3 or above. The Sun Smart UV Alert is reported on the Sun Smart APP. The App is accessible on the mobile phone at all CFS services. Daily sun protection times are used to plan activities and to ensure a current understanding of local sun protection requirements.'



## **APPLICATION & IMPLEMENTATION**

The Early Education and Care Service will:

- Ensure sunscreen will be available across the service for children, educators, staff and families to utilise when in the centre's outdoor environment. Sunscreen will;
  - ✓ Be provided by the service
  - ✓ Have a SPF of 30+
  - ✓ Be broad spectrum and water resistant
  - ✓ Be stored in the shade
  - ✓ Applied to all children and educators 20 minutes prior to going outside and every 2 hours where necessary
  - ✓ Be used in conjunction with the SunSmart makes 10 recommendations for early childhood education and care.
    1. Scheduling outdoor activities and excursions
    2. Shade
    3. Hats
    4. Clothing
    5. Sunscreen
    6. Babies
    7. Role Modelling
    8. Education and Information
    9. Policy Availability
    10. Policy Review
  - ✓ Be provided for families to apply to their child at the beginning of the day
  - ✓ Be provided for families to apply when attending social events at the service
  - ✓ Be available to children to encourage self-application of sunscreen as required
  - ✓ Cancer Council recommends usage tests before applying a new sunscreen
  - ✓ All sunscreen is stored in a cool, dry place and the expiry dates monitored.
- Permission to apply sunscreen is included in the service enrolment form. Children will be encouraged to play in the shade where consent is not given. If families wish to provide their own sunscreen, then they must provide it to the service clearly labelled with their child's name. If a Dr has prescribed a sunscreen for a child due to medical conditions a long term medication form must be completed in line with [QMPOL-CS-063 Medical Conditions Policy](#), FDC Educators [QMPOL-FDC-002 Medical Conditions and the Administration of Medications Policy](#)
- Baby's skin is particularly sensitive and educators should avoid placing babies in direct sunlight as much as possible.
- The following guidelines are recommended by The NSW Cancer Council and will be followed at the service;

- Babies under 12 months are not be exposed to direct sunlight where possible
- Babies under 12 months should wear sun safe hats i.e. wide brim and clothing that cover their skin as much as possible. Babies clothing, hat and shade positioning are checked regularly to ensure they continue to be well protected from UV.
- The use of sunscreen on babies under 6 months is not recommended due to their sensitive skin. Sunscreen will then be applied to the small amount of skin still exposed using a specialised sunscreen specifically for infants or sunscreen for sensitive skin
- Effective use of shade in the outdoor environment will be utilised by educators, children and families at all times. Shade will be maintained and promoted to the children
- All children will be encouraged to play in maintained shaded areas promoted to the children when involved in outdoor and indoor/outdoor play experiences.
- Play-based learning activities are set up and moved throughout the day to take advantage of shade patterns.
- Children and educators are required to wear sun-safe hats, such as broad-brimmed, bucket and legionnaire styles. Baseball caps and sun visors are not recommended.
- Children who forget their hat or refuse to wear a hat will still be provided with sun protection at all times and encouraged to play in an area protected from the sun (e.g. under shade, veranda or indoors), or are provided with a spare SunSmart hat.
- Children and educators are required to wear Sun Smart clothing that covers as much skin as possible (especially the shoulders, back and stomach). For example, loose-fitting shirts with sleeves, covered necklines and longer-style skirts, shorts and trousers. Midriff, crop or singlet tops are not recommended.
- Educators will act as role models and demonstrate sun-safe behaviour.
- Educators will wear sun-safe hats, sun-safe clothing and at least SPF30+ broad-spectrum water-resistant sunscreen.
- Sun protection messages are incorporated regularly into the learning program for children.
- Sun protection information is provided to staff, families and visitors. Sun safety is everyone's responsibility
- The sun protection policy is available for educators, staff, families and visitors.
- Where provisions allow, children will be provided with a spare hat. Spare hats will be Sun Smart hats and washed after each child's use
- Educators will not refuse a child the ability to play, but organise the experiences and environment to balance their play and sun protection needs
- Regular shade assessments and the monitoring of existing shade structures, to assist in planning for additional shade.

## SECTION 3 – GOVERNANCE

### RELATED POLICIES/PROCEDURES

<b>Policy Number</b>	QMPOL-CS-063 Medical Conditions Policy <a href="#">Sunscreen Information Sheet - The Cancer Council NSW</a> <a href="#">Early Childhood Education and Care SunSmart Policy and the National Quality Framework Fact Sheet</a>
----------------------	--

### USEFUL INFORMATION - EXTERNAL SOURCES

Fairfield City Council – Community Learning & Recreation	
QMPOL-CS-033	Sun Protection Policy

	<a href="http://www.bom.gov.au/uv/?ref=fr">http://www.bom.gov.au/uv/?ref=fr</a> <a href="http://www.sunsmart.com.au/uv-sun-protection/uv/uv-widget">http://www.sunsmart.com.au/uv-sun-protection/uv/uv-widget</a> <a href="http://www.sunsmart.com.au/shade-audit/">http://www.sunsmart.com.au/shade-audit/</a>
--	---

## RESPONSIBILITY

<b>Policy Owner</b>	Children and Family Services
---------------------	------------------------------

## 3.1 VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Amendment
6	February 2017	Children and Family Services Manager	<ul style="list-style-type: none"> <li>Updated to new corporate format</li> <li>Included WHS Act 2011 in Legislative Context</li> <li>Extended objectives and goals</li> <li>Incorporated feedback from Sunsmart in application and implementation section</li> </ul>
7	August 2019	Children and Family Services Manager	<ul style="list-style-type: none"> <li>Updated Legislative Context</li> <li>Extended objectives and goals</li> <li>Incorporated feedback from Sunsmart in application and implementation section</li> </ul>

The management of Council reserves the right to cease, modify or vary this Policy and will do so in accordance with Council's established consultation processes.

## REVIEW DATE

Management and staff regularly monitor and review how effectively they implement their sun protection policy. Sun protection policies must be updated and submitted to Cancer Council NSW every three years to maintain current SunSmart status.