

SUN (UV) PROTECTION POLICY

Date April 2001, Revised 14/09/05, Reviewed 14/04/08, Reviewed 16/03/11, Reviewed 14/02/14, Reviewed 3/04/2017, Reviewed 2/06/2020

Signed for Management Committee _____ **Dated** _____

Aim

To ensure that all children and staff at University Preschool & Childcare Centre are protected from over-exposure to the sun's harmful ultraviolet radiation (UVR).

To promote sun safety and reduce exposure to UVR through a comprehensive approach considering sun protective behaviour, organisation of activities, the outdoor environment and education of children, staff and parents.

To assist, teach and reinforce children to be responsible for their own sun protection as part of developing children's understanding and independence in their health and wellbeing.

Background

UPCCC is a member of the SunSmart Early Childhood Program which provides support and policy advice to a healthy UV exposure balance.

UV radiation levels are strong enough to damage unprotected skin. Over-exposure to UV radiation from the sun causes sunburn, long-term skin and eye damage and increases the risk of skin cancer. Sun protection is recommended when UV levels are 3 or above. UV levels of 3 or above in Canberra occur from the beginning of August through to the end of May. Sunburn can occur on bright sunny days as well as cool or cloudy days.

The time of day when UV radiation peaks is between 10am-2pm (or 11-3 pm daylight saving time/ summer). This is known as the peak daily UV period and special care should be adopted during this period in summer to avoid skin damage.

It is important that protection from both UVA and UVB should be provided. This is achieved through adopting a combination of the 5 sun protection measures including the application of broad spectrum sunscreen with a Sun Protection Factor of 30+ or higher (SPF30) when UV levels are 3 or above.

UV radiation is low (under 3) in Canberra during June and July. There is concern that during winter in the southern states of Australia (including the ACT), some people may not be producing sufficient levels of vitamin D. Vitamin D is made in the skin upon exposure to small amounts of ultra violet radiation, and UVR is the main means by which Australians obtain vitamin D. Low levels of vitamin D are linked to osteoporosis and possibly other chronic diseases. Cancer Council ACT does not generally recommend sun protection for the general population in the Canberra region during June and July or when UV levels are under 3 (refer to The Daily UV Index). However, if children are spending extended periods outdoors during this low UV period then sun protection is still required.

Application This policy is implemented from the beginning of August through to the end of May for part or most of the day (i.e. when UV levels reach 3 or above). Staff are encouraged to familiarise themselves with The Daily SunSmart UV Alert (via the SunSmart app) so they can make accurate decisions as to when and when not to apply sun protection in Canberra.

The SunSmart widget is accessible on the UPCCC website.

Staff are encouraged to download the SunSmart app for easy access to daily UV levels in Canberra.

Related Policies

Clothing & Comfort Policy
Excursion & Incursion Policy
Water Safety Policy
UPCCC Staff Handbook
UPCCC Centre Handbook
Work Health and Safety Policy

Practice

SunSmart Strategies

1. All children and educators and staff will wear sun hats that fit the head and offer visible protection to the face, neck, ears and crown of the head for outdoor activities between 1st August and 31st May for

part or most of the day i.e. when UV levels reach 3 or above. The UPCCC Staff Handbook, incorporates UV protection elements.

- 1.1 Parents are required to provide a legionnaire, bucket with deep crown or broad brimmed hat for their child. If parents forget to send a hat with their child, a new hat will be provided for them by the Centre and parents will be charged for this. Baseball caps are not recommended and will not be worn to the Centre.
- 1.2 Staff will ensure children are wearing a legionnaire, bucket or broad brimmed hat when outdoors when UV levels are 3 or higher. To encourage this, we will use the 'no hat / play in the shade' strategy
2. All staff are required to act as positive role models by adopting a combination of sun protection behaviour when UV levels are 3 and above.
3. Skin protection from UV exposure is also a Work Health and Safety issue. It is equally important that all staff are aware of their own occupational UV exposure and protect themselves by wearing an appropriate sun hat and clothing when outdoors. ie if UV levels are 3 and above.
 - 3.1 Staff will provide their own hats.
 - 3.2 Staff will be made aware of the importance of checking their skin for any changes and what to do if they have any concerns.
 - 3.3 Staff have access to a broad-spectrum water-resistant SPF 50 or higher sunscreen.
 - 3.4 Staff and UPCCC are aware of their WH&S responsibilities and duty of care regarding occupational UVR exposure.
 - 3.5 Staff will be required to model positive sun protection behaviour and attitudes when working with the children and families.
 - 3.6 Educators are required to complete Cancer Council's free online Generation SunSmart PL.
4. Under WH&S all staff are required to wear clothing that gives protection from the sun and weather conditions when outdoors.
 - 4.1 Staff will wear sun protective clothing when outdoors, ie shirts or dresses with collars or high necks and sleeves; trousers, longer shorts or skirts made from closely woven material, between 1st August and 31st May. Singlets will not be worn.
 - 4.2 Staff will be encouraged to wear wrap-around sunglasses that meet Australian Standard 1067 (category 2, 3, 4) Sunglasses should be worn all year round regardless of UV levels when working outdoors.
5. Parents will be required to dress children in clothing that gives protection from the sun, i.e. sensible clothing that covers as much skin as possible.
 - 5.1 Parents will be advised on enrolment of the requirement to provide sun protective clothing for outside activities. I.e. shirts or dresses with collars or high necks and sleeves; trousers, longer shorts or skirts that are made from closely woven material.
 - 5.2 Regular reminders about the SunSmart message including appropriate dress requirements for the children will be promoted through the Centre newsletters and website. The SunSmart Widget will be displayed on the centre website homepage.
 - 5.3 Spare clothing will be kept if children attend UPCCC inadequately dressed and a reminder concerning clothing requirements will be communicated that day.
 - 5.4 Parents will be encouraged to provide wrap-around sunglasses that meet Australian Standard 1067 (category 2, 3, 4).
 - 5.5 Children who choose to wear sunglasses will be supported and encouraged - a close fitting, wrap-around sunglasses that meet Australian Standards (category 2,3,or 4) that covers as much as the eyes as possible is best.
6. Parents will be requested to wear appropriate clothing and hats when involved in Centre activities
 - 6.1 Parents will be encouraged to wear sun protective clothing and hats when involved in UPCCC activities between 1st August and 31st May.
 - 6.2 Parents will be encouraged to wear wrap-around sunglasses that meet Australian Standard 1067 (category 2, 3, 4).
7. SPF 50+ broad spectrum, water-resistant sunscreen will be applied to all children each morning before arriving at the Centre (by parents), mid-morning and afternoon (by Educators) outdoor play –between 1st August and 31st May, when UV levels are forecast to reach 3 or above during these times.
 - 7.1 UPCCC will provide SPF 50+, broad spectrum, water-resistant sunscreen for use by staff and children.

- 7.2 Parents will be informed that sunscreen will be applied and will indicate their agreement to this by signing a statement at time of enrolment. Where a child requires a particular type/brand of sunscreen other than that supplied by the Centre, parents will be requested to provide sunscreen for their own child.
 - 7.3 If a child cannot wear sunscreen, they will be required to cover up with a long-sleeved top with a collar or high neck and long pants and wear an appropriate hat and shade.
 - 7.4 Parents must ensure sunscreen has been applied correctly to children before morning outdoor play. Educators will ensure sunscreen has been applied correctly to all children mid-morning and before afternoon outdoor play. In summer months when children are outside early in the morning parents will be asked to apply sunscreen to their child before bringing them to the Centre or on arrival at the Centre. Where possible sunscreen will be applied twenty minutes before exposure to the sun to ensure it is effective. Sunscreen will always be used in combination with the 5 sun protection measures and should not be used to extend time in the sun.
 - 7.5 Sunscreen will be applied in a way that avoids cross infection e.g., the children will be taught to wash their hands first, apply sunscreen themselves, the staff will use disposable cloths, tissues etc.
 - 7.6 *WH&S Officer will be aware of the 'Use by Date' on centre sunscreen and order more as required.*
- 8 *Staff are encouraged to apply and re-apply SPF 50+, broad spectrum, water-resistant sunscreen to themselves before morning and afternoon outdoor activities.*
- 8.1 Unless staff have an allergy to sunscreen preparations they will be expected to apply and re-apply sunscreen to themselves before outdoor activities.
- 9 *Children under 12 months of age will not be exposed to direct sunlight when UV levels are 3 and above I.e. Seek Shade.*
- 9.1 Children under 12 months of age will always remain in dense shade when outside and UV levels are 3 and above.
 - 9.2 Sunscreen will only be applied when there is unavoidable exposure to the direct sun.
 - 9.3 During June and July sun protection can be relaxed when outside, however if outside for extended time then it is good practice to seek out some shade.
- 10 *Special care will be taken to avoid exposure to indirect UVR if babies are in shaded outdoor areas*
- 10.1 Exposure to indirect UVR should be minimised by placing babies away from the edge of the shade, i.e., in the middle of the shaded area.
 - 10.2 Parents will be required to dress babies in clothes that cover as much skin as possible as well as an appropriate hat with ties under chin.
 - 10.3 Sunscreen (SPF 50+ or higher), broad spectrum, water resistant can be used on small areas of skin not covered by clothing eg. Feet, hands and face when outdoors when direct sun exposure is unavoidable. Permission for sunscreen use will be sought from parents.
 - 10.4 The widespread use of sunscreen on babies under six months is not generally recommended as babies have very sensitive skin which may be more likely to suffer a reaction. For babies older than six months, sunscreen should be used as the last line of defence after avoiding direct sunlight, putting on covering clothing, a hat and shade.

Organisation of outdoor activities

- 11 *The Centre will take particular care in the sun between 11am and 3pm during the daylight saving/summer time. Outdoor events and activities should be minimised when possible during this period.*
- 12 *Outdoor activities will be held in shaded areas wherever possible.*
- 12.1 Use of available shade will be maximised by conducting activities in shaded areas and moving static play activities and portable equipment as the shade moves throughout the day, especially during the daylight saving/summer period.
 - 12.2 As far as possible, staff will encourage and model play in shaded/covered areas with the children while outdoors.
- 13 *Sun protection will be a specific consideration for excursions.*
- 13.1 Timing, sunscreen application/re-application and the use of shade will be considered.
 - 13.2 Parents will be informed of specific sun protection requirements, eg clothing and hat requirements.

A shaded environment

14 UPCCC will provide adequate shade for outdoor play or will work toward increasing effective shade if not already provided.

- 14.1 UPCCC will endeavour to maximise shade by the provision of shade structures and shade trees as required. Priority will be given to areas where children play for extended periods, e.g. Sandpit, water play, table activities, fixed play equipment.
- 14.2 UPCCC has a 'No Hat, Play in the Shade' policy. Children will be encouraged/directed to play in shaded areas, especially during the summer/daylight saving period.

Education

15 Sun protection awareness activities will be included in teaching programs.

- 15.1 Sun Protection and sunscreen application will be incorporated into the regular teaching program and specific sun protection activities and themes will be applied at appropriate times. (<http://www.actcancer.org/sun-smart/resources-childhood.aspx>)

16 Sun safety messages will be promoted to staff and parents.

- 16.1 Posters will be displayed and literature will be available to parents and carers
- 16.2 Sun protection will be incorporated in enrolment information, excursion notes and parent newsletters.
- 16.3 Information may need to be provided in various languages to ensure families with English as an additional language understand the need for sun protection for all children.
- 16.4 Educators are required to complete the Cancer Councils Generation SunSmart Educator Professional Learning Module.

17 Parents will be informed of UPCCC's Sun Protection Policy.

- 17.1 Parents will be informed of the sun protection policy and associated requirements on enrolment and will be informed of policy review e.g. Through the notice board or newsletters and website etc.
- 17.2 Special attention will be given to informing families from non-English speaking backgrounds or who have English as an additional language of the policy and related activities.

Policy Review

18 The UPCCC Clothing and Sun Protection policy will be reviewed at least once in every 3 years.

19 Management, staff and parents will regularly monitor and review the effectiveness of the UPCCC Sun (UV) Protection Policy with reference to current source materials, eg Cancer Council ACT's SunSmart Guidelines.

20 As part of the SunSmart Program (since 2006) the centre will be requested to complete and return a SunSmart Review Form with a copy of the centres sun protection policy every 3 years to Cancer Council ACT. UPCCC will update this policy (if necessary) to maintain current national SunSmart standards and recommendations.

References

ACT Government (2011) – *Education & Care Services National Regulations*, under the Education and Care Services National Law (ACT) Act 2011.

Australian Children's Education & Care Quality Authority (2011), *National Quality Framework Resource Kit, Guide to the National Law and Regulations & Guide to National Quality Standards*,

Australian Government, Federal Register of Legislation, *Work Health and Safety Act, 2011*, accessed from <https://www.legislation.gov.au/Details/C2016C00887>, 2/6/2020

Cancer Council ACT, *Sample. UV Protection Policy for the ACT Early Childhood Services*. Retrieved from <http://www.actcancer.org/prevention/sunsmart/act-schools-and-early-childhood-services/national-early-childhood-program/why-early-childhood-services/sample-uv-protection-policy-for-the-act-early-childhood-services/>, accessed on 2/6/2020

Cancer Council ACT (2018) *Skin Cancer and Outdoor work, A work health safety guide*. Retrieved from https://www.cancer.org.au/content/Preventing%20cancer/workplace/Skin%20Cancer%20and%20Outdoor%20Work%20Booklet_WEB_A4.pdf accessed on 2/6/2020

SafeWork Australia (2019) *Guide on Exposure Solar Ultraviolet Radiation*. Retrieved from https://www.safeworkaustralia.gov.au/system/files/documents/2001/guide-exposure-solar-ultraviolet-radiation_1.pdf, accessed on 2/6/2020

SunSmart Early Childhood Resource, *Be SunSmart Play SunSmart*, Retrieved from

Date for Review April 2023