

# EARLY YEARS POLICY



<b>Early Years Services Sun Protection Policy</b>	<b>Policy No:</b>	<b>QA 2.14</b>
	<b>Document No:</b>	<b>D15/35300</b>
	<b>Approval Date:</b>	<b>1 April, 2014</b>
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	<b>Approved By:</b>	<b>Manager, Aged &amp; Family</b>
	<b>Responsible Officer:</b>	<b>Coordinator, Early Years</b>

## 1. Purpose

The *Surf Coast Shire Early Years Services Sun Protection Policy and Procedure* has been developed to ensure that all children, staff/educators are protected from too much ultraviolet (UV) radiation from the sun.

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 associated with an increased risk of skin cancer later in life.

## 2. Scope

Evidence of link to National Quality Standards: 2.3, 2.3.2, 7.3.5

Evidence of link to Education and Care Services Regulations: 100, 113, 114, 168 (2) (ii)

Victorian Children's Services Regulations 2009

Maternal and Child Health Service Program Standards 2009

Maternal and Child Health Service Program Guidelines 2011

## 3. Application

All Surf Coast Shire Council Early Years Services staff/Family Day Care educators and children utilising the services

## 4. Definitions

### SunSmart program

The SunSmart program is jointly funded by Cancer Council Victoria and the Victorian Health Promotion. The aim of the SunSmart program is to reduce skin cancer incidence, morbidity and mortality through a targeted prevention and early detection program. Victoria.

## 5. Policy

Surf Coast Shire Council Early Years Services staff/educators and management will implement the following Early Years Services Sun Protection Policy & Procedure in each service.

- All Early Years Services follow the principles of the Cancer Council SunSmart program.
- Staff/educators will be inducted into Sun Protection/SunSmart practices at orientation, ongoing discussion and professional development of Sun Protection/SunSmart procedures and considerations will occur.
- Families will be provided with information about Sun Protection/SunSmart practices during orientation into the service (for Maternal and Child Health at the 8 month key ages & stages health promotion), through noticeboard displays, discussion with staff/educators and newsletter articles.
- Where applicable the Sun Protection policy will be clearly displayed/available for parents/guardians/children/staff/educators to read.
- Sun Protection/SunSmart activities will be included in the early childhood education and care program.
- All children, staff/educators will use a combination of Sun Protection measures during the sun protection times (whenever UV Index levels reach 3 and above). Particular care is taken between 10 am and 2pm (11 am and 3 pm daylight saving time) when UV Index levels reach their peak during the day.
- Sun Protection measures are not used from May until August unless the UV Index level reaches 3 and above. [www.sunsmart.com.au](http://www.sunsmart.com.au) (Today's UV levels).

- The Service's Sun Protection/SunSmart practises consider the special needs of infants. Babies under 12 months are kept out of direct sun.

## 5.1 Sun protection times

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) or [myuv.com.au](http://myuv.com.au).

The sun protection measures listed are used for all outdoor activities **during the daily local sun protection times.\***

*\*The sun protection times from the Bureau of Meteorology tell you 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.*

The Surf Coast Shire Council Torquay Children's Services Hub will display the sun protection times and UV index rating on a daily basis. The following Early Years Services will have direct access to this: Vacation Care/Torquay Kindergarten/Occasional Care/3 year Old Activity Group/Maternal and Child Health.

Other Surf Coast Shire Council Early Years Services are required to access the sun protection times and UV Index from the website. [www.sunsmart.com.au](http://www.sunsmart.com.au) (Today's UV levels).

## 5.2 Enrolment

When enrolling their child, families are:

- Informed of the Services Sun Protection policy and procedure, (for Maternal and Child Health at the 8 month key ages & stages health promotion).
- Asked to provide a suitable hat for their child.
- Asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible.
- Asked to provide SPF30 (or higher), broad spectrum, water resistant sunscreen for their child. (*Some Services provide this – see Sunscreen section below*).

## 5.3 Managing the Physical Environment – Shade

- The Sun Protection policy and procedure is considered when planning all outdoor activities.
- Where possible, outdoor activities/events will be scheduled to minimise time in direct sun.
- The availability of shade is considered when planning excursions and outdoor activities; including indoor venues where applicable.
- Children are encouraged to use available areas of shade when outside.
- Where used, prams or strollers should have a hood that can be adjusted to block out the direct sun.
- Where outdoor swimming activities apply, rash vests or t-shirts are also required.
- An annual shade audit will be conducted by staff/educators and Team Leaders using appropriate guidelines.

## 5.4 Protective behaviours and practices

### Clothing

- When outside, children, staff/educators are required to wear loose fitting clothing that covers as much skin as possible. (Please note: singlet tops do not offer enough protection and are therefore not appropriate).
- All children, staff/educators are required to wear hats that protect their face, back of the neck, eyes and ears, i.e. legionnaire, broad-brimmed or bucket hats. (Please note: baseball caps do not offer enough protection and are therefore not acceptable).

***The policy of “No hats/appropriate clothing, no outdoor play/outings” will be enacted by staff/educators.***

### Sunglasses (suggested)

- Children and staff/educators are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067:2003 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

### Sunscreen Provision / Application

#### *Family Day Care*

- Parents/guardians are requested to apply SPF 30 (or higher) broad spectrum water resistant sunscreen to children prior to attending the Service.

- To help develop independent skills ready for school, children from 3 years of age are given opportunities and encouraged to apply their own sunscreen under supervision of staff.
- Parents/guardians provide SPF 30+ broad spectrum water resistant sunscreen for children's re-application.

Vacation Care/Kindergarten/Occasional Care/3 year Old Activity Group/Maternal and Child Health

- SPF 30 (or higher), broad spectrum, water resistant sunscreen is available for staff/educators and children's use.

*General*

- Parents/guardians are required to give permission for staff to apply sunscreen to their child.
- Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if outdoors.
- To help develop independent skills ready for school, children from 3 years of age are given opportunities and encouraged to apply their own sunscreen under supervision of staff.
- Staff/educators will observe strict health and hygiene practices when applying sunscreen to minimise risks to themselves and children.
- Where a child has sensitive skin/allergies/preferences parents are required to provide the appropriate alternative sunscreen product.

Extreme Heat

- Refer to *Early Years Extreme Weather Works Instructions*.

Role modelling

Children learn about skin and ways to protect their skin from the sun by example. Staff/educators will act as role models by:

- Wearing sun protective hats / clothing, and sunglasses when outside.
- Applying SPF 30 (or higher) broad spectrum, water resistant sunscreen.
- Seeking shade whenever possible.

Consistent with the requirements of the *HR 08 Protection of Outdoor Workers from Ultraviolet Radiation*

**6. Records**

Records shall be retained for at least the period shown below.

<b>Record</b>	<b>Retention/Disposal Responsibility</b>	<b>Retention Period</b>	<b>Location</b>
Early Years Kinder Permission Form	Records	7 years	Off-site

**7. Attachments**

Not Applicable

**8. References**

**Related Surf Coast Shire Council and Early Years Policies**

HR 09 Working in Seasonal Heat  
 HR 08 Protection of Outdoor Workers from Ultraviolet Radiation  
 OHS-WI-015: Personal Protective Equipment and Clothing  
 Surf Coast Shire 014 Occupational Health and Safety Policy  
 Early Years Excursions Policy  
 Early Years Child Safe Environment Policy  
 Early Years Access and Inclusion Policy  
 Family Day Care OH&S Policy  
 D15/74476 Bush Kinder Extreme Weather Policy

**Related Surf Coast Shire Council and Early Years Work Instructions and Forms**

D16/87967 Early Years Kinder Permission Form

**Other References**

The Cancer Council Victoria website  
 Education and Care Services National Law 2010  
 Education and Care Services National Regulations 2011

ACECQA National; Quality Framework Resource Kit  
Victorian Children's Services Regulations (2009): Section 97, Outdoor space (1c)  
Australian Standards for sun protection clothing, sun glasses and shade cloth.  
The Victorian Prevention and Health Promotion Achievement Program – Sun Protection Benchmarks 2012.  
ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)  
Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)

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<b>Approval Date:</b>	01/04/2014	<b>Approved by:</b>	General Manager, Culture & Community
<b>Amendment/Review 1:</b>	01/06/2015	<b>Approved by:</b>	Manager, Aged & Family
<b>Amendment/Review 2:</b>	14/08/2017	<b>Approved by:</b>	Manager, Aged & Family