

## 10 – SUN SAFETY

Effective from: 31 May 2016  
Contact officer: Coordinator of Children's Services  
Next review date: 18 months – 2 years  
File Reference: 1825/29.5  
Related Policies/Local Laws/Legislation:

- Education and Care Services National Regulations 2011 - CI168(2)(a)(ii)
- National Quality Standard: QA2.3.2 ; 7.3.5
- Education and Care Services National Law Act 2010
- Work Health & Safety Act 2012

Related Documents:

- ACECQA (2011) *Guide to National Standards*.
- ACECQA (2011) *Guide to the Education and Care Services National Law and the Education and Care Services National Regulation*
- The cancer council Australia. *Sunsmart* - Accessed September 2012. [www.cancer.org.au](http://www.cancer.org.au)
- NSW Cancer Council. *Sunsmart* – Accessed September 2012. [www.cancer council.com.au/sunsmart](http://www.cancer council.com.au/sunsmart)
- National Health and medical Research – [www.nhmrc.gov.au](http://www.nhmrc.gov.au)
- NSW Department of health – [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

### PURPOSE

Australia has the highest rate of skin cancer in the world. Research has indicated that young children and babies have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Family Day Care plays a major role in minimising a child's UV exposure, as children attend during times when UV radiation levels are highest.

This procedure aims to protect all children, staff and educators from the harmful effects of ultraviolet (UV) radiation from the sun and reduce their risks of developing skin cancer.



## SCOPE

This policy applies to:

Wingecarribee Children's Services Staff employed by Wingecarribee Shire Council

Wingecarribee Family Day Care Educators as Agents of the Approved Provider – Wingecarribee Shire Council

All children and families accessing care with Council's Children's Services

All volunteers and students engaged with Wingecarribee Children's Services.

## DEFINITIONS

### Sun Safe Hat

- Legionnaire Hat – baseball style cap with back flap which protects the neck and ears
- Bucket hat with a deep crown and brim size of at least 5cms (adults 6cm)
- Broad- brimmed hat with a brim size of at least 6cm (Adults 7.5 cm)

## PROCEDURE

### 1. Outdoor Activities – All service types

1.1 Educators and staff must take into consideration the daily weather patterns and variables when implementing the following practices:

- 1.1.1 From October to March sun protection is required at all times. Between 11am and 3pm outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.
- 1.1.2 From April to September (excluding June, July) outdoor activities can take place at any time. However from 10am - 2pm sun protection is required.
- 1.1.3 In June and July sun protection is not required. Beanies and warm hats can be worn instead of sun safe hats. Extra care is needed for children who have very fair skin.

During the month of August, given the geographical area of the Southern Highlands, the UV rating will be checked daily by the Coordination Unit or Educators and where there is a rating above 3 sun protection will be required.

**Note:** Educators/Staff may choose to use the Daily UV alert indicator from the Bureau of meteorology (<http://www.bom.gov.au/uv/>) or the Sun Smart App to determine the best form of sun protection on any given day.

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



## 2. Shade – All service types

- 2.1 Whenever practical, planned activities will be held in shaded areas. Educators/staff are encouraged to move play activities throughout the day to take advantage of the shade patterns.
- 2.2 Educators/staff will provide and maintain adequate shade. Shade options can include a combination of portable, natural and built shade.

## 3. Hats

### 3.1 Family Day Care

- 3.1.1 Adults and children are required to wear sunsafe hats that protect their face, neck and ears, during October to March, the period of high risk (see outdoor activities)

**Please note:** Baseball caps or visors do not provide enough sun protection and therefore are not suitable.

- 3.1.2 Educators and coordination unit staff will make every effort to ensure children have their hats on when outside. Children without a sun hat will be guided to play in an area protected from the sun.

- 3.1.3 Educators are encouraged to have a supply of clean spare hats so children can participate in the full program.

### 3.2 Out of School Care

- 3.2.1 Adults and children are encouraged to wear sunsafe hats that protect their face, neck and ears.

**Please note:** Baseball caps or visors do not provide enough sun protection and therefore are not recommended. (Our service recognises that the school supplies and sells baseball caps therefore many of the children come from school with only a baseball cap. We understand our limitations of enforcing a "sunsafe" hat in these instances)

- 3.2.2 Children without a sun hat will be asked to play in an area protected from the sun or can be provided with a clean spare hat.

## 4. Clothing – all service types

- 4.1 When outdoors, adults and children are strongly recommended to wear sun safe clothing.

The Cancer Council recommends that sun safe clothing:

- Covers as much skin as possible especially the shoulders, back and stomach.
- Includes dresses and skirts with sleeves, collars or covered necklines.
- Includes longer length shorts, trousers and skirts.
- Does not include singlet's and midriff tops.

## 5. Sunscreen- all service types



- 5.1** Educators and staff will make every effort to ensure that children have sunscreen applied for outside play, during October to March; the periods of high risk (see 1.Outdoor Activities).
- 5.2** The cancer council recommends that sunscreen be:
- 5.2.1 SPF30+
  - 5.2.2 Broad spectrum
  - 5.2.3 Water Resistant
  - 5.2.4 Applied 20 minutes prior to going outside
  - 5.2.5 Reapplied every two hours
- 5.3** Sunscreen is to be stored according to instructions on the bottle and the used by date monitored.
- 5.4** Parents/guardian are requested to provide permission for the application of sunscreen on the service family enrolment form.
- Please note:** Any parent/guardian who does not wish for sunscreen to be applied to their child, or has specific requirements relating to the use and application of sunscreen, must address this requirement in writing, for the service records. In this letter the parent/guardian must identify what extra precautions **they** will take to minimise the effects of exposure while in care.
- 5.5** Sunscreen should be applied in such a way to limit the chances of cross infection. For example; individual applicators, make up removal pads or tissues may be used. Children should be encouraged to apply their own sunscreen, under direct supervision from an adult to ensure coverage is sufficient.
- 5.6 Family Day Care**
- 5.6.1 Parents/guardians are encouraged to apply sunscreen to their child/ren prior to coming to care during the periods of high risk. Educators and staff will then reapply sunscreen in line with the Cancer Council recommendations as necessary throughout the day.
- 5.7 Out of School Hours**
- 5.7.1 Parents/guardians are encouraged to send children using vacation care, in the high risk months, with sunscreen already applied. The service will provide sunscreen in accordance with the Cancer Council recommendations for reapplication as necessary throughout the day.
- 6. Babies – Family Day Care Only**
- 6.1** Educators will aim to keep babies under 12 months out of the direct sun when outside. They must be protected with sun safe hats and clothing. A small amount of SPF30+ broad spectrum sunscreen can be applied to exposed skin



## **7. Role Modelling – All service types**

### **7.1 Staff will act as role models by**

7.1.1 Wearing sun safe hats and clothing (see outdoor activities)

7.1.2 Applying SPF30+ broad spectrum water resistant sunscreen before going outside (see outdoor activities)

7.1.3 Using and promoting shade whenever possible.

### **7.2 Families and visitors are encouraged to use sun protection measures when participating in Wingecarribee Children's Services outdoor planned activities.**

## **8. Education and Information – All service types**

**8.1** Children and their families will be provided with information and education on sun protection and the service sun protection procedure. Information will be communicated through various mediums including newsletters, meetings, enrolment interviews and notice boards.

**8.2** The Sun Safe Procedure is available to all staff, educators, families and visitors at all of our services and on Wingecarribee Shire Council's website.

## **9. Review – All service types**

**9.1** Staff and educators should regularly review the effectiveness of the sun protection policy. The sun protection policy will be submitted every two years to the Cancer Council for review to ensure continued best practice

**Approved By:**



**Nick O'Connor  
GROUP MANAGER CORPORATE AND COMMUNITY**

**31/05/2016**

