

POLICY/PROCEDURE NAME & REVIEW PROCESS	<p>SUN SAFETY POLICY</p> <p>This policy and procedure have been created to provide our stakeholders with clear guidelines and transparency to our practices.</p> <p>We welcome feedback and input from all our stakeholders at any time, and this policy is subject to review based on feedback or due date of annual review.</p>
NATIONAL QUALITY STANDARD	<p>QUALITY AREA 2- CHILDREN’S HEALTH AND SAFETY</p> <p>2.1 Health</p> <p>2.1.1 Wellbeing and comfort</p> <p>2.1.3 -Healthy Lifestyle</p> <p>2.2 Safety</p> <p>2.2.1- Supervision</p>
NATIONAL LAW AND REGULATIONS	<p>100- Risk assessment must be conducted before excursion</p> <p>113- Outdoor space – natural environment</p> <p>114 Outdoor space – shade</p> <p>168-Education and care service must have policies and procedure</p> <p>170-Policies and procedures to be followed</p> <p>171-Policies and procedures to be kept available</p> <p>172- Notification of change to policies or procedures</p> <p>Section 167 -Offence relating to protection of children from harm and hazards</p>
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Risk assessment ▪ Sunscreen permission record ▪ Sunscreen record ▪ Surface temperature check record
SCOPE OF POLICY	<p>This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.</p>
AIM OF POLICY	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding sun safety for all children and educators who attend our service in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p> <p>Through the implementation of our policies and procedures, we aim to meet National Law & National Regulations, National Quality Standards, Child Safe Standards and National Principles. We will promote cultural safety for Aboriginal and Torres Strait Islander children, safety for children with disability, and inclusion for children from culturally and linguistically diverse backgrounds.</p>
SERVICE IMPLEMENTATION	<p>Australia has one of the highest rates of skin cancer in the world. At our service we understand the importance of keeping the children protected from the sun.</p> <p>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). By implementing a best-practice sun protection policy, Early Childhood Education and Care Services can help protect staff and children from UV radiation and teach children good sun protection habits from an early age to reduce their risk.</p> <p>When the UV level reaches or is above level 3 it is critical that sun safe practices are in place. Once UV levels show over 8 it is best to stay out of the sun altogether. The best practice is to get in the habit of checking the UV index daily.</p> <p>Some states have different criteria, but best practice is to follow sun safe methods at all times.</p> <p>Victoria</p> <ul style="list-style-type: none"> ▪ In Victoria average UV levels are 3 and above from mid-August to the end of April so a combination of sun protection measures is needed each day during these months. ▪ From May to mid-August average UV levels are usually below 3 so sun protection is not normally needed. ▪ Check the daily sun protection times on the free SunSmart app or at sunsmart.com.au so you can see when sun protection is needed for your area. <i>Sun Smart Cancer Council Victoria</i> <p>Understanding the Levels</p> <p>UVA can cause sunburn, DNA (cell) damage in the skin and skin cancer.</p>

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UVB causes skin damage and skin cancer. Ozone stops most UVB from reaching the earth's surface, about 15% is transmitted.

UVC is the most dangerous type of UV. Ozone in the atmosphere absorbs all UVC and it does not reach the earth's surface.

UVA EXPOSURE

UVA Index	Result
2 or less	Low
3 to 5	Moderate
6 to 7	High
8 to 10	Very High
11+	Extreme

- Overexposure to UVA can cause sunburn, skin damage and skin cancer. UVA exposure also places our eyes at risk of photokeratitis, photoconjunctivitis and cataracts.
- The most obvious short-term effect of overexposure to UVA is sunburn, also known as erythema. The more UVA exposure, the worse the sunburn becomes.
- A person's cumulative exposure to UVA along with the number of severe sunburns they have received, especially during childhood, increases their risk of developing skin cancer.
- Skin cancers affect people of all skin types. Even for sensitive fair-skinned people, the risk of short-term and long-term UV damage below a UV Index of 2 is limited, and under normal circumstances no protective measures are needed.

SUNSCREEN INFORMATION

SPF	UV% Blocked
4	75
8	87.5
15	93.3
30	96.7
50	98

The purpose of using sunscreen is to reduce UV exposure, not to extend the time spent outside in the sun. Sunscreen should be applied 20 minutes prior to exposure to the sun and reapplied every two hours, whether the label says to or not. This is because sunscreen can be easily wiped off, lost through perspiration, and is often applied unevenly in the first place. Always reapply after swimming or water sports.

The above table shows the amount of UVR blocked out for a given SPF rating.

Sunscreen effectiveness

There is more to sun protection than just sunscreen. No sunscreen provides complete protection against UV.

During times where sun protection is advised (when the UV index is 3 and above) use a combination of the five sun protection messages.

Which are:

- Slip** on sun protective clothing that covers as much of your body as possible.
- Slop** on SPF50+ broad-spectrum, water-resistant sunscreen, at least 20 minutes before sun exposure. Reapply every two hours when outdoors or more often if perspiring or swimming.
- Slap** on a broad-brimmed hat that shades your face, neck, and ears.
- Seek** shade.
- Slide** on sunglasses.

Use a generous amount of sunscreen – the average person needs 35ml for one full body application, which is the equivalent of more than half a teaspoon to each arm and the face, and just over one teaspoon to each leg, the front of the body and the back.

As a service, based on all the information we have and in conjunction with Cancer Council and Sun smart.

We will ensure the following:

Scheduling outdoor activities

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UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.

When children are on excursions all sun protection practices are planned, organised, understood and available.

When monitoring outdoor play, we will improvise one of the following on a daily basis:

- Free sun smart app.
- SunSmart widget on the website available at www.cancer.org.au
- Bureau of Meteorology website <http://www.bom.gov.au/>
- Visiting www.myUV.com.au

Sun Safety Practices

Shade

- All outdoor activities are planned to occur in shaded areas.
- Shade options are provided, maintained, and promoted to the children.
- Play-based learning activities are set up and moved throughout the day to take advantage of shade patterns.
- Shade options can include a combination of portable, natural, and built shade. Cancer Council encourages regular shade assessments and the monitoring of existing shade structures, to assist in planning for additional shade.
- Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area particularly in high-use areas.
- Children are encouraged to choose and use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.

Hats

- All staff and children are required to wear SunSmart hats that protect their face, neck, and ears.
- Children without a SunSmart hat are 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.

SunSmart hats include:

- Broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm).
- Bucket hats with a deep crown and brim size of at least 5cm (adults 6cm).
- Legionnaire style hats.
- **Baseball caps or visors do not provide enough sun protection and therefore are not recommended.**

Clothing

- Staff and children are required to wear SunSmart clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible.
- Children without SunSmart clothing are encouraged to play in an area protected from the sun (e.g., under shade, veranda or indoors) or are provided with spare clothing.

SunSmart clothing includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts, and trousers.
- Midriff, crop, or singlet tops do not provide enough sun protection and therefore are not recommended.

Sunscreen

- All staff and children are required to apply SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours.
- To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff and are encouraged to do so.
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.
- Permission to apply sunscreen is included in the service enrolment form. Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child encouraged to play in the shade.
- If a child does have a visible skin disease (e.g., eczema or open skin wound or a cold/virus) their sunscreen should be applied last, washing hands before and after the task or using gloves or a tissue if preferred.

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- Cancer Council recommends usage tests before applying a new sunscreen.
- Educators will role model good behaviours by applying sunscreen to themselves when the children are applying their sunscreen and are wearing their hats outside at all times.
- All educators will complete a sunscreen record once sunscreen has been applied to children.

Babies

- Babies under 12 months are not exposed to direct sunlight.
- 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.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

Approved Provider

- Will provide nominated supervisor and staff with the tools to perform their role in relation to this policy and procedure as in **sunscreen records**, access to UV monitoring and **surface temperature check record**.
- Will ensure there is sufficient sunscreen supplies available in the service at all times.
- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

Nominated Supervisor

- Will ensure that all educators are implementing the sun protection policy and procedures, by checking paperwork and monitoring practices.
- Will monitor the UV daily or appoint an educator the responsibility. Display the results in the service and restrict or change exposure to the playground when the UV index is high or above.
- Will role model and promote sun safe practices with all children, families, educators, and staff within the service.
- Will provide information regarding sun safe practices to all stakeholders.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

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	<p>Educators</p> <ul style="list-style-type: none"> Will adhere to the policy and practices outlined in this policy. Will apply sunscreen to every child 20 minutes before entering playground and record it on the sunscreen record. Will test the surface temperature of the playground, equipment, softfall, concrete, decking and metal poles and record it on the surface temperature check record prior to allowing children into the playground. Will educate children on the importance of sunscreen and instil it into the daily routine as a learning opportunity. Will assist children to apply sunscreen but also allow them the opportunity to learn how to apply it themselves (3 years and above)– place a mirror on a table with access to sunscreen allowing children the opportunity to learn how to apply. Will explain to children why we have to stay in the shade and why we can't go out in the middle of the day. Involve them in looking up the UV index on a daily basis. Will be strong role models for children by adhering to this policy and wearing their hats and be seen applying sunscreen. Will be encouraged to complete online training modules from Sun Cancer website - https://www.generationsunsmart.com.au/online-learning/ Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required. <p>Families</p> <ul style="list-style-type: none"> Will apply sunscreen to their children prior to attendance each day and if unable to will use sunscreen provided and or advise staff. Will complete the enrolment record thoroughly and or fill in the sunscreen permission record. Will supply their own sunscreen if children have any allergies to the service sunscreen. Will ensure children are wearing appropriate sun protection clothing when attending the service in hotter months. Will be encouraged as well as visitors to role model sun protection behaviours when involved in outdoor organisational activities.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 100 – risk assessment must be conducted before excursion.	<p>Approved Provider and Nominated Supervisor will.</p> <ul style="list-style-type: none"> Ensure that any excursion that has not previously been conducted will have a risk assessment that will include the provision of shade. Nominated supervisor will visit the proposed site in conjunction with the planning of the risk assessment and if deemed too much sun exposure will be changed to a more shady, less exposed area.
In regard to regulation 113 – outdoor space-natural environment and 114 outdoor space – shade	<p>Approved provider will</p> <ul style="list-style-type: none"> Ensure that children have opportunity to explore the natural environment in the outdoor space by providing exposure to trees, sand, and natural vegetation. Ensure that all outdoor shaded areas are maintained and added to if required. Encourage educators to redirect children to shaded areas during play in summer months. Ensure that educators are teaching sun safety practices as a part of their program.
In regard to regulation 168- Education and care service must	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met.

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have policies and procedures.	<ul style="list-style-type: none"> ▪ Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly, and communicated to educators, staff, and stakeholders. ▪ Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times. ▪ Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. ▪ Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. ▪ Will notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> ▪ Affect the fees charged or the way they are collected or ▪ Significantly impact the service’s education and care of children or ▪ Significantly impact the family’s ability to utilise the service. ▪ Ensure policies and procedures regarding regulatory requirements are in place at the service. ▪ Ensure that a suitable Nominated supervisor is in place and will monitor practices relating to all policies in the service. ▪ Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. ▪ All stakeholders are involved in the review. ▪ Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> ▪ Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. ▪ Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. ▪ Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. ▪ Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> ▪ Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. ▪ Ensure policies will be available on request for all staff members to have access when required. ▪ Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. ▪ Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> ▪ Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. ▪ Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. ▪ Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. ▪ Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. ▪ Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. ▪ Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days’ notice to all stakeholders before the change takes effect.

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LAW IMPLEMENTATION	The following laws and procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to Section 167 - Offence relating to protection of children from harm and hazards.	<p>Approved Provider and Nominated Supervisor</p> <ul style="list-style-type: none"> ▪ Approved Provider must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. They must have the service must have policies and procedures in place to support the protection of children from harm and hazards, including health and safety matters. Penalty: \$11 400, in the case of an individual, \$57 400, in any other case. ▪ Nominated supervisor must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury. Penalty: \$11 400. <p>All methods of precaution must be implemented in the form of safety checks and recorded and monitored by approved provider or nominated supervisor. Such as the following:</p> <ul style="list-style-type: none"> ▪ Daily safety checks of the environment and equipment and regular checking that the checks are being completed in particular surface temperature check record. ▪ Regular walk throughs from approved provider or nominated supervisor to check on compliance and staff behaviours. ▪ Secure storage of hazardous products including chemicals. ▪ Thorough maintenance process and implementation of repairs to equipment. ▪ Risk assessments for all areas of the service including for excursions and regular transportation. ▪ Adequate protection from environmental elements such as equipment placement and use of age-appropriate resources, weather, sun protection in the form of applying sunscreen 20 minutes prior to entering outdoor areas or excursions and recording on sunscreen record and adequate supervision at all times. ▪ Purchasing products that meets Australian Standards - for example, cots and playground equipment and softfall. ▪ Chemical data sheets and correct training of all staff in chemical usage, safety plugs in electrical outlets and careful placement of electrical equipment. ▪ Procedures for releasing children only into the care of authorised persons and ensuring that all staff are aware of the process. ▪ The implementation of ongoing safety should be conducted regularly through the review of risk assessments to identify potential hazards and strategies to protect children. The National Law does not require services to eliminate all risk and challenge from children’s play or environments.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> ▪ Conducting regular reviews and updates of this policy with all stakeholders. ▪ Actively seeking feedback from children, families, and staff members. ▪ Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
IN THE EVENT of a BREACH of POLICY and/or PROCEDURE	<ul style="list-style-type: none"> ▪ All employees are required to comply with this policy and all associated procedures. ▪ Any alleged breach of a policy or procedure will be documented and further investigated by management. ▪ If an employee is deemed to be breaching policy and or procedure, disciplinary action will be taken, if the breach is deemed to be serious this could result in immediate termination. ▪ Breaches involving child safety or harm to a child will result in immediate suspension whilst management undergo an investigation. This could also result in immediate termination. ▪ All breaches and investigations will be documented and may be reported to the Regulatory Authority and/ or law enforcement.
KEY TERMS	<ul style="list-style-type: none"> ▪ ACECQA – Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children. ▪ Risk assessment - Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be and putting actions in place to minimise the likelihood.

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	<ul style="list-style-type: none"> ▪ Stakeholder - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success. ▪ Sun protection times -Sun protection measures are recommended when the UVI is 3 and above. ▪ Ultraviolet Index (UVI) -A measure of the level of UVR (Ultraviolet Radiation) The higher the UVI, the greater the potential for damage to the skin and eyes, and the less time it takes for harm to occur.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> ▪ ARPANSA- https://www.arpansa.gov.au/understanding-radiation/radiation-sources/more-radiation-sources/sun-exposure ▪ Australian Children’s Education & Care Quality Authority. ACECQA ▪ Cancer Council Australia ▪ Cancer Council NSW ▪ Cancer Council Qld ▪ Cancer Council Victoria – SunSmart early childhood resources ▪ Cancer Council WA ▪ Code of Ethics ▪ Education and Care Services National Law Act 2010. ▪ Education and Care Services National Regulations. ▪ Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. ▪ Guide to the National Quality Framework. ▪ Health Direct -www.healthdirect.gov.au ▪ National Quality Standard. ▪ Queensland Government – Early childhood sun safety health.qld.gov.au/public-health/schools/sun/early-childhood ▪ Starting Blocks – Sun protection in childcare – what to expect startingblocks.gov.au/other-resources/factsheets/sun-protection-at-childcare ▪ Sun Cancer Online training -https://www.generationsunsmart.com.au/online-learning/ ▪ United Nations Convention on the Rights of the Child

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