



## SUN PROTECTION POLICY

Version 5, (April, 2020)

### AIM:

Exposure to ultraviolet (UV) radiation in childhood and high risk of unprotected sun exposure in the first fifteen years of life significantly increases a child's risk of developing skin cancer later in life. Holistic Approach Family Day Care Scheme's aim, is to help minimize and implement best practice for these risks to children, educators/staff, and to help educate families about sun protection.

To ensure all staff, families and children are safe and protected from the sun by implementing current recommendations and procedures on sun safety.

Various states within Australia may require different procedures in relation to Sun safety due to the nature of weather conditions consistent for that state and research recommended from various state authorities.

HAFDC Scheme is a member of the SunSmart Program, management, staff and educators will regularly monitor and review the effectiveness of the Sun Protection Policy. The service's Sun Protection Policy must be updated and submitted to Cancer Council NSW every two years to maintain SunSmart status.

### IMPLEMENTATION:

#### FOR ALL STATES / TERRITORIES:

Outdoor activities must be carefully planned to take place at times during the day when UV levels are low. Outdoor activities should be avoided around the midday hours when UV levels are highest. Multiple sun protection methods are required whenever the UV Index level is forecast to reach 3 or above.

The UV level will vary for different states and territories and therefore please refer to the state specific recommendations and resources when implementing this policy.

It is recommended that all educators have the Sun Smart APP (if they can access it) to check the UV rating of their individual area daily. It is recommended that daily UV readings are documented and then this supports your practices when wearing hats and applying sun cream.

#### **5 ways to be sun safe**

Most of us know to 'slip slop slap', but did you know there are actually 5 ways to protect yourself from the sun.

1. Slip on a shirt (loose fitting) or dresses with sleeves and collars or covered neckline, longer



style skirts, shorts and trousers.

2. Slap on broad-spectrum water-resistant SPF 30 or higher sunscreen. Sunscreen will be applied 20 minutes before going outdoors and reapply every 2 hours.
3. Slap on a \*bucket hat with a deep crown and brim size of at least 5cm (adults 6cm) \*broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm) \*legionnaire style hats.
4. Seek shade and plan activities in the shade, these will be moved throughout the day to take advantage of shade.
5. Slide on some sunglasses.

In the winter months children will be able to play outside throughout the day as long as all children and staff and educators have appropriate hats and sun cream (as per this policy) and the UV reading for the area each day is taken and accordingly acted upon.

**Recommended by the Cancer Council NSW outdoor times and sun protection practices should include:**

**October - March:** Minimise outdoor activity between 11am and 3pm (daylight saving time). Sun protection practices are required at all times when outside.

**April - September:** Outdoor activity can be planned at anytime of the day. Sun protection practices are required between 10am and 2pm except in June and July when the UV Index is mostly below 3. All sun protection measures will be considered when planning excursions and all events held at the service.

**Sun Protection is required whenever the UV Index level is forecast to reach 3 or above in all states and territories.**

Educators may provide sunscreen 30+ broad spectrum, water resistant for parents to use on the children. Educators may require families to provide their own sun cream for the children for the day.

Sun cream is to be stored in a cool place out of direct sunlight. Expiry dates will be checked, expired sun cream will be disposed of.



When the children return outside in the afternoon for play, the educators will again 'slop' on sunscreen. This will be applied within 20 minutes of the children going outside to play.

The educators will indicate on the sign in and out sheets what time the sun cream was administered in the afternoon. Children will be asked to put on their hats (legionnaires, bucket or broad brim only). Younger children will be encouraged to keep on their hats! To encourage the children to wear hats a policy of **"NO HAT PLAY IN THE SHADE"** will be adopted.

The Service will raise parent's awareness of sun protection throughout the year through newsletters and posters by providing information on protective clothing whilst outside i.e. T-shirts, hats, long cotton pants, collars or high necks. If children arrive at the Service with sleeveless clothing children will be changed into more appropriate clothing, such as T-shirts and sun cream will be applied to exposed areas of the body.

Clothing will be encouraged to include higher necks with stomach and back to be covered for all children and staff. (Therefore crop tops etc. will not be seen as appropriate).

Consultants and educators will role model these procedures by wearing sun protective clothing, sun cream and hats and recommended to wear sunglasses that meet the Australian Standard 1067.

Whilst outside, if children are playing with a particular item which is not protected by shade, the item(s) will be moved into the shade.

#### **FOR CHILDREN UNDER 12 MONTHS:**

Sun cream will be used on babies under 12 months and applied to any exposed area of the skin. Families may wish to supply their own sun cream for their baby to the educator. Special care will be taken to ensure that children are not exposed to indirect UVR whilst playing in these shaded areas.

Babies under 12 months should not be exposed to direct sunlight and are to remain in full shade when outside. They must wear sun- protective hats and clothing. Small amounts of SPF30 or higher sunscreen may be applied to their exposed skin if direct exposure is unavoidable.

#### **EXCURSIONS:**

When children at the Service participate in excursions children will be required to wear hats, sun safe clothing and sun cream.



All visitors, to the Service, including students, volunteers, parents and other professionals will be required to follow our Sun Safe Policy. This includes wearing hats, sun cream and appropriate sun safe clothing.

Children will be encouraged, through yearly programming, the principles of 'slip, slop, slap, seek, slide' and appropriate sun protection awareness will be included in the program.

Our learning curriculum will allow and plan for opportunities for children to learn about sun protection and safety. This will be part of the regular curriculum.

During winter beanies do not replace a sun hat.

Parents will be informed of the services Sun Protection Policy regularly.

Under the National Regulations, services must have policy and procedures in relation to sun protection (Regulation 168 (2)(a)(ii)). Services are assessed against the National Quality Standard, and the [Guide to the National Quality Standard](#) includes reference to having shaded areas that meet the recommendations of relevant recognised authorities for protection from the sun.

Educators will incorporate sun protection information into learning programs and via communication to staff, educators, parents and visitors via newsletters, noticeboards, the service website, enrolment material and information sessions.

#### **QUEENSLAND SPECIFIC:**

Queensland has the highest rate of skin cancer in the world, accounting for approximately 80 per cent of all new cancers diagnosed each year across the state. As childhood sun exposure is an important contributing factor to lifetime skin cancer risk, sun safety practices should be supported and encouraged all year round.

Outdoor activities should be avoided around the midday hours when UV levels are highest. Multiple sun protection methods are required whenever the UV Index level is forecast to reach 3 or above. In Queensland, the UV index level is 3 or above all year round.

The Sun Smart UV Alert (widget) can be uploaded to a website, and used as an education tool to plan outdoor activities when UV levels are low:



During summer all Queensland educators will be required to minimise time in the sun from 10am – 3pm which is peak UV times to avoid unnecessary exposure to the sun.

More information about providing and assessing an adequately shaded environment can be accessed by the Queensland Government Sun Safety website:

<http://www.sunsafety.qld.gov.au/intheshade/ec-legislation.aspx>

### **TASMANIA SPECIFIC:**

In Tasmania research has shown that children and adults may experience vitamin D deficiency. According to recent research one third of Tasmanian teens and adults do not have enough vitamin D. It has been shown that children in Tasmania who spend time outside in winter can have low vitamin D.

To ensure that we meet all requirements and duty of care in relation to sun protection and also support this research Holistic Approach FDC educators and consultants in Tasmania can adopt the following suggestions.

1. Sun Protection is required whenever the UV Index level is forecast to reach 3 or above.
2. Be outdoors and active every day to help make vitamin D.
3. During summer avoid the middle of the day when UV levels are highest.
4. When UV is 3 or above protect your skin and eyes from the sun if children are outside playing.
5. March – October are good times to get some extra sun to boost vitamin D levels.

### **SOURCES / LEGISLATIVE REQUIREMENTS:**

Education and Care Services National Law and Care Services National Regulations 2011: Section 167 – Protection from harm and hazards. Education and Care Services National Regulations 2011: Regulation 100 - Risk assessment for excursions Regulation 113 – Outdoor space-natural environment Regulation 114 – Outdoor space-shade Regulation 116- Assessments of family day care services Regulation 168 – Policies and procedures (2)(a)(ii) – Sun protection  
National Quality Standards 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011



National Health and Medical Research Council [www.nhmrc.gov.au](http://www.nhmrc.gov.au)

NSW department of Health [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

The Cancer Council NSW [www.cancercouncil.com.au](http://www.cancercouncil.com.au)

Sun Safety - <http://www.sunsafety.qld.gov.au/documents/29602.pdf>

Cancer Council Queensland ([http://www.cancerqld.org.au/page/information\\_resources/saving-our-skin/](http://www.cancerqld.org.au/page/information_resources/saving-our-skin/))

Queensland Government Sunsmart and Sun Safety (<https://www.qld.gov.au/health/staying-healthy/environmental/sun/how/index.html>)

Free Sunsmart APP

<http://www.sunsmart.com.au/tools/interactive-tools/free-sunsmart-app>

Cancer Council Australia

<http://www.cancer.org.au>

REVIEW PROCESS:

Version	Date Reviewed	Responsible Person
1	January, 2014	Tracey Yeomans
2	August 2015	Vicki Carmichel / Tracey Yeomans
3	February, 2017	Lucinda Stott/ Vicki Carmichael
4	April, 2018	Kate Graham
5	April 2020	Mandy Fichera

This policy is the intellectual property of Holistic Approach Family Day Care Scheme and is created with consultation of staff and families attending the service.

This policy will be reviewed as required.

This policy is available in other languages upon request.