

*HDKA promotes a commitment to child safety, wellbeing, participation, empowerment, cultural safety and awareness including children with a disability, Aboriginal and Torres Strait Islander children and/or communities and children from cultural and/or linguistically diverse backgrounds.*

*HDKA has a zero tolerance of child abuse and a duty of care to prevent and manage child abuse risks including physical and online environments.*

This policy was written in consultation with Cancer Council Victoria's SunSmart Program. The SunSmart Sample Sun Protection Policy and is incorporated into the ELAA policy. For more detailed information visit the [SunSmart](#) website.

### **Purpose**

This policy will provide:

- guidelines to ensure children, educators, volunteers and others participating in HDKA programs and activities maintain a healthy balance of ultraviolet (UV) radiation exposure
- information for parents/guardians, educators, volunteers and children attending HDKA services regarding a healthy balance of UV radiation exposure.

### **Values**

HDKA is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to UV radiation, while allowing some UV exposure for vitamin D requirements
- ensuring that curriculum planning will minimise exposure to the sun and also promote an awareness of sun protection and sun safe strategies
- providing information to children, educators, staff, volunteers, parents/guardians and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation.

### **Scope**

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of services administered by HDKA.

This policy will apply during the daily sun protection times (issued whenever UV levels are three and above) typically from the beginning of September until the end of April each year. During this period a combination of sun protection measures are to be used for all outdoor activities.

Sun protection may also be required at other times of the year when the UV Index level is at 3 or above. Information about the sun protection times is available in the weather section of the newspaper, on the [SunSmart](#) website or the [MyUV](#) website, a free smart app and as a free widget that can be added to websites.

### **Background**

Balanced exposure to UV radiation is important for health. Australia has one of the highest rates of skin cancer in the world. Epidemiological studies have consistently shown the link between overexposure to ultraviolet (UV) radiation and skin cancers. Skin cancers are one of the most preventable types of cancer. Exposure to the sun's UV during childhood and adolescence is associated with an increased risk of skin cancer in later life. Infants and toddlers (up to 4 years of age) are particularly vulnerable to UV radiation-induced changes in the skin due to lower levels of melanin and a thinner stratum corneum, the outermost layer of skin.

It is also important to have a healthy balance of UV radiation exposure. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is necessary for the development and maintenance of healthy bones and muscles, and for general health. Appropriate levels of sun exposure can vary from child to child.

It is a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for all persons who access the service's facilities and/or programs. Legislation that governs the operation of approved children's services is based on the health, safety and welfare of the children and requires that children are protected from hazards and harm.

### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- *Education and Care Services National Law Act 2010*: Section 167
- *Education and Care Services National Regulations 2011*: Regulations 114, 168(2)(a)(ii)
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
  - Standard 2.3: Each child is protected
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- *Occupational Health and Safety Act 2004*

### Definitions

**Clothing for sun protection:** Clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

**Shade:** An area sheltered from direct and indirect sun, such as a large tree, canopy or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV overexposure when outdoors. Research shows that spacious preschool environments with trees, shrubbery and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.

**Sunglasses:** Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wrap-around style that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

**Sunscreen:** SPF 30 (or higher), broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every two hours, even if labelled four hours water resistant. Monitor the expiry date and store in a cool, dry place. From 3 years of age children are encouraged to apply their own sunscreen under supervision of staff to help develop independent skills ready for school.

**SunSmart:** The name of the program conducted by Cancer Council Victoria to promote an awareness of the need to provide sun protection: [www.sunsmart.com.au](http://www.sunsmart.com.au)

**Sunhat:** To protect the neck, ears, temples, face and nose, SunSmart recommends broad-brimmed, legionnaire or bucket-style hats. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not recommended.

### Sources and related policies

- AS/NZS 4486.1:1997 – Playgrounds and Playground Equipment Part 1: Development, installation, inspection, maintenance and operation Shade/Sun Protection
- Australian Safety and Compensation Council (ASCC) 2008, *Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight 2008*
- [Cancer Council Australia](#)
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard, Quality Area 2: Children’s Health and Safety*
  - Standard 2.3: Each child is protected
    - Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury
- [SunSmart](#)

### Service policies

- *Excursions and Service Events Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Supervision of Children Policy*

### Procedures

#### The Approved Provider (HDKA) is responsible for:

- maintaining membership of the SunSmart early childhood program
- ensuring that this policy is up to date with current [SunSmart](#) recommendations
- ensuring parents/guardians are informed about the Sun Protection Policy on enrolment, including the need to provide an appropriate sunhat where required and clothing for sun protection (refer to *Definitions*) for their child when attending the service
- providing a supply of sunscreen for use on all persons to whom this policy applies where required
- ensuring parents/guardians provide an authority for staff to apply sunscreen prior to their child commencing at the service (Attachment 1) and that this is stored with each child’s enrolment record
- ensuring children wear appropriate sunhats, clothing for sun protection and sunscreen when attending the service
- providing appropriate spare sunhats for children and adults that will be laundered after each use
- ensuring there is adequate shade in the service grounds to protect children from overexposure to UV radiation (Regulation 114)
- ensuring that program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the scope of this policy
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101)
- ensuring that information on sun protection is incorporated into the educational program (refer to the [SunSmart](#) website)
- ensuring educators, staff, children and other participants at the service wear sunhats, clothing for sun protection and sunglasses (optional) when outside, apply sunscreen and seek shade during the times specified in the Scope of this policy
- reinforcing this policy by providing information on sun protection (available on the [SunSmart](#) website) to service users via newsletters, noticeboards, meetings and websites etc.

**The Nominated Supervisor is responsible for:**

- ensuring parents/guardians are informed of the *Sun Protection Policy* on enrolment, including the need to provide an appropriate sunhat where required and clothing for sun protection (refer to *Definitions*) for their child when attending the service
- obtaining a parent's/guardian's authority for staff to apply sunscreen prior to their child commencing at the service (Attachment 1) and storing this with each child's enrolment record
- ensuring program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the Scope of this policy
- ensuring the [SunSmart](#) website is accessed to check the daily local sun protection times to assist with the implementation of this policy
- ensuring information on sun protection is incorporated into the educational program (refer to the [SunSmart](#) website)
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101).

**Certified Supervisors and other educators are responsible for:**

- accessing the [SunSmart](#) website to check the daily local sun protection times to assist with the implementation of this policy
- wearing sunhats, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside, applying sunscreen and seeking shade during the times specified in the scope of this policy
- ensuring each child and any other participant at the service wears an appropriate sunhat, clothing for sun protection and sunscreen for all outdoor activities during the times specified in the Scope of this policy
- checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
- ensuring spare sunhats are laundered after each use
- applying sunscreen (refer to *Definitions*) to children's exposed skin – except in cases where parents/guardians have not given authority. Where possible this should be done 20 minutes before going outdoors. Children where appropriate will be encouraged to apply sunscreen with the assistance of an educator (sunscreen is to be reapplied every two hours or as per label instructions).
- storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/guardians
- ensuring that children without appropriate sunhats or clothing for sun protection play in the shade or in a suitable area protected from the sun
- encouraging children to seek shade when playing outside and utilise shaded areas for outdoor equipment that is not fixed during the times specified in the scope of this policy
- encouraging children to wear sunhats when travelling to and from the service
- ensuring that sun protection strategies are a priority when planning excursions
- cooperating with their employer with respect to any action taken by the employer to comply with the *Occupational Health and Safety Act 2004*
- providing a good role model with regard to SunSmart practices

**Parents/guardians are responsible for:**

- when required provide a named SunSmart approved sunhat (refer to *Definitions*) for their child's use at the service
- applying sunscreen to their child before the commencement of each session during the times specified in the scope of this policy
- providing written authority for staff to apply sunscreen to their child.

## Sun protection policy / procedure

Mandatory – Quality area 2

- providing at their own expense an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service
- wearing a sunhat, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade during the times specified in the Scope of this policy.

***Volunteers and students are responsible for following this policy and its procedures while at the service***

### Attachments

- Attachment 1: Authority for staff to administer sunscreen



**Attachment 1**

**Authority to administer sunscreen provided by the service**

I, \_\_\_\_\_ ( give / do not give) permission for the staff at services managed by HDKA to apply as appropriate SPF 30 (or higher), broad-spectrum, water-resistant sunscreen to all exposed parts of my child’s body.

\_\_\_\_\_  
(Name of child)

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date

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**Authority to administer sunscreen provided by the parent/guardian**

I, \_\_\_\_\_ give permission for the staff at services managed by HDKA to apply as appropriate to all exposed parts of my child’s body the sunscreen that I have supplied and labelled with my child/children’s name. This sunscreen is an SPF 30 (or higher), broad-spectrum, water-resistant sunscreen. I understand that this sunscreen will be kept at the service.

I understand it is my responsibility to ensure there is always an adequate supply of this sunscreen at the service.

\_\_\_\_\_  
(Name of child)

\_\_\_\_\_  
Signature (parent/guardian)

\_\_\_\_\_  
Date