


Policy

Early Years Policy – Sun Protection

Date of Adoption	April 2013		
Adoption Method	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director Community)
Director Signature	Signed by:  <small>A4566C08D5B4450...</small>		Date 20-11-2024
Responsible Officer and Unit	Samantha Waymouth, Coordinator Early Years Services		
Nominated Review Period	<input checked="" type="checkbox"/> Annually	<input type="checkbox"/> Every 4 years	<input type="checkbox"/> Other (<i>please specify</i>)
Last Endorsement Date	October 2020		
Next Endorsement Date	November 2025		

Macedon Ranges Shire Council acknowledges the Dja Dja Wurrung, Taungurung and Wurundjeri Woi Wurrung Peoples as the Traditional Owners and Custodians of this land and waterways. Council recognises their living cultures and ongoing connection to Country and pays respect to their Elders past, present and emerging. Council also acknowledges local Aboriginal and/or Torres Strait Islander residents of Macedon Ranges for their ongoing contribution to the diverse culture of our community.

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Purpose/Objective

This policy provides:

- guidelines to ensure children, staff and volunteers are well protected from over-exposure to ultraviolet (UV) radiation from the sun
- information for parents/guardians, staff, volunteers and children regarding sun protection
- guidance to the use of outdoor spaces, including adequate shading.

This policy will apply whenever the sun's UV levels reach three or higher. Whenever this occurs, a combination of sun protection measures are to be used for all outdoor activities.

Scope

This policy applies to the approved provider, staff, contractors, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Council Early Years Services, including during offsite excursions and activities.

Background/Reasons for Policy

Overexposure to the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world.

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

A combination of sun protection measures (hats, clothing, sunscreen, shade and sunglasses) is recommended whenever UV levels are three or higher during daily sun protection times (refer to Definitions). In Victoria UV levels are usually three or higher from mid-August to the end of April.

Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

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.

Gender Impact Assessment

In accordance with the Gender Equality Act 2020, a Gender Impact Assessment was not required in relation to the subject matter of this policy.

Definitions

Term	Definition
Enrolment Record	The approved provider must ensure that an enrolment record is kept for each child enrolled at the service. The record must include details as outlined in the National Regulations (Regulations 102, 160–162)
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 shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.
Daily sun protection times	Times when it is estimated that the sun's UV radiation level will be three or higher. Information about the daily sun protection times is available in the weather section of the daily newspaper, online at myuv.com.au , or via a free SunSmart app .
Shade	An area sheltered from direct and indirect sun, such as a large tree, canopy, veranda or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%. Use surfaces that reflect less UV, e.g. natural, dark or rough surfaces. Research shows that kindergarten environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.

Sunhat	SunSmart recommends the use of broad-brimmed or bucket-style hats (at least 5cm brim for young children) or legionnaire hats (make sure the front peak and back flap overlap at the sides) that shade the face, neck and ears. Caps and visors offer little protection to the cheeks, ears and neck, and are not considered a suitable sunhat.
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. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.
Sunscreen	SPF 30 (or higher) broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every two hours, even when labelled four hours water resistance. Monitor the expiry date and store in a cool, dry place. Cancer Council recommends a usage test before applying a new sunscreen. From three years of age, children are encouraged to apply their own sunscreen, under supervision of staff, to help develop independence skills ready for school.
SunSmart	A program conducted by Cancer Council Australia to help prevent skin cancer: www.sunsmart.com.au

References

- > Australian Standards (<https://www.standards.org.au>):
 - AS 4685.1: 2021 Playground equipment and surfacing
 - AS 4174:2018 Knitted and woven shade fabrics
- > Australian / New Zealand Standards (<https://www.intertekinform.com/en-au>):
 - AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
 - AS/NZS 4399:2020, Sun protective clothing - Evaluation and classification

- AS/NZS 2604:2021 Sunscreen products - Evaluation and classification
- > Safe Work Australia (2019), Guide on exposure to solar ultraviolet radiation (UVR):
https://www.safeworkaustralia.gov.au/system/files/documents/2001/guide-exposure-solar-ultraviolet-radiation_1.pdf
- > Cancer Council Australia, Be Sun Smart: <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart>
- > Department of Health (2013) Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood: <https://www.health.gov.au/resources/collections/get-up-grow-resource-collection>
- > SunSmart, National SunSmart early childhood sun protection policy template (2021):
<https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools>
- > Victorian Institute of Teaching (2023), The Victorian Teaching Profession's Code of Conduct - Principle 3.2: https://www.vit.vic.edu.au/sites/default/files/media/pdf/2024-01/Document_VIT_Code-of-Conduct.pdf
- > Australian Institute for Teaching and School Leadership, Australian Professional Standards for Teachers (APST) – Standard 4.4 and 7.2: <https://www.aitsl.edu.au/standards>
- > Australian Radiation Protection and Nuclear Safety Agency (2006), Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation:
<https://www.arpansa.gov.au/regulation-and-licensing/regulatory-publications/radiation-protection-series/codes-and-standards/rps12>
- > Belonging, Being & Becoming – The Early Years Learning Framework for Australia:
<https://docs.education.gov.au/documents/belonging-being-becoming-early-years-learning-framework-australia>
- > Victorian Early Years Learning and Development Framework:
<https://www.education.vic.gov.au/Documents/childhood/providers/edcare/veyldframework.pdf>
- > Victorian School Building Authority (May 2024), Building Quality Standards Handbook - 5.1.5 - Shade Areas: <https://content.sdp.education.vic.gov.au/media/building-quality-standards-handbook-1068>

- > Therapeutics Goods Administration (May 2023), Australian regulatory guidelines for sunscreens - Labelling and advertising requirements for therapeutic sunscreens:
<https://www.tga.gov.au/sites/default/files/australian-regulatory-guidelines-for-sunscreens.pdf>

Related Policies

- > Early Years Policy – Child Safe Environment and Wellbeing
- > Early Years Policy – Excursions and Service Events
- > Early Years Policy – Nutrition, Oral health and Active Play
- > Early Years Policy – Supervision of Children
- > Occupational Health and Safety Policy (Council)

Related Legislation

- > *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: including Regulations 100, 101, 113, 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*

Responsibilities

Mandatory – Quality Area 2

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Meeting the standards and requirements of the SunSmart early childhood program	R	✓			
Ensuring that this policy is up to date with current SunSmart recommendations	R	✓			
Ensuring parents/guardians are informed about and agree to support the Early Years Policy - Sun Protection on enrolment, including the need to provide an appropriate sunhat and clothing for sun protection (refer to Definitions) for their child when attending the service (policies are published on the Council website for families)	R	✓	✓	✓	
Applying sunscreen (refer to Definitions) to their child before the commencement of each session during the times specified in the scope of this policy				✓	
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				✓	
Providing a supply of sunscreen for use on all persons to whom this policy applies	R	✓			
Obtaining parents/guardians authority for staff to apply	R	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
sunscreen prior to their child commencing at the service, and that this is stored with each child's enrolment record (refer to Definitions)					
Applying sunscreen 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)		✓	✓		✓
If a parent/guardian does not provide authority for child to wear sunscreen, encourage the use of other sun protection, including long sleeve clothing, appropriate sunhat then a sunscreen exemption form (refer attachment 1) must be completed by the parent/guardian		✓	✓	✓	
Storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/guardians		✓	✓		✓
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	✓	✓	✓		✓

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
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	✓	✓	✓		✓
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 named, SunSmart approved sunhat (refer to Definitions) for their child's use at the service				✓	
Checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually	✓	✓	✓		
Providing appropriate spare sunhats for children and adults that will be laundered after each use	✓	✓			
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 wear sunhats when travelling to and from the service	✓	✓	✓	✓	

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
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 the sun protection times on the SunSmart website or the SunSmart app are accessed daily to assist with the implementation of this policy	✓	✓	✓		✓
Ensuring there is adequate shade in the service grounds to protect children from over exposure to UV radiation (<i>Regulation 114</i>)	R	✓			
Ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (<i>Regulations 100, 101</i>)	R	✓	✓		
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		✓	✓		✓
Ensuring that information on sun protection is incorporated into the educational program (refer to the SunSmart website)	✓	✓	✓		
Ensuring that sun protection strategies are a priority when planning excursions	✓	✓	✓		

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
Reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings, signage and websites etc.	✓	✓			

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the approved provider and person with management or control will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify stakeholders, including parents/guardians, at least 14 days before making any significant change to this policy or its procedures unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

Attachments

- Attachment 1 - Sunscreen Exemption Form (D23-106070)

