SUN PROTECTION POLICY

Mandatory – Quality Area 2

This policy was written in consultation with Cancer Council Victoria’s SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in December 2011 and is incorporated into the KPV policy. For more detailed information visit the SunSmart website: sunsmart.com.au

PURPOSE

This policy will provide:

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

POLICY STATEMENT

1. VALUES

Goulburn Region Preschool Assoc. Inc 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.

2. 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 Goulburn Region Preschool Assoc. Inc.

This policy will apply 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 UV Index level is available in the weather section of the newspaper, on the SunSmart website at www.sunsmart.com.au, as a free smart phone app (iPhone or android) and as a free widget that can be added to websites.

PROCEDURES

The Approved Provider is responsible for:

- ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au
- ensuring parents/guardians are informed about the Sun Protection Policy 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
• ensuring parents/guardians provide an authority for staff to apply sunscreen prior to their child 
  commencing at the service and that this is stored with each child’s enrolment record (refer to 
  General Definitions)

• 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 information on sun protection is incorporated into the educational program (refer to 
  the SunSmart website)

All Early Childhood Staff are responsible for:

• maintaining membership of the SunSmart early childhood program

• providing a supply of sunscreen for use on all persons to whom this policy applies

• 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 the availability of shade is considered in a risk assessment prior to conducting 
  excursions and other outdoor events (Regulations 100, 101)

• 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.

• ensuring parents/guardians are informed of the Sun Protection Policy 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

• obtaining a parent’s/guardian’s authority for staff to apply sunscreen prior to their child 
  commencing at the service on the 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 UV Alert on 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)

• 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

• 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, as required.

• 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
• co-operating with their employer with respect to any action taken by the employer to comply with the Occupational Health and Safety Act 2004.

Parents/guardians are responsible for:
• providing 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. Parents/guardians of children with naturally very dark skin may decide not to provide this authority to ensure their child receives adequate levels of vitamin D. This should also be discussed with educators at the service
• 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, while at the service, are responsible for following this policy and its procedures.

EVALUATION
In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider 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 parents/guardians at least 14 days before making any change to this policy or its procedures.

AUTHORISATION
This policy was adopted by the Approved Provider of Goulburn Region Preschool Assoc. Inc 24th September 2016

REVIEW DATE:  SEPTEMBER 2019

ACKNOWLEDGEMENTS
This policy has been reviewed and approved by Cancer Council Victoria on 5 March 2012.