

SUN PROTECTION POLICY



*Play, laugh...
...learn, grow!*

Mandatory – Quality Area 2

This policy should be read in conjunction with the following GRPSA policies:

- *Educational Program and Practice Policy*
- *Excursions and Service Events Policy*

PURPOSE

This policy will provide:

- Guidelines to ensure children, educators, volunteers, and others participating in Goulburn Region Preschool Assoc. Inc programs and activities are protected from too much ultraviolet (UV) radiation exposure.
- Information for parents/guardians, educators, volunteers, and children attending Goulburn Region Preschool Assoc. Inc Services regarding sun protection.

POLICY STATEMENT

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.
- 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 effects of exposure to the sun's UV radiation.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisors, educators, staff, students on placement, volunteers, parents/guardians, children, and others attending the programs and activities of Goulburn Region Preschool Assoc. Inc.

Sun protection is required when the UV Index level is at 3 or above. Information about the sun protection times (issued when UV levels are forecast to reach three or higher) is available, 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. The Bureau of Meteorology (BOM) also have a phone app which lists the daily UV Index.

PROCEDURES

The Approved Provider is responsible for:

- Ensuring that paramount consideration is applied in all decisions and actions related to the operation and delivery of education and care services that consistently prioritise children's safety, rights and best interests above all other considerations.
- Ensuring that this policy refers to SunSmart recommendations www.sunsmart.com.au.

- Ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within.
- Ensuring that outdoor spaces at the service include adequate shaded areas to protect children from overexposure. (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 information on sun protection is incorporated into the educational program (refer to the SunSmart website).
- Ensuring parents/guardians are informed about the *Sun Protection Policy* on enrolment, including the need to provide an appropriate protective sunhat and clothing for sun protection 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.

All Early Childhood Staff are responsible for:

- Ensuring that paramount consideration is applied in all decisions and actions related to the operation and delivery of education and care services that consistently prioritise children's safety, rights and best interests above all other considerations.
- Wearing an appropriate sun protective hat and clothing that covers as much skin as possible for sun protection and sunglasses (optional) when outside, apply sunscreen and seek shade during the times specified in the *Scope* of this policy.
- Providing a supply of SPF 50 (or higher) broad-spectrum, water-resistant sunscreen for all persons to whom this policy applies and where possible, applying sunscreen at least 20 minutes before going outdoors, and reapplying as necessary throughout the session.
- Storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/guardians.
- Giving opportunities to children from two years of age to apply their own sunscreen under supervision, to help develop independence skills.
- Encouraging children and any other participants at the service to wear appropriate protective sunhats, cool loose-fitting clothing that covers as much skin as possible for sun protection when attending the service and when outside, apply sunscreen and seek shade during the times specified in the *Scope* of this policy.
- Providing appropriate spare protective sunhats for children and adults.
- Ensuring there is adequate shade in the service grounds to protect children from overexposure to UV radiation (Regulation 114).
- 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 protective sunhat and clothing for sun protection for their child when attending the service.
- 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 sun protection times 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 that is based on current information from the SunSmart website is incorporated into the educational program. (*Refer to Educational Program and Practice Policy*)
- Ensuring that children without appropriate protective sunhat 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 protective 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*.

Special note regarding infants

SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. Physical protection such as shade, clothing and protective sunhat are the best sun protection measures. If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin. The widespread use of sunscreen on babies under 6 months old is not recommended.

Parents/guardians are responsible for:

- Providing a named protective sunhat 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.
- 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 protective sunhat, clothing for sun protection 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 GRPSA policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any change to this policy or its procedures.

ATTACHMENTS

Attachment 1: Authority to Administer nappy cream/ sunscreen (not service's sunscreen)

AUTHORISATION

This policy was adopted by Goulburn Region Preschool Assoc Inc. in November 2012.

Reviewed and Approved: 24th September 2016.

Reviewed and Approved: October 2020

Reviewed and Approved: June 2024

Reviewed and Approved: August 2026

REVIEW DATE: AUGUST 2029

ATTACHMENT 1:

Authority to Administer Nappy Cream & Sunscreen (not service's supplied sunscreen)

<u>Child's Name:</u>	<u>Date:</u>
<u>Product Name:</u>	
<u>Expiry Date:</u>	
<u>When to be administered:</u> <u>(Circle what is applicable)</u>	At every change When red In line with sunsmart policy Other:
<u>Comments regarding application:</u>	

Product is to be clearly labelled with Child Name.

****I hereby agree that the above information is correct and authorise service staff to apply the cream as detailed above.**

****I acknowledge that it is my responsibility to inform the service IN WRITING should any of the above details change.**

****The cream must be in its original packaging, clearly labelled with child's name and with instruction clearly stated.**

****Staff cannot be held responsible for any reaction caused by the administration of this cream.**

**** A new form is to be completed each time the cream is replaced with updated expiry date**

Parent Signature: _____ Date: _____