

Mandatory – Quality Area 2

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 Centres regarding sun protection.

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

2. SCOPE

This policy applies to the Approved Provider, Nominated 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 mid-August 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 (issued when UV levels are forecast to reach three or higher) 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 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 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 centre
- ensuring parents/guardians provide an authority for staff to apply sunscreen prior to their child commencing at the centre and that this is stored with each child's

enrolment record (refer to *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:

- providing a supply of SPF 30 (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 three years of age to apply their own sunscreen under supervision, to help develop independent skills ready for school.
- encouraging children and any other participants at the centre wear appropriate sun protective hats, cool loose-fitting clothing that covers as much skin as possible for sun protection and sunscreen when attending the centre.
- providing appropriate spare sunhats for children and adults that will be laundered after each use
- ensuring there is adequate shade in the centre grounds to protect children from overexposure to UV radiation (Regulation 114)
- ensuring educators, staff, children and other participants at the centre 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 centre 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 centre
- obtaining a parent's/guardian's authority for staff to apply sunscreen prior to their child commencing at the centre 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 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 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 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 centre
- 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 broad-brimmed hats 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, SunSmart approved sunhat (refer to *Definitions*) for their child's use at the centre
- 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 centre if their child has a particular sensitivity to the sunscreen provided by the centre
- wearing a sunhat, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside at the centre, applying sunscreen and seeking shade during the times specified in the *Scope* of this policy.

Volunteers and students, while at the centre, 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.

AUTHORISATION

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

REVIEWED AND APPROVED: OCTOBER 2020

REVIEW DATE: OCTOBER 2023