

## Sun Protection

### Policy Statement

This Policy outlines Meerilinga's commitment to sun protection and our responsibility to protect the children, Educators, staff and visitors to the Centre from skin damage caused by harmful ultraviolet (UV) radiation from the sun.

Our Early Learning Programs are recognised as a Sunsmart Centres by the Cancer Council of Western Australia.

### Policy Purpose

This policy provides guidelines to:

- Ensure all children, educators, students, volunteers and staff are well protected from too much UV exposure by using a combination of the sun protection measures whenever UV levels reach 3 and above.
- Ensure there is some UV exposure for vitamin D.
- Ensure the outdoor environment is sun safe and provides adequate shade.
- Ensure children are encouraged and supported to develop independent sun protection skills.
- Support duty of care and regulatory requirements.
- Support appropriate WHS strategies to minimise UV risk and associated harm for children and adults.

### Scope

This policy applies to families, workers, students, volunteers and visitors engaged with Meerilinga.

### Exclusions

### Policy Review

At least annually or from time to time the organisation may make changes to this policy to improve the effectiveness of its operation.

### Implementation

In accordance with Regulation 168 Meerilinga's Sun Protection guidelines have been developed to enable children, workers, students, volunteers and visitors of Meerilinga Services are protected from skin damage caused by harmful ultraviolet (UV) sun radiation. Services will maintain the Sunsmart recognition through annual assessment of adherence.

## **Outdoor Activity**

The service will use a combination of the five (5) sun protection measures whenever UV Index levels reach 3 and above.

Cancer Council Factsheet on *Be SunSmart* at:

[http://www.cancer.org.au/Healthprofessionals/patientfactsheets/Lifestyle/Be\\_sunsmart.htm](http://www.cancer.org.au/Healthprofessionals/patientfactsheets/Lifestyle/Be_sunsmart.htm)



The UV index forecast will be sourced and noted daily for educators, staff and students to refer to - <https://www.myuv.com.au/>

Lead Educators will assess the risk of continuing to play outdoors when the UV level reaches very high (8) and above. Attentive to children's safety and comfort, decisions are made in the interest of the children's wellbeing.

Some sun exposure is important for vitamin D which is essential for healthy bones and muscles, and for general health. Between August and May, most Western Australians can get enough vitamin D through incidental sun exposure in their day to day activities. During this period the focus should be on sun protection.

In Australia, sensible sun protection does not put people at risk of vitamin D deficiency  
<https://www.cancerwa.asn.au/prevention/sunsmart/vitamindandsunprotection/>

All sun protection measures will be considered when planning special outdoor events within the centre, such as walks in the community and excursions. Plans or programs may need to be altered to ensure compliance of this policy.

## **Shade**

- Adequate shade will be provided and maintained for outdoor play.
- Shade options can include a combination of portable, natural and built shade.
- Educators will consider the availability of shade when planning and implementing outdoor activities and excursions (such as verandas, pergolas, shade shelters, large leafy trees)
- Play activities may be moved throughout the day to take advantage of shade patterns.
- Shade does not guarantee total protection, so hats, protective clothing and sunscreen will also be used.

## Hats

- Educators, staff, students, volunteers and children are required to wear a broad brimmed, bucket or legionnaires style hat that protects their face, neck, ears and crown of the head whenever they are outdoors.
- Adults and children without a sun safe hat will remain protected from the sun. They will be provided with a spare hat or participate in activities either under the verandah or indoors.

## Clothing

- When outdoors, Educators, staff, students and children will wear clothing that covers their shoulders and protects as much of the skin as possible. Recommended clothing includes collars, elbow length sleeves, and knee length or longer style shorts and skirts. ***Please note: midriff or singlet top, thin strap dresses do not provide enough sun protection therefore are not recommended.***

*Refer to Section 4 Policy – Employee Dress Code*

- Children without appropriate clothing will remain protected from the sun. Sun safe clothing can be provided with spare clothing or participate in activities either under the verandah or indoors.

## Sunscreen

- All Educators, staff, students, volunteers and children will apply SPF30+ or higher broad-spectrum water resistant sunscreen 20 minutes before going outdoors and re-apply every 2 hours.
- A sunscreen station will be set up and accessible.
- The service will provide SPF 30+ or higher broad - spectrum water resistant sunscreen for the adults and children engaged in Meerilinga services.
- Families will be encouraged to apply sunscreen to their child prior to or upon arrival to the service.
- Where appropriate, children are encouraged and supported to apply their own sunscreen under the supervision of an Educator or staff.
- Sunscreen is stored in a cool, dry place and the use-by-date monitored.
- If a child presents with a reaction to the services sunscreen, the family will be notified and asked to provide an alternative (non-reactive) sunscreen for their child to use at the service.

## Sunglasses

- If practical, Educators, staff, students, volunteers and children are encouraged purchase and wear sunglasses that meet the Australian standard when outdoors. Sunglasses and a sun safe hat provide very good eye protection.
- Sunglasses that meet Australian Standards will be labelled with the Australian Standard number AS/NZS 1067.1:2016 or EPF10+ rating to ensure that the sunglasses block out sufficient UV radiation.

*Note: Sunglasses sold as toys or fashion spectacles may not meet the Australian Standard.*

## **Protective Practices**

Educators, staff, students and volunteers will be responsible for adhering to the strategies and practices of the Sun Protection policy and procedures. Those who do not comply will be in breach of this policy.

Educators, staff, students and volunteers will act as role models and demonstrate sun safe behaviour to families and children by:

- Wearing a sun safe hat (see Hats).
- Wearing sun safe clothing (see Clothing).
- Applying SPF30+ or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.

Through the process of enrolment into our service, families will be:

- Informed of the Sun Protection Policy.
- Required to give authority and directive for educators to administer the services sunscreen to their child or provide the service with an alternative if necessary.
- Required to dress their child in appropriate sun protective clothing and provide a suitable sun protective hat to remain at the service.
- Encouraged to practice sun protective behaviours themselves.

Educator, staff, students, volunteers and children's hydration levels will be maintained. Safe drinking water will be accessible to children throughout the day in both indoor and outdoor settings.

Educators, staff and students will be aware that broad brimmed hats with toggles may be a choking hazard to children.

Educators, staff and students will be aware of surfaces in their outdoor area that may become very hot in the sun. Through the warmer months, the Responsible Person will ensure Educators check (by touch) the outdoor play equipment and ground surfaces such as slides, metal climbing frames, paving and concrete etc before the children transition outdoors.

## **Education**

Learning about sun protection and ways to protect skin from UV exposure will be incorporated into the learning program. Educators will actively promote sun protection through discussion of activities undertaken with children.

Sun protection information will be promoted and the policy made available to Educators, staff, families, students and visitors of the service.

## Sun Protection Process

<b>Process Owner</b>	<b>CEO</b>
<b>Effective Date</b>	<b>20 February 2021</b>
<b>Date of Last Revision</b>	<b>15 February 2019</b>

## Process Details

	<b>Description</b>												
1.	<p><b>Sun Protection</b></p> <ol style="list-style-type: none"> <li>1. Through the enrolment process, families will be informed of the services Sun Protection policy and asked to provide a suitable sun protective hat and clothing for their child.</li> <li>2. The UV index forecast will be sourced and noted daily for educators and staff to refer to - <a href="https://www.myuv.com.au/">https://www.myuv.com.au/</a></li> <li>3. Where possible, outdoor activities and excursions will be scheduled outside peak UV times.</li> <li>4. A combination of the five (5) sun protection measures will apply whenever UV Index levels reach 3 and above. </li> <li>5. When planning outdoor activities, Educators will assess where and when shade falls throughout the day. A combination of portable, natural and built shade will be used.</li> <li>6. Through the warmer months and before children transition outdoors, the Responsible Person will ensure Educators check (by touch) the outdoor play equipment and ground surfaces such as slides, metal climbing frames, paving and concrete etc to ensure they are not hot and safe for children to climb or walk on.</li> <li>7. Lead Educators will assess the risk of continuing to play outdoors when the UV level reaches very high (8) and above. Attentive to children's safety and comfort, decisions are made in the interest of the children's wellbeing.  <table border="1"> <thead> <tr> <th>UV Index</th> <th>Exposure Level</th> </tr> </thead> <tbody> <tr> <td>2 or less</td> <td>Low</td> </tr> <tr> <td>3 to 5</td> <td>Moderate</td> </tr> <tr> <td>6 to 8</td> <td>High</td> </tr> <tr> <td>8 to 10</td> <td>Very High</td> </tr> <tr> <td>11+</td> <td>Extreme</td> </tr> </tbody> </table> </li> <li>8. Educators, staff, students, volunteers and children are required to wear a broad brimmed, bucket or legionnaires style hat that protects their face, neck, ears and crown of the head. Adults and children without a sun safe hat will remain protected from the sun.</li> <li>9. Educators, staff, students, volunteers and children will wear clothing that covers their shoulders and protects as much of the skin as possible. Adults and children without appropriate clothing will remain protected from the sun.</li> <li>10. The service will provide SPF 30+ or higher broad - spectrum water resistant sunscreen for the adults and children. To be applied 20 minutes before going outdoors and re-applied every 2 hours. Families will be informed if their child has an adverse reaction to the services sunscreen and asked to provide an alternative.</li> </ol>	UV Index	Exposure Level	2 or less	Low	3 to 5	Moderate	6 to 8	High	8 to 10	Very High	11+	Extreme
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Process Details	
	Description
	<p>11. Learning about sun protection and ways to protect skin from UV exposure will be incorporated into the children's learning program.</p> <p>12. Educators, staff, students and volunteers will act as role models and demonstrate sun safe behaviour to families and children.</p>
2.	<p><b>Sunscreen Application</b></p> <p>Where appropriate and under the supervision of Educators and staff, children are encouraged and supported to apply their own sunscreen.</p> <p><i>Educator and Staff support with sunscreen application –</i></p> <ul style="list-style-type: none"> <li>- Wash your hands</li> <li>- Using a tissue - fold it into quarters.</li> <li>- Pump approximately half a teaspoon of sunscreen onto the tissue.</li> <li>- Use the tissue to smear the sunscreen onto the child's skin.</li> <li>- If you require more cream for that child, hold the tissue below the pump nozzle (ensuring that the used tissue doesn't touch the nozzle) - pump a little more onto the tissue and repeat smearing it over the child's skin.</li> <li>- Dispose of tissue when the application has finished for that child.</li> <li>- Wash your hands</li> </ul>

Associated Documents	
Meerilinga Policy Manual	<ul style="list-style-type: none"> <li>• Preface - Section 1 - Strategic and Business Planning Policies (Code of Ethics &amp; Conduct)</li> <li>• Section 2 - Human Resources Policies</li> <li>• Section 4 – Branding, Image and Reputation Policies <ul style="list-style-type: none"> <li>- <i>Branding, Presentation and Corporate Identity - Dress Code</i></li> </ul> </li> <li>• Section 6 - Children's Program Policies <ul style="list-style-type: none"> <li>- <i>Staffing</i></li> <li>- <i>Enrolment and Orientation</i></li> <li>- <i>Relationships and Partnerships with Families - Communication Plan</i></li> <li>- <i>Child Safe Environment</i></li> <li>- <i>Delivery and Collection</i></li> <li>- <i>Child Safe Environment</i></li> <li>- <i>Incident, Injury, Trauma and First Aid</i></li> <li>- <i>Excursions</i></li> <li>- <i>Health, Hygiene and Infection Control</i></li> <li>- <i>Medical Conditions</i></li> </ul> </li> <li>• Section 7 - Workplace Health and Safety Policies</li> <li>• Section 8 - Guidelines</li> </ul>

- ELP Family Handbook
- Quality and Compliance Handbook
- Active Supervision Plan
- Daily Indoor and Outdoor Facilities - Safety Checks
- Medical Management Plan
- Risk Minimisation and Communication Plan
- Ongoing Excursion Risk Management Plan (updated annually)
- Health and Safety Risk Management Plans

## Records Management

Title	Location	Responsible Officer	Minimum Retention Period
Staff Induction	W/LEED	Quality Advisor / Executive Assistant	3 years
CFC Daily Checklist	CFC	Nominated Supervisor	3 years

## Reference

- Education and Care Services National Law Act (WA) 2012 - January 2019
- Education and Care Services National Regulations (WA) 2012 - October 2020
- ACECQA - National Quality Standards - September 2020
- ACECQA - Belonging, Being & Becoming - Early Years Learning Framework
- ECA Code of Ethics 2016
- Code of Conduct - Meerilinga
- Children and Community Services Act 2004
- Privacy Act 1988
- Staying Healthy - Preventing Infectious Diseases in Early Childhood Education and Care Services, 5th Edition. Australian Government National Health and Medical Research Council – Updated June 2013.  
<https://nhmrc.gov.au/sites/default/files/documents/reports/clinical%20guidelines/ch55-staying-healthy.pdf>
- Occupational Safety and Health Act 1984 and the Occupational Safety and Health Regulations 1996.
- Cancer Council of Western Australia. Sun Smart Childcare. Guide for Service Providers - *Updated September 2013. Sourced February 2021.*
- Cancer Council of Western Australia. What's the difference between SPF 30+ vs SPF 50+ - *Updated 2017. Sourced February 2021.*
- Cancer Council of Western Australia. Article – Vitamin D – Finding the Right Balance.  
<https://www.cancerwa.asn.au/prevention/sunsmart/vitamindandsunprotection/> *Sourced February 2021*

## Mapping Policy and Processes

<b>Education and Care Services National Law (WA) Act 2012</b>	
<b>Section</b>	165, 167.

<b>Education and Care Services National Regulations (WA) 2012</b>	
<b>Regulations</b>	100, 113, 114, 115, 168(1)(2)(a)(ii)

<b>Standards for RTOs 2015</b>	
Vocational Education and Training is a significant contributor to Australia's economy domestically, being the primary mechanism to meet the skilling needs of the Australian community. The standards give the community confidence that RTOs are delivering quality training and assessment that is highly regarded both locally and overseas.	

<b>Policy Area</b>	<b>National Quality Standards Early Childhood</b>	<b>National Standards for Volunteering Involvement 2015</b>	<b>Standards to Community Services</b>	<b>Standards to Family Support</b>
Children's Programs	QA 1 - 1.1, 1.2, QA 2 - 2.1, 2.1.2, 2.2, 2.2.1, 2.2.2, 2.2.3. QA 3 - 3.1, 3.1.1. QA 4 - 4.1, 4.1.1, 4.2, 4.2.2. QA 5 - 5.1. QA 6 - 6.1, 6.1.1, 6.1.2, 6.2, 6.2.3. QA 7 - 7.1, 7.1.1, 7.1.2, 7.1.3, 7.2, 7.2.1, 7.2.3.	N/A	N/A	N/A