



### 3.21 SunSmart Policy

#### Purpose

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The purpose is to implement a policy for sun protection and provide general information on SunSmart practices, that supports the following factors:

- Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer.
- Sun exposure in the first 10 years of life is a major factor in determining future skin cancer risk.
- Vitamin D is essential for healthy bones and muscles, and for general health.

In addition:

- The Education and Care Services National Regulations require John Street to have in place policies and procedures in relation to safety matters relating to sun protection.
- The National Quality Standard requires John Street to ensure that each child is protected.

#### Objective

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To implement a SunSmart policy to:

- Ensure all children, educators and staff are protected from over-exposure to UV radiation;
- Ensure the outdoor environment provides shade for children, educators and staff;
- Ensure children are encouraged and supported to develop independent sun protection skills;
- Support duty of care and regulatory requirements; and
- Support appropriate OHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

#### Definitions

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**SunSmart** - effective ways to reduce your risk of developing skin cancer.

#### Scope of Policy

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This policy applies to all children, families, staff (permanent or casual), students, volunteers and visitors to John Street.

## Policy Statement

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John Street is committed to:

- Providing children, families and staff with protection from the harmful effects caused by too much exposure to the sun's ultraviolet radiation, during all aspects of the program.
- Educating children, families, staff and other participants in the centre on the harmful effects of too much exposure to the sun's ultraviolet radiation.
- Educating children, families, staff and other participants in the centre about healthy Vitamin D levels

Our SunSmart Policy has been developed to ensure that all children attending John Street are protected from skin damage caused by the harmful (UV) rays of the sun. It is to be implemented throughout the year, but with particular emphasis from **mid-August through to the 1<sup>st</sup> of May** and on any other day when UV is above 3 (**High UV Period**).

## Procedures

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As part of general SunSmart strategies, at John St:

### *Sun protection during High UV Periods*

- Children are required to wear hats that protect their face, neck and ears whenever they are outside, i.e. **legionnaire or broad brimmed hats** (see General Information in this policy for description of these)
- Children who do not have their appropriate hats with them will be asked to play in an area protected from the sun.
- Peak caps and visors are not considered a suitable alternative.
- Children will be encouraged to use available areas of shade for outdoor play activity.
- Babies under 12 months will be kept out of direct sun whenever UV levels reach 3 and above.
- Special note regarding babies: SunSmart practices consider the special needs of infants. 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.
- When outside, children are required to wear loose fitting clothing that covers as much skin as possible (e.g. no singlet tops).
- The John Street Board of Management will ensure that there is sufficient shelter, shade cloth and/or trees providing shade for outdoor play areas.
- The availability of shade will be considered when planning outdoor activities and/or an

excursion.

- Staff will act as role models by:
  - Wearing appropriate hats and clothing outdoors
  - Using SPF 30+ sunscreen for sun protection
  - Seeking shade whenever possible
- The use of wrap-around sunglasses that meet Australian Standard 1067 (Sunglasses - Category 2, 3 or 4) is encouraged

#### *Education on skin protection*

- Learning about skin and ways to protect skin from the sun will be incorporated into programmed activities.
- The SunSmart Policy will be reinforced in a positive way through parent newsletters, notice boards and meetings.
- Staff and parents will be provided with educational material on sun protection.
- Learning about skin and how to protect skin from the sun and Vitamin D will be incorporated into the planned experiences for children at John Street.

#### *Sunscreen*

- SPF 30+, broad spectrum, water resistant sunscreen will be provided for staff and children's use as necessary, when required.
- During High UV Periods, parents are required to apply sunscreen to their child prior to or upon arrival to the centre in the mornings. Staff will check to ensure this has occurred.
- SPF30 (or higher) broad spectrum, water-resistant sunscreen should be applied at least 20 minutes before going outdoors and reapplied every two hours.
- To help develop independent skills ready for school, from 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff.

#### *Outside areas*

John Street is obliged under the Education and Care Services National Regulations 2011 (R.114) to ensure that outdoor spaces provided at John Street include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.

The Centre implements shade sails and other shade measures from September through to May, and other shade as necessary during other periods.

#### *Involvement of parents*

When enrolling their child, parents will be:

- Provided with educational material on sun protection, vitamin D, and John Street's SunSmart Policy, including general information on ways they can help support it.
- Asked to buy a suitable hat for their child's use
- Given signed authority and directive to administer or not administer sunscreen to their child at John Street.
- Encouraged to practice SunSmart behaviours themselves.

### **Responsibility**

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It is the responsibility of all staff, students and volunteers at John Street to actively implement and promote this policy.

Staff are encouraged to access the daily local sun protection times on the John Street website at <http://www.johnst.com.au/>, or at [www.sunsmart.com.au](http://www.sunsmart.com.au) to find out daily sun protection times and display in each room to assist with the implementation of this policy.

### **General Information**

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Although our senses can easily detect sunlight and infrared radiation (heat), they cannot detect the level of ultraviolet (UV) radiation from the sun. UV radiation can't be seen or felt and can be damaging to our skin on cool, cloudy days as well as hot, sunny ones. Whenever UV radiation index levels reach 3 (moderate) and above, sun protection is required. At that level UV radiation is intense enough to damage our skin and contribute to the risk of skin cancer.

In Victoria from mid-August to the end of April, the UV radiation index levels regularly reach 3 and above for most of the day. At these levels, sun protection is recommended for all skin types. Particular care should be taken between 10 am and 2 pm (11 am and 3 pm daylight saving time) when UV levels reach their peak.

### **The Role of John Street**

There is enormous potential for early childhood centres to prevent skin cancer in future generations.

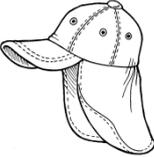
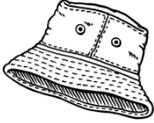
Early childhood centres are central to protecting children's skin. This is because:

- Children attend centres at times when ultraviolet (UV) radiation levels are high.
- Most damage due to sun exposure occurs during the early years.
- Centres can play a significant role in changing behaviours through role modelling and education.
- Protecting children from foreseeable harm is part of a centre's duty of care to children. As part of an employer's general duty of care under the *Occupational Health and Safety Act 2004*,

staff working all or part of their day outside should be protected from the sun's UV radiation.

**The 'Outside 5'**

SunSmart recommend using a combination of these five important sun protection measures during High UV Periods:

1	<b>Shade</b>	Try to use shade whenever possible. Even while in the shade, UV radiation can reflect from surfaces such as water, sand and concrete so it is important that children continue to wear a hat, appropriate clothing and sunscreen.
2	<b>Sun-protective clothing</b>	<p>As well as hats, SunSmart recommends loose fitting, close weave clothing that covers as much skin as possible during outside activities. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best.</p>  <p>Garments especially designed for sun protection will carry a UPF (ultraviolet protection factor) level on their tags. The higher the number, the greater the protection from UV radiation. Fabric rated above UPF 30 provides very good protection.</p>
3	<b>Hats</b>	<p>To protect the neck, ears, temples, face and nose, children and staff are to wear a broad brimmed, legionnaire or bucket hat.</p>    <p><i>Broad brimmed hat      Legionnaire hat      Bucket hat</i></p> <p>Broad brimmed hats should have a brim of at least 7.5 cm (6 cm for very young children). A legionnaire hat should have the front peak and the long, back flap meet at the sides to protect the side of the face, neck and ears. Bucket hats should have a deep crown and a brim of at least 5 cm for young children.</p>
4	<b>Sunglasses</b>	<p>Eyes, like skin, can be damaged by exposure to UV radiation. SunSmart suggests, where practical, wearing close fitting, wrap around sunglasses that cover as much of the eye area as possible.</p>  <p>The sunglasses should meet Australian Standard 1067 (sunglasses: category 2, 3 or 4) and preferably be marked EPF 10 (eye protection factor).</p> <p>There are products available that have been specifically designed for babies and toddlers and have soft elastic to keep them in place. You can also get swimming goggles with EPF 10.</p>

		<p>Please remember that the colour or darkness of the lenses doesn't indicate the level of sun protection and you will need to check the label. It is also good to find sunglasses that are polarised as these reduce the glare.</p> <p>While this centre will not supply sunglasses to children attending the service we will encourage the wearing of sunglasses where they have been supplied by the parents / guardians.</p>
5	<b>Sunscreen</b>	 <p>It is good to teach children to apply SPF 30+ broad spectrum, water resistant sunscreen 20 minutes before going outside and to reapply it every two hours. Sunscreen screens out UV radiation but does not completely block it out so some UV radiation still reaches our skin.</p> <p>Some children may be sensitive to some sunscreens, so families may wish to supply an alternative for their child. However, even if all families are asked to provide SPF 30+ broad-spectrum, water-resistant sunscreen, the centre should still have a supply available.</p>

**Role models**

Children often copy those around them and learn by imitation. When staff adopt sun protection behaviours the children are more likely to do the same.

Sun exposure for staff is also an Occupational Health & Safety issue.

**Family information**

It is helpful if families understand the centre's sun protection policy and are aware of how they can assist by providing appropriate clothing, hats, and possibly sunglasses, and being good role models themselves. Newsletters and noticeboards are an ideal way of keeping families informed. The above information could be displayed on the noticeboard or provided in a newsletter.

**UV and Vitamin D**

Some UV radiation exposure is important for a child's vitamin D production. Vitamin D is necessary for bone, joint, muscle and neurological function and is produced in the skin by exposure to UV radiation. Low levels are also present in some foods.

During peak UV months in Victoria (from mid-August to April), children usually receive enough sun for Vitamin D production from incidental sun exposure during their day-to-day activities, even if they are adopting recommended SunSmart behaviour. Five minutes of sun exposure in the morning and another five minutes in the late afternoon on most days of the week is generally all that is required.

Extra care should always be taken during the middle of the day when UV Index levels reach their peak.

From May until mid-August UV levels in Victoria are generally below 3 (low). Generally the lower UV levels are not intense enough to damage the skin.

So to make sure children are well protected from UV radiation when UV levels are 3 or higher:

**Mid-August, 5 things to remember! (The Outside 5)**

**1st May, hats off day!**

**Legislative Provisions**

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**Education and Care Services National Law Act 2010 - Section 167**

**Education and Care Services National Regulations 2011:**

<b>R. 114</b>	<i>Medical Conditions Policy</i>
<b>R.168 (2)(ii)</b>	<i>Education and Care Services Must have policies and procedures (2) (a) (ii)</i>

**Background Legislation**

<b>Child Wellbeing &amp; Safety Act 2005 (Vic)</b>	<i>Part 2: Principles for Children</i>
<b>Occupational Health &amp; Safety Act 2004 (Vic)</b>	<i>Providing a safe environment</i>
<b>Australian Safety Standards</b>	AS 4685.0:2017

**Sources**

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SunSmart Schools and Early Childhood Program (2017), Sample Sun Protection Policy for Early Childhood Services, The Cancer Council of Victoria, Carlton.

National Professional Support Coordinator Alliance (2012) Getting started with policies for the NQF: Policies in Practice template – Sun Protection. Accessed February 2012 from [www.pscalliance.gov.au](http://www.pscalliance.gov.au)

Council of Australian Governments, December (2009). National Quality Standard for Early Childhood Education and Care and School Age Care, Early Childhood Development Steering Committee, Barwon, ACT

Safe Work Australia: Guidance Note – Sun protection for outdoor workers (2016)

DET Building Quality Standards Handbook (BQSH): Section 8.5.5 Shade Areas

Australian Government Radiation Protection and Nuclear Safety Agency Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006) Retrieved September 2018 from <https://www.arpansa.gov.au/sites/g/files/net3086/f/legacy/pubs/rps/rps12.pdf>

AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection

Get Up & Grow: Healthy eating and physical activity for early childhood (Section 2) 2009

Australian Government Department of Health & Aging (2011) Get up & grow; healthy eating and physical activity for early childhood (Section 2) Retrieved February 2012 from <http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>

Belonging, Being and Becoming – The Early Years Learning Framework (July 2009)

Victorian Early Years Learning and Development Framework (VEYLDF) (May 2016)

Victorian Institute of Teaching (VIT) The Victorian Teaching Profession Code of Conduct - Principle 3.2

Australian Professional Standards for Teachers (APST) – Standard 4.4 and 7.2

AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles

AS/NZS 4399:2017, Sun protective clothing - Evaluation and classification

AS/NZS 2604:2012 Sunscreen products - Evaluation and classification

Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: 4. Labelling and advertising – directions for use of the product

**Related John Street Policies, Procedures and Guidelines**

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<b><i>Policies</i></b>	<i>Enrolment, Orientation &amp; Custody Arrangements; Delivery &amp; Collection of Children; Communications with Families; Occupational Health &amp; Safety; Expectations of Educators; Inness, Injury, Trauma &amp; the Administration of Medication; Child Safe Environment; Program Planning; Excursions &amp; Routine Outings; Chemical Storage;</i>
<b><i>Appendices</i></b>	<i>Authority to administer Sun Screen; Enrolment Form, including Health of Child;</i>

**Authorisation**

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This policy was approved by the John Street Board in December 2018.