
Bendigo Regional YMCA Children’s Services – Sun Protection Policy and Procedures

Mandatory – Quality Area 2

Policy Number	CS 2.11	Version	1
Drafted by	CSM	Approved by CEO on	10.04.2018
Responsible Person	CSM	Scheduled Review date	10.04.2019

This policy was written in consultation with Cancer Council Victoria’s SunSmart Program. The SunSmart Sample Sun Protection Policy was last updated in February 2017 and is incorporated into this policy. For more detailed information visit the SunSmart website: www.sunsmart.com.au

1. OBJECTIVE

This policy provides guidelines to ensure children, staff, volunteers and others participating in BRYMCA Children’s Services programs and activities are well protected from overexposure to ultraviolet (UV) radiation from the sun and to provide them with information regarding sun protection.

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.

This policy will apply whenever the sun’s UV levels reach three or higher. Whenever this occurs a combination of sun protection measures are to be used for all outdoor activities.

In Victoria UV levels are usually three or higher from mid-August to the end of April. Please check the daily local sun protection times to be sure you are using sun protection when it is required. Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary

3. POLICY

BRYMCA is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to the sun’s UV radiation
- ensuring that curriculum planning will minimise over exposure to the sun’s UV radiation and also promote an awareness of sun protection and sun safe strategies
- providing information to children, staff, volunteers, parents/guardians and others at the service about the harmful effects of exposure to the sun’s UV radiation.

4. PROCEDURES

BRYMCA is responsible for:

- meeting the standards and requirements of the SunSmart early childhood program
- ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au
- providing a supply of sunscreen for use on all persons to whom this policy applies
- 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
- 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 over exposure to UV radiation
- reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings and websites etc.

The ELC Director, OSHC Coordinator, Occasional Care Supervisor and OSHC Supervisors are responsible for:

- 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 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 and storing this with each 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 all 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
- ensuring educators and staff are aware of the special needs of infants. Babies under 12 months should not be exposed to direct sun. They should remain in full shade and always be well-protected through the use of hats and cool, covering clothing when outside. With parental consent small amounts of a suitable SPF30 (or higher) broad-spectrum water-resistant sunscreen may be applied to babies over 6 months.
- ensuring information on sun protection is incorporated into the educational program (refer to the SunSmart website)
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101).

All Educators are responsible for:

- wearing sunhats, clothing for sun protection 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
- keeping babies under 12 months out of direct sun whenever UV levels are three or higher

- checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
- ensuring spare sunhats are laundered after each use
- applying sunscreen 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 (sunscreen is to be reapplied every two hours)
- 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
- 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*.

5. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)

Education and Care Services National Law Act 2010: Section 167

Education and Care Services National Regulations 2011: including Regulations 100, 101, 113, 114, 168(2)(a)(ii)

National Quality Standard, Quality Area 2: Children's Health and Safety

Occupational Health and Safety Act 2004

6. SOURCES

AS 4685.1: 2014 Playground equipment and surfacing – General safety requirements and test methods

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

Cancer Council Australia: www.cancer.org.au/sunsmart

Get Up & Grow: Healthy eating and physical activity for early childhood. Department of Health resources.

Particularly Section 2 of the Director/Coordinator Book and the Staff Book:

<http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>

SunSmart: www.sunsmart.com.au

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

ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)

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

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

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

7. DEFINITIONS

The terms defined in this section relate specifically to this policy.

Clothing for sun protection	Clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.
Daily sun protection times	Times when it is estimated that the sun's UV radiation will be three or higher. Information about the daily sun protection times is available in the weather section of the daily newspaper, on the SunSmart website at: www.sunsmart.com.au , at myuv.com.au, as a free SunSmart app and as a free widget that can be added to websites.
Shade	An area sheltered from direct and indirect sun, such as a large tree, canopy, verandah or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV over exposure when outdoors. Research shows that preschool environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.
Sunhat	SunSmart recommends broad-brimmed, legionnaire or bucket-style hats that shade the face, neck and ears. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not recommended.
Sunscreen	SPF 30 (or higher) broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every two hours, even when labelled 4 hours water resistance. Monitor the expiry date and store in a cool, dry place. From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff to help develop independent skills ready for school.
Sunsmart	The name of the program conducted by Cancer Council to help prevent skin cancer: www.sunsmart.com.au

8. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Educators, Supervisors, Directors and Coordinators	<ul style="list-style-type: none"> Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy

	<ul style="list-style-type: none"> • All Educators are responsible for the daily implementation of the policy when directly supervising children.
Community Services Manager	<ul style="list-style-type: none"> • Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. • Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.
CEO	<ul style="list-style-type: none"> • Policy Approval

9. MONITORING, EVALUATION AND REVIEW

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups and in accordance with current legislation, research, policy and best practice. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.