

Operational Policy OP039-V1.04	Creator: Lisa Mollison	Approver: Melissa Loffelmann
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## POLICY

**This policy applies to Your OSHC and Rocketeer onsite and off-site.**

### Purpose

Our Sun Smart policy has been developed to ensure all children and staff attending our services are protected from skin damage caused by harmful UV radiation from the sun.

This policy provides guidelines to:

- ensure all children and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for children and staff;
- ensure children are encouraged and supported to develop independent sun protection skills
- support duty of care and regulatory requirements
- support appropriate Workplace Health Safety (WH&S) strategies to minimise UV risk and associated harms for staff and visitors.

To assist with the implementation of this policy, staff and children are encouraged to access and display the daily local sun protection times, available from [myUV.com.au](http://myUV.com.au) on the service tablets. The sun protection times are a forecast from the Bureau of Meteorology for the time-of-day UV levels are forecast to reach three and above.

### Background

The sun's ultraviolet (UV) radiation can't be seen or felt and is most intense during the middle of the day. Whatever the weather, it's important for people of all skin types to use sun protection whenever UV levels are three or higher. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before age 70. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer in later life.

Given children and staff attend services at times when UV levels can be damaging, services can play a major role in positively influence long-term SunSmart behaviour.

### Sun protection times

UV levels vary across Australia and throughout the year. This listing highlights when UV is typically three and above in each state and territory. There may be times UV levels are three and above outside these periods.

*Please check the daily local sun protection times using myUV app on the service tablets to be sure you are using sun protection when it is required for your location.*

**ACT- 1<sup>st</sup> August to 31<sup>st</sup> May**

Wherever practicable, outdoor activities should be minimised between 11am and 3pm in summer.

**NSW - All year**

Extra care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible.

**NT - All year**

Wherever practicable, outdoor activities should take place before 10am and after 3pm, when UV levels are lower.

**QLD - All year**

Wherever practicable, outdoor activities should take place before 10am and after 3pm, when UV levels are lower.

**SA - 1<sup>st</sup> August to 30<sup>th</sup> April**

Extra care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible.

**VIC - 15<sup>th</sup> August to 30<sup>th</sup> April**

Active outdoor play is encouraged throughout the day all year provided appropriate sun protection measures are used when necessary.

**WA - All year**

Active outdoor play is encouraged throughout the day all year provided appropriate sun protection measures are used when necessary.

The sun protection measures listed below are used for all outdoor activities **during the daily local sun protection times.**

***1. Seek shade***

- Nominated Supervisors make sure there is a sufficient number of shelters and trees providing shade in the outdoor area particularly in high-use areas.
- Educators consider the availability of shade when planning all outdoor activities.
- Children are encouraged to choose and use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.
- Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.

***2. Slip on sun-protective clothing***

- Children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts and skirts are best. If a child is wearing a singlet top or shoestring dress, they will be asked to choose a t-

shirt/shirt to wear over this before going outdoors. Rash vests or t-shirts are used for outdoor swimming and water activities.

### ***3. Slap on a hat***

- All children and staff are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative.
- Children without a sun protective hat are provided with one where possible.

### ***4. Slop on sunscreen***

- The service supplies SPF30 (or higher) broad-spectrum, water-resistant sunscreen for staff and children's use.
- Parent can provide their child's SPF30 (or higher) broad-spectrum, water-resistant sunscreen if the service provided sunscreen is not suitable. This will need to be indicated in the parents account for the child.
- Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply every two hours, or more frequently if sweating or swimming).
- Strategies are in place to remind children to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.
- Permission to apply sunscreen is included in the service enrolment form (in our Terms and Conditions). Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child encouraged to play in the shade.
- Families ensure sunscreen is applied prior to attending vacation care.
- Cancer Council recommends usage tests before applying a new sunscreen

### ***5. Slide on sunglasses [if practical]***

- Where practical, children are encouraged to wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

### **Learning and skills**

- Sun protection is incorporated into the learning and development program.
- The SunSmart policy is reinforced by staff and through children's activities and displays.
- Staff are encouraged to complete Cancer Council's free Generation SunSmart online learning modules.
- Children are encouraged to be involved in initiatives to promote and model sun protection measures at the service including taking leadership roles in managing sun protection e.g. accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.

### **Engaging children, staff and families**

- Staff and families are provided with information about sun protection through email, noticeboards and the CA website and Parent Portal.
- When enrolling their child, families are:
  - informed of the service's Sun Smart policy;

- asked to provide a suitable sun protective hat, covering clothing and apply sunscreen to their child before care;
- encouraged to use SunSmart measures themselves when at the service.

## **WH&S**

As part of WH&S UV risk controls and role-modelling, staff and visitors:

- wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses;
- apply sunscreen; and
- seek shade whenever possible.

UV radiation exposure is considered as part of a service's risk management and assessment for all outdoor events and activities on and off-site.

## **STRATEGIES**

The most recent CA Sun Smart policy are available to all CA team members, children, families, contractors, and visitors. The educators of the service can assist with access and it also on the CA web site.

In NSW, this Sun Smart policy will be updated and submitted to the Cancer Council at least every three years to maintain our SunSmart status.

Educators are to follow the Extreme Heat and Managing Heat policies also.

Regional managers and National Quality Framework Specialists, during services, will monitor and review how effectively the educators of the service implement this Sun Smart policy and practices.

The coordinator is to order sunscreen using the resource application on the service tablet.

Resources can be contacted via email: [resources@campaustralia.com.au](mailto:resources@campaustralia.com.au) or call 1300 665 257 and follow the prompts. Sunscreen provided by Camp Australia is SPF 50+ and is dermatologically tested and suitable for sensitive skin.

Any parent supplied sunscreen needs to be clearly labelled with the child's name and be within the expiry date. The sunscreen should be left at the service.

Children may only be exempt from this Sun Smart policy where a medical practitioner has given consent.

Educators are to support children to apply their own sunscreen, refer to OPO13 Limited Physical Contact.

Where a child has a certain health condition and/or medication where they are more sensitive to UV radiation and need to use sun protection regardless of the UV levels, this will be noted in the child's Risk Minimisation and Communication Plan.

Adults with a health condition and or medication where they are more sensitive to UV radiation and need to use sun protection at all times of the year will have access to sunscreen, for other needs speak to your coordinator or regional manager.

<b>External Information References:</b>	
<b>Education and Care Services National Law 2010</b>	Section 167
<b>Education and Care Services National Regulations</b>	Reg 100, 101, 113, 114, 116, 168, 170, 172
<b>National Quality Framework</b>	QA1, QA2, QA3, QA5, QA6, QA7
<b>My Time Our Place Framework for School Age Care in Australia</b>	Outcome 3
<b>Work Health and Safety ACT 2011</b>	Division 1, Subdivision 1, 17
<b>Safe Work Australia</b>	Guide on exposure to solar ultraviolet radiation (UVR) National Guidance