

## SUN PROTECTION POLICY & PROCEDURE

Section 167, Regulations 100,113,114, 168-172

# SUN PROTECTION POLICY

### Policy Statement:

We are committed at Tenison Woods College Early Learning & Community Centre (ELCC) to providing children with a safe environment that offers shade and other sun protection measures to support their learning, wellbeing, and opportunities for play. The safety, health, and wellbeing of children are our top priorities, and we aim to protect them from UV radiation from the sun, as well as burns from exposure to sun-heated surfaces. Our outdoor play experiences are essential for children's healthy growth, learning, wellbeing, and development. We ensure that the outdoor environment provides the required shade, and our educators implement sun protection measures. Sun protection awareness is integrated into our program, and our educators and staff serve as role models for sun-safe practices. We also actively involve families as valuable partners in promoting the importance of sun protection.

### Background:

This Sun Protection Policy is in place to comply with the Education and Care Services National Regulations, which require policies and procedures regarding sun protection. The policy is also informed by the need to protect children from the harmful effects of UV radiation and the increased susceptibility of children to environmental threats. Many functions, such as the immune system, are not fully developed at birth, making children more vulnerable to environmental factors.

### National Quality Standards (NQS) Links

#### QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

#### QUALITY AREA 3: PHYSICAL ENVIRONMENT

3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
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#### QUALITY AREA 4: STAFFING ARRANGEMENTS

4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.

#### QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.

### Legal and Regulatory Requirements:

This policy adheres to the following regulations and frameworks:

- South Australian regulations related to sun protection and health and safety in early childhood education and care settings.
- Australia's Education and Care Services National Regulations, specifically Regulation 168, which states the requirement for services to ensure adequate sun protection for children.
- Early Years Learning Framework (EYLF) and the National Quality Standard (NQS), particularly Quality Area 2: Children's Health and Safety.

### Regulation 100 – Risk Assessments Must be Conducted Before Excursion

- *As stated in our excursion policy and procedure, risk assessments are carried out for incursions, excursions and events in the Centre with consideration of the UV between 1 August and 30 April and checked before leaving the Centre.*

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### **Regulation 113 – Outdoor Space – Natural Environment**

- The Centre has been designed with a large outdoor space, allowing children to have natural and built shade.
- The UV rating is recorded each day allowing all staff to know when and where they need to be.

### **Regulation 114 – Outdoor Space – Shade**

- The Centre has been designed with a large outdoor space, allowing children to have natural and built shade.
- The UV rating is recorded each day allowing all staff to know when and where they need to be.

### **Regulation 168 – Education and Care Services Must Have Policies and Procedures**

- Our Centre has policies and procedures as set out in sub regulation 2 in Regulation 168.

### **Regulation 170 – Policies and Procedures to be Followed**

- Nominated supervisors, staff members and volunteers have an understanding of all policies and procedures and ensure they are followed at the service.

### **Regulation 171 – Policies and Procedures to be Kept Available**

- Digital copies of our policies and procedures are available via a QR code in our foyer, in our digital PowerQIP and in our handbook. A hard copy of our policies and procedures can be found in the ELCC Office.

### **Regulation 172 – Notification of Change of Policies and Procedures**

- All families are notified and sent updated policies and procedures.
- If a change to policy is planned, significantly affecting families, they will be given 14 days' notice.

### **UV Cancer Council Australia Rating System:**

We will refer to the UV Index provided by the Cancer Council Australia to determine the sun protection measures required between **1 August – 30 April**. Due to our location, south of Kingston SE and Naracoorte and our lower latitude we can choose only to implement when UV is 3 or above. We will align our practices with the recommendations for sun protection based on the UV Index rating. Every morning the UV Index will be recorded and displayed for all staff, by the opening staff, in four different spaces in the Centre.

### **Principles to Inform Your Policy:**

Our policy is guided by the following principles:

- The safety, health, and wellbeing of children is our number one priority.
- Outdoor play experiences are vital for children's growth and development.
- We incorporate sun protection awareness into our program.
- Our educators and staff serve as role models for sun-safe practices.
- We actively involve families as valuable partners in promoting sun protection.

### **Key Terms:**

- **ACECQA (Australian Children's Education and Care Quality Authority):** The independent national authority that administers the National Quality Framework.
- **Risk Assessment:** Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.
- **Sun Protection Times:** Sun protection measures are recommended when the UVI (Ultraviolet Index) is 3 & above.
- **Sun Protection Factor (SPF):** The Australian standard for sunscreen, indicating the level of protection provided against UVR (Ultraviolet Radiation).
- **Ultraviolet Index (UVI):** A measure of the level of UVR. Sun protection measures are recommended when the UVI is 3 and above.
- **Ultraviolet Radiation (UVR):** The portion of the electromagnetic spectrum responsible for causing skin damage. It includes UVA and UVB rays.

### **Links to Other Policies:**

This policy is linked to related policies and procedures, including:

- Providing a child-safe environment
- Enrolment and orientation
- Excursions
- Governance and management
- Interactions with children

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### Induction and Ongoing Training:

Induction training and ongoing training will be provided to managers, coordinators, educators, and staff to assist them in fulfilling their roles effectively in implementing this policy.

### Policy Created/Reviewed:

This policy was created in July 2024 and will be reviewed annually or as necessary to ensure compliance with regulations and alignment with best practices.

### Monitoring, Evaluation, and Review:

This policy will be regularly monitored for compliance by designated staff members and reviewed as necessary to ensure it aligns with current regulations and guidelines.

### References

1. ACECQA National Quality Framework
2. Cancer Council South Australia
3. Bureau of Meteorology Australia

### Policy Review

This policy will be reviewed in accordance with regulatory requirements, but no less frequently than every two years.

Reviewed by David Meziniec  
*Tenison Woods College Principal*



Reviewed by Fran Scanlon  
*Early Learning & Community Centre Director*



Signed:  
Dated: 22.12.24

Signed:  
Dated: 18.12.24

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# SUN PROTECTION PROCEDURE

### Procedure Statement:

These procedures detail how our service will implement the Sun Protection Policy. They provide a step-by-step guide to ensure the safety and wellbeing of children through effective sun protection measures. We believe that sun protection is essential for the well-being and safety of children, families, and staff. We aim to create a sun-safe environment that promotes positive attitudes and behaviours towards sun protection. Through education, appropriate resources, and role modelling, we will encourage sun-safe practices and minimise the risk of sunburn and long-term skin damage.

### Background:

This Sun Protection Policy and Procedure is in place to comply with the Education and Care Services National Regulations, which require policies and procedures regarding sun protection. The policy is also informed by the need to protect children from the harmful effects of UV radiation and the increased susceptibility of children to environmental threats. Many functions, such as the immune system, are not fully developed at birth, making children more vulnerable to environmental factors.

### Implementation

#### Location of Procedures:

- The Sun Protection Procedures are kept in a designated and easily accessible location within the service for staff reference.

#### Templates, Documents, and Information:

- These procedures refer to various templates and documents, such as the Ultraviolet Index (UVI) data, shade guidelines, risk assessment templates, and relevant resources related to sun protection.

#### Resources Required:

Adequate resources are essential for the successful implementation of our sun protection procedure. These include:

- **Shade Structures:** We ensure that our outdoor spaces have optimally designed and well-maintained shade structures. We have a combination of man-made and natural shade.
- **Sunscreen:** We maintain a sufficient supply of in-date sunscreen for children, educators, and staff.
- **Hats:** Educators and children wear appropriate hats to protect against the sun's harmful rays.

#### Monitoring Implementation:

- We monitor the implementation of these procedures through regular audits and checks to ensure staff compliance with sun protection standards, sun safety practices, and the use of recommended resources.

### Procedures:

#### SunSmart Clothing

- Children, staff, and visitors are encouraged to wear sun-protective clothing, including:
  - Broad-brimmed hats that shade the face, neck, and ears.
  - Clothing that covers the shoulders, arms, and legs.
  - Sunglasses that meet Australian Standards for UV protection.
- The Centre has a broad-brimmed hat as part of its uniform policy for all children and staff.

#### Ultraviolet Ratings and Monitoring

- UV ratings are as follow:
  - 1-2: nothing
  - 3-4: broad brimmed hats
  - 5: broad brimmed hats and sunscreen
  - 6-7: Under shade play with hats and sunscreen
  - 8-10: Indoor play
  - Over 36 degrees: also indoor play (hot weather)
- Opening staff will put the UV on one of the ipad screens.
- On every screen in the rooms and on two of the four ipads used for signing in and out, the UV rating will be consistently displayed outside of busy pick up and drop off times. The Apple weather app will be followed, who use the World Health Organisation's ultraviolet index.
- As the UV fluctuates through the day, the Centre now checks the UV consistently throughout the day, using the apple weather app.

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- The app must be checked regularly and before children go outside and while outside.
- Regularly check the impact of the sun on play equipment and surfaces children will be touching and using, ensuring they are safe for sun exposure.
- Ensure risk assessments for excursions incorporate sun protection measures.
- Promote and monitor children's engagement in sun-safe practices.

#### *Sunscreen*

- Sunscreen will be provided and applied to all exposed areas of skin for children, staff, and visitors. We will use sunscreen with a sun protection factor (SPF) of 30 or higher, broad-spectrum, water-resistant, and approved by the Therapeutic Goods Administration (TGA).
- Parents or guardians will be notified at the start of the year that sunscreen will be applied to all children.
- Sunscreen will be stored in a cool, shaded area and checked regularly for expiry dates.
- If an allergy to sunscreen is known, the family will provide another sunscreen to ensure the child is protected.

#### *Outdoor Environment*

- Shade sail, shade from buildings and natural shade from the trees and plants, will be provided in outdoor play areas. Shade will be available at all times when children are outdoors, particularly during peak UV times (10.00am to 3.00pm).
- Outdoor activities will be scheduled outside of peak UV times where possible.

#### *Shade Requirements*

- Identify the relevant requirements and recommendations for adequate shaded areas for outdoor spaces at our service.
- Plan and design shade structures, considering factors like climatic and seasonal conditions, supervision, aesthetics, and visual obstructions.
- Conduct regular shade audits and risk assessments during different seasons to ensure adequate shade annually <https://www.sunsmart.com.au/downloads/schools-early-childhood/vels/shade-audit.pdf>
- Ensure that risk assessments for excursions consider the availability of adequate shade and the UV factor.
- During shade play all children and adults must also be wearing sunscreen and hats.

#### *Sun Protection Awareness and Integration into Programming and Planning*

- Children, families, and staff will receive ongoing education on sun protection, including the importance of sun-safe behaviours and the risks associated with sun exposure.
- Sun protection education will be integrated into the curriculum and daily routines, including discussions, activities, and visual aids.
- Staff will serve as role models by consistently practicing sun-safe behaviours.
- Integrate sun protection awareness into educational programming and planning.
- Encourage children's agency and choices within sun-safe practices.
- Communicate with families about sun-safe practices, considering their cultural backgrounds, beliefs, and traditions.

#### **Roles and Responsibilities:**

##### *Approved Provider:*

- Ensure obligations under the Education and Care Services National Law and National Regulations are met.
- Provide adequate shading over outdoor areas.
- Ensure an adequate supply of in-date sunscreen.
- Make the policy and procedures accessible to all stakeholders.
- Notify families at least 14 days before making significant changes to the policy or procedures.

##### *Nominated Supervisor/Responsible Person (Director)*

- Implement the Sun Protection Policy and Procedures, ensuring that action plans are carried out.
- Monitor the UVI daily and communicate sun protection changes to educators and staff.
- Promote sun-safe practices within the service.

##### *Educators:*

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- Implement the Sun Protection Policy and Procedures.
- Monitor the UVI daily and adjust outdoor play as needed.
- Monitor the impact of the sun on play equipment and surfaces.
- Role-model sun-safe practices.
- Communicate with families about sun-safe practices.

#### ***Families:***

- Be aware of, and follow, the service's Sun Protection Policy and Procedures.
- Send children to the service in appropriate sun-safe clothing.