

Sun safe policy

Policy Statement

At Wideview Outside School Hours Care we recognise that it is important to balance the risk of sun exposure with the need to maintain adequate vitamin D levels. The Service takes every reasonable precaution to protect children and staff from the harmful effects of exposure to the sun while they are at the Service or at any event organised by the Service.

Australia has the highest rate of skin cancer in the world. Skin cancer, including melanoma and non-melanoma, is the most common cancer in Australia. Exposure to ultraviolet (UV) radiation in childhood is a major risk factor for the development of skin cancer later in life. By implementing a best-practice Sun Protection Policy, OOSH services can help protect staff and children from UV radiation and teach children good sun protection habits from an early age to reduce their risk.

Sun protection times are a forecast for the time-of-day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types and the policy areas should be implemented. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year. UV levels are particularly high during the summer months, and highest in the middle of the day. UV levels and daily sun protection times can be accessed via the SunSmart App or Cancer Council Australia's home page to determine sun protection requirements.

Links to National Quality Standard

QA 1 Educational program and practice	
S 1.1 Program	The Educational program enhances each child's learning and development.
E 1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
E 1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
S 1.2 Practice	Educators facilitate and extend each child's learning and development.
E 1.2.2	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions, and feedback.
E 1.2.3	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
QA 2 Children's health and safety	
S 2.1 Health	<ul style="list-style-type: none"> Each child's health and physical activity is supported and promoted.
E 2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
E 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
E 2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
S 2.2 Safety	Each Child is protected
E 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
•QA 3 Physical environment	
S 3.1 Design	<ul style="list-style-type: none"> The design of the facilities is appropriate for the operations of a service.
E 3.1.1	Outdoor and indoor spaces, buildings, fixtures, and fittings are suitable for their purpose, including supporting the access of every child.
S 3.2 Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
E 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA 5 Relationships with children	
S 5.2 Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships
E 5.2.1 Collaborative learning	Children are supported to collaborate, learn from, and help each other.

QA 6 Collaborative partnerships with families and communities	
E 6.1.2	The expertise, culture, values, and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
E 6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
S 6.2 Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QA 7 Governance and Leadership	
S 7.1 Governance	Governance supports the operations of a quality service.
E 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

Links to Education and Care Services National Regulations and National Law

Education and Care Services National Law Act 2010: Section 167: Protection from harm and hazards	
EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
Part 4.2: Children's health and safety	
Reg 100	Risk assessment must be conducted before excursions
Part 4.3: Physical Environment	
Reg 113	Outdoor space: natural environment
Reg 114	Outdoor space: shade
Part 4.7: Leadership and service management	
Reg 168	Policies and procedures: Sun protection - (2)(a)(i) & (2)(a)(ii)
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

Procedure

1. Sun safety Scheduling outdoor activities Quality Area 1 – Educational program and practice, Quality Area 2 – Children's health and safety

- 1.1 UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.
- 1.2 it's important for people of all skin types to use sun protection whenever UV levels are three or higher. UV levels vary across Australia and throughout the year.
- 1.3 Sun protection is included in service participation risk assessments, including excursions where all sun protection practices are planned, organised, understood and available.

2. Shade Quality Area 3 – Physical environment

- 2.1 The availability of shade is considered for all outdoor activities and excursions.
- 2.2 Shade options are provided, maintained, and promoted to the children.
- 2.3 Activities and play spaces are set up and moved throughout the day to take advantage of shade patterns.
- 2.4 Shade options can include a combination of portable, natural, and built shade. Cancer Council encourages regular shade assessments and the monitoring of existing shade structures, to assist in planning for additional shade.

3. Hats Quality Area 2 – Children's health and safety

- 3.1 All children are encouraged to wear SunSmart hats* that protect their face, neck and ears. Staff will be provided with SunSmart hats.
- 3.2 Children without a SunSmart hat are encouraged to play in the shade or are provided with a spare SunSmart hat. Submit a Sun Protection Policy Cancer Council NSW and Network of Community Activities have partnered to promote best practice sun protection policy and practices in the Out of School Hours sector in NSW.



3.4 SunSmart hats include:

- Broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm).
- Bucket hats with a deep crown and brim size of at least 5cm (adults 6cm).
- Legionnaire style hats.

Baseball caps or visors do not provide enough sun protection and therefore are not recommended.

4. Clothing Quality Area 2 – Children’s health and safety

4.1 Staff and children are required to wear SunSmart clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible.

4.2 Children without SunSmart clothing are encouraged to play in an area protected from the sun (e.g. under shade, veranda or indoors) or are provided with spare clothing.

4.3 SunSmart clothing includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts, and trousers.

Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

5. Sunscreen Quality Area 2 – Children’s health and safety

5.1 SPF30+ (or higher) broad-spectrum water-resistant sunscreen is available at the service.

5.2 All staff and children are encouraged to apply sunscreen 20 minutes before going outdoors and reapply every 2 hours.

5.3 Permission to apply sunscreen is included in the service enrolment form. 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.

5.4 Families ensure sunscreen is applied prior to attending vacation care. Cancer Council recommends usage tests before applying a new sunscreen. All sunscreen is stored in a cool, dry place and the expiry dates monitored.

6. Role modelling of staff Quality Area 1 – Educational program and practice, Quality Area 5 – Relationships with children

6.1 As part of WH&S UV risk controls and role modelling, staff, families, and visitors demonstrate SunSmart behaviours when outside, including -

- Wearing a SunSmart hat, protective clothing, and wearing sunglasses (optional)
- Applying SPF30+ broad-spectrum water-resistant sunscreen
- Promoting the use of shade
- Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service.

6.2 Sun safety is everyone’s responsibility. By being role models ourselves and leading the way with our own sun safety, we can inspire our children to be SunSmart when they step outside.

7. Education Quality Area 1 – Educational program and practice, Quality Area 4 – Staffing Arrangements, Quality Area 5 – Relationships with children

7.1 Children are provided with opportunities to take leadership roles in managing sun protection e.g., accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.

7.2 Children understand why sun safety is important and learn how to take effective sun protection actions. Further information is available from Cancer Council NSW’s website www.sunsmartnsw.com.au.

8. Information and policy availability Quality Area 6 – Collaborative partnerships with families and communities, Quality Area 7 – Governance and leadership

8.1 Sun protection policy, procedures, requirements, and updates are made available to staff, families and visitors.

8.2 Sun protection information and resources are accessible and communicated regularly to families.

8.3 All parents/families are informed of the sun protection policy including appropriate hat, clothing, and sunscreen requirements on enrolling their child in the service or vacation care.

9. Sunglasses (optional) Quality Area 2 – Children’s health and safety

9.1 Staff and children are encouraged to wear close-fitting wrap-around sunglasses that cover as much of the eye area as possible and comply with Australian Standard AS1067 (Sunglasses: Category 2, 3 or 4).

10. Implementation and Review Quality Area 4 – Staffing arrangements, Quality Area 7 – Governance and leadership

10.1 Appoint school champion(s) to drive sun protection policy implementation and engagement.

10.2 Management and school champion(s) regularly monitor and review how effectively they implement their sun protection policy.

10.3 Sun protection policies must be updated and submitted to Cancer Council NSW every three years to maintain SunSmart status.

Sources, further reading and useful websites/information

- Australian Children’s Education & Care Quality Authority. (2014).
- My Time, Our Place: Framework for School Age Care in Australia (2011).
- Cancer Council. *Early childhood settings: SunSmart Policy Guidelines*.
<http://www.cancerqld.org.au/f/OrderBrochures/Medical/>
- Education and Care Services National Regulations 2011.
- Guide to the National Quality Standard 2018
- Australian Professional Standards for Teachers (APST) – Standard 4.4 and 7.2
- ARPANSA Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006) A Shade and sun protection
- Shaw, M. (2011). *Keeping sun safe in child care*. <http://ncac.acecqa.gov.au/educator-resources/pcf-articles/KeepingSunSafeMar2011.pdf> Safe Work Australia: Guide on exposure to solar ultraviolet radiation (UVR) (2019)
- AS 4174:2018 Knitted and woven shade fabrics
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS/NZS 4399:2020, 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
- 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

Policy review information -

The Service encourages staff and parents to be actively involved in the annual review of each of its Policies and Procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service’s commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Review Date	Date completed	By Whom	Collaborated	Comment
Feb 2022	4/10/22	Brandi (Manager)		
Feb 2023	15/2/23	Brandi (Manager)		
Feb 2024	26/2/24	Brandi (Manager)		
Feb 2025	27/2/25	Brandi (Manager)		
Apr 2025	13/4/26	Brandi (Manager)		