



## **Sun Protection and Hot Weather Policy and Procedure**

### **Policy Statement**

Staff at Mark Oliphant College Children's Centre aim to protect the health, safety and wellbeing of each child at all times in relation to skin protection and staying safe in hot weather. This policy applies to all centre activities and events (on and off site).

### **Rationale**

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

### **Objective**

This Sun Protection policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe outdoor environment
- that provides shade for children and staff at appropriate times
- assist children to be responsible for their own sun protection
- ensure families and new staff are informed of the centre's Sun Protection policy.

### **Legislation**

This policy relates to the following National Law and Regulations:

- Education and Care Services National Law Act 2010
  - Section 167 – Protection from harm and hazards
- Education and Care Services National Regulations 2011
  - Regulation 100 – Risk assessment must be conducted before excursion
  - Regulation 113 – Outdoor space–natural environment
  - Regulation 114 – Outdoor space–shade
  - Regulation 168: Policies and procedures (2)(a)(ii)–sun protection
  - Regulation 170 – Policies and procedures to be followed
  - Regulation 171 – Policies and procedures to be kept available
  - Regulation 172 – Notification of change to policies or procedures.
- Work Health and Safety Act 2012

### **National Quality Standards**

All of the following SunSmart procedures link to:

- Quality area 2: Children's health and safety.

There are also links to:

- Quality area 1: Educational program and practice
- Quality area 3: Physical environment
- Quality area 5: Relationships with children
- Quality area 6: Collaborative partnerships with families and communities
- Quality area 7: Governance and leadership.





## Hot Weather Procedure

### **Hot Weather**

We are aware that children are at greater risk of suffering from heat illness than adults. Staff will ensure that children are protected from harm caused by exposure to heat both from air temperature and relative humidity levels.

- Children will have the opportunity for indoor and outdoor play.
- Drinking water is easily accessible for children indoors and outdoors. Staff will frequently encourage children to drink water as appropriate.
- Families are encouraged to pack food in insulated containers with a freezer brick or frozen water. Lunches are stored inside where it is cool. The fridge is available for storage as necessary.

### **Equipment and Hot Weather**

When exposed to direct sunlight in hot weather some surfaces and environments can become unsafe for children. These include artificial grass/turf, plastic and metal play equipment, rubber (e.g. tyres and impact-attenuating surfaces) and soft fall mats. To identify potential hazards and minimise risk to children of serious injuries, such as burns, staff will:

- Conduct risk assessments (both dynamic and written)
- Providing access to shade in play spaces
- Use effective supervision strategies
- Be aware of daily weather conditions
- Conduct regular checks of outdoor surfaces and environments, especially on hot days. A simple test is for an educator to hold their hand on the surface. If they can do so comfortably for five seconds, it is fine.





## **Sun Smart Procedure**

Staff are encouraged to access the daily sun protection times on the SunSmart app or the Bureau of Meteorology website to assist with implementing this policy.

We use a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 and whenever UV radiation levels reach 3 and above at other times. Extra care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible. A combination of sun protection measures are considered when planning outdoor activities such as excursions and water based activities.

### **1. Clothing**

Quality area 2: Children's health and safety

When outside, children are required to wear loose fitting clothing that cover as much skin as possible. Clothing made from cool, closely woven fabric is recommended. Tops with collars and elbow length sleeves, and knee length or longer style shorts and skirts are best. If a child is wearing a singlet top or dress they wear a t-shirt/shirt over the top before going outdoors.

### **2. Sunscreen**

Quality area 2: Children's health and safety

SPF 30 or higher, broad spectrum, water resistant sunscreen is available for staff and children's use.

If children have sensitive skin or allergies to Sunscreen, families must provide a suitable alternative.

Sunscreen is applied at least twenty minutes before going outdoors and reapplied every two hours if remaining outdoors.

Children, once old enough, are encouraged to apply their own sunscreen under the supervision of staff.

Families with children who have naturally very dark skin are encouraged to discuss their vitamin D requirements with their GP or paediatrician.

### **3. Hats**

Quality area 2: Children's health and safety

All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.

All Preschool children will be provided with a bucket hat upon enrolment.

Occasional Care families will be required to supply a suitable hat for their child.

### **4. Shade**

Quality area 2: Children's health and safety

Quality area 3: Physical environment

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management ensures there is a sufficient number of shelters and trees providing shade in the outdoor area.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

### **5. Sunglasses (optional)**

Quality area 2: Children's health and safety

Children and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZS 1067:1.2016 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible.





## 6. Babies

Quality area 2: Children's health and safety

Our SunSmart practices consider the special needs of infants. All babies under twelve months are not exposed to the direct sun when UV radiation levels are 3 and above.

Infants should be protected by using shade, clothing and hats.

Sunscreen should be applied to small areas of exposed skin not protected by clothing or hats, for infants six months and older.

## 7. Enrolment and information for families

Quality area 6: Collaborative partnerships with families and communities

When enrolling their child, families are:

- informed of the centre's Sun Protection policy
- asked to provide a suitable hat for their child for Occasional Care (Preschool children are provided a Bucket Hat upon enrolment).
- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. covering the shoulders, chest, upper arms and legs)
- asked to provide SPF 30 or higher, broad spectrum, water resistant sunscreen for their child if they can not use the sunscreen provided by the Children's Centre
- required to give permission for staff to apply sunscreen to their child
- families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when participating in or attending outdoor activities with the centre.

## 8. Staff WHS and role modelling

Quality area 5: Relationships with children

As part of WHS UV risk controls and role modelling, when the UV radiation is 3 and above, staff:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.

## 9. Education

Quality area 1: Educational program and practice

Quality area 5: Relationships with children

Quality area 6: Collaborative partnerships with families and communities

- Sun protection is incorporated into the learning and development program.
- The Sun Protection policy is reinforced through staff and children's activities and displays.
- Staff and families are provided with information on sun protection through family newsletters, noticeboards and the centre's website.

## 10. Policy review

Quality area 7: Governance and leadership

Management and staff monitor and review the effectiveness of the Sun Protection policy and revise the policy when required (at least once every three years).





## Relevant Resources

- Sun protection times

The sun protection times show when the UV is forecast to be 3 and above. They can be accessed via the free SunSmart app (download via <https://www.cancersa.org.au/cut-my-risk/sunsmart/resources/sunsmart-app-and-widget>) or the Bureau of Meteorology website <http://www.bom.gov.au/sa/uv>

- Creating effective shade

This online shade audit tool allows you to assess whether your existing shade is adequate. It also helps you develop a list of practical recommendations to improve both built and natural shade. Visit <http://www.sunsmart.com.au/shade-audit>

- Generation SunSmart

Fun and interactive online sun protection modules for teachers. Visit <http://www.generationsunsmart.com.au/>

- Be SunSmart Play SunSmart

A curriculum resource using the Being, Belonging and Becoming – The Early Years Learning Framework for Australia. Visit

[https://www.cancersa.org.au/uploads/sunsmart/A4P\\_BeSunSmart\\_PlaySunSmart\\_ECR\\_document\\_WEB.pdf](https://www.cancersa.org.au/uploads/sunsmart/A4P_BeSunSmart_PlaySunSmart_ECR_document_WEB.pdf)

- SunSmart Hat-Wearing Toolkit

Leads staff through simple steps, with useful tips and resources to reinforce current SunSmart hat-wearing behavior to reach 100 per cent compliance or to phase out baseball caps. Visit <https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/hat-wearing-toolkit>

## Revision Register

Version Number	Details of Changes Made	Date Issued
1	Policy Creation	April 2013
	No changes	April 2015
2	Centre provides bucket hats on enrolment to preschoolers	April 2016
3	Provision of sunglasses	May 2017
4	Sunglasses to be provided by families o/c provides own hat from home, volunteers included. Combined Hot Weather with Skin Protection to form one policy	March 2019
5	Equipment and Hot Weather – added Legislation and sources – updated	November 2021
6	Sun Smart Policy Completely rewritten – to reflect the Sun Smart Centre requirements using the Sun Smart Centres template	April 2022

