



Title	Sun Safety Policy & Procedure
Date Last Reviewed	October 2017
Date of Next Review	December 2018
Approved By	General Manager
Owner	General Manager
Version	8
Purpose or Reason	Education and Care Services National Regulations 2011
Source or Reference Material	www.sunsmart.com.au

VERSION CONTROL

Version No.	Date	Comment	Author
1	Feb 2004	Developed to ensure the service has guidelines to minimise harm from sun exposure	Manager
2	2009	Revised to include reference to sunglasses	Manager
3	2014	Reviewed and reformatted by ACS CoM for consistency	ACS CoM
4	Sep 2015	Added that babies will be kept in the shade whenever UV levels are three and above	General Manager
5	Oct 2015	Added in the words 'when possible' in relation to the reapplication of sunscreen every two hours	General Manager
6	Sep 2016	Updated to note that ACS uses the SunSmart App to monitor UV levels and that UV meters are not recommended	General Manager
	Mar 2017	Reviewed in-line with Sun Smart Victoria's model policy for early childhood services and no changes were required	General Manager
7	May 2017	Removed reference to the policy being implemented between September and April. Instead the policy will be implemented for all outdoor activities whenever UV levels reach 3 and above.	General Manager
8	Oct 2017	Reviewed in-line with Sun Smart Victoria's model policy for early childhood services and the following changes made: <ul style="list-style-type: none"> • Included a section about UV damage and amended the details of when the policy is implemented (as part of the policy statement) • Sunscreen will be applied more frequently than every 2-hours during swimming or sweating • Sunscreen will be stored in a cool dry place and the expiry date will be monitored • Updated sunglasses standard (from AS/NZS 1067:2003 to AS/NZS 1067:2016) • Updated section on babies, noting physical protection is best for babies and that sunscreen may be used sparingly and widespread use on babies less than 12-months old is not recommended 	General Manager

Policy

Scope

The Policy and Procedure applies to all Alpine Children's Services (ACS) staff, Family Day Care Educators, parents/guardians, children, volunteers, students and contractors involved with the service.

Policy Statement

This policy will promote the provision of a safe environment for the children under the care of ACS, and to educate children in good health habits and sun safety awareness.

Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

This policy will be implemented for all outdoor activities **whenever UV levels reach 3 and above.**

- To assist with the implementation of this policy, educators and children are encouraged to access the local sun protection times via the free SunSmart app or at [sunsmart.com.au](https://www.sunsmart.com.au).
- The sun protection measures listed are used for all outdoor activities **during the daily local sun protection times.** (The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.)

To help maintain Vitamin D levels, sun protection measures are not implemented from May until mid-August, unless the UV Index Level reaches 3 and above. Sun protection measures are only required when in alpine regions, near highly reflective surfaces such as snow or outside for extended periods.

The five sun protection measures are considered when planning excursions.

Objectives/Principles

To provide protection and education on the damage that sun exposure can cause, especially during childhood.

Procedure

1. Slip on Sun Protective Clothing

Cover as much of the child's skin as possible with cool, loose-fitting clothes, and wraps for babies. The higher the UV protection factor (UPF) of the fabric, the greater the protection provided. If possible, choose fabrics that are at least UPF15 (good protection), but preferably UPF50 (excellent protection). When clothing doesn't have a UPF label, look for fabrics that contain full percentages and/or blends of heavyweight natural fibres like cotton, linen and hemp, or lightweight synthetics such as polyester, nylon, lycra and polypropylene. The tighter the fabric structure, whether knitted or woven, the better the protection from UV radiation. Longer style shorts or skirts and tops that cover the shoulders, arms and chest are best. Polo shirts with a collar also help protect the neck.

Children who do not have appropriate sun protective clothing are asked to play in the shade or a suitable area protected from the sun or provided with sun protective clothing from the service.

2. Slop on SPF 30+ or 50+ Sunscreen

When preparing to undertake outdoor activities, children over the age of 12 months, shall have broad spectrum SPF30+ or 50+ water resistant sunscreen applied 20 minutes prior to going outside to 'exposed' areas when possible. Children of appropriate ages are encouraged to apply their own sunscreen, when possible. Educators will help, if needed, or the child encouraged to look in mirrors.

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).

Families are asked to authorise the application of sunscreen on the ACS Enrolment Form. Some children may be sensitive to some sunscreen, so if the sunscreen the service supplies is not suitable, parent should supply an alternative for their child.

Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.

3. Slop on a Hat

When outside children shall be appropriately dressed, by way of neck and shoulder covering, and a suitable wide brimmed (with a brim of at least 6 cm), legionnaire or bucket hat (with a brim of at least 5cm). Children who do not have appropriate hats are asked to play in the shade or a suitable area protected from the sun or provided with a hat from the service. Hats must not have a cord as this can be a strangling hazard.

4. Seek Shade

Shade will be provided by way of umbrellas, shade trees, shade covers, and verandas and children will be encouraged to use the shaded areas.

5. Slide on Sunglasses

If practical, encourage children to wear sunglasses when playing outdoors. Sunglasses and a hat provide very good eye protection. Look for sunglasses that:

- a) are a close fitting, wrap-around style that cover as much of the eye area as possible
- b) meet the Australian Standard AS/NZS 1067:2016 (Sunglasses and fashion spectacles: sunglasses category 2, 3 or 4)
- c) are preferably marked eye protection factor (EPF) 10
- d) have soft elastic to keep them in place.

Toy or fashion-labelled sunglasses do not meet the requirements for sunglasses under the Australian Standard and should not be used for sun protection.

Babies

Babies under 12 months need to be kept out of direct sun when UV levels are three and above. Physical protection such as shade, clothing and broad-brimmed hats are the best sun protection measures. If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin. The widespread use of sunscreen on babies under 6 months old is not recommended.

Even in the shade, the sun's UV can reflect from surfaces such as sand and concrete, so always use a hat, clothing and sunglasses. The shade moves with the sun, so follow the shade.

Educational Program

Learning about skin and how to protect skin from the sun and Vitamin D is incorporated into planned experiences.

Modelling Sun Safety

As part of OHS UV risk controls and role-modelling, when the UV is 3 and above educators and staff must:

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

Communication and Review of Sun Safety Policy

The Sun Safety Policy is reinforced and promoted in a positive way through one or more of the following: the service handbook, notice boards and brochures. Management, staff and families monitor the Sun Safety Policy biannually and revise the policy and procedures as required.