

SINGLETON HEIGHTS PRE-SCHOOL INC.



SUN PROTECTION POLICY

GOAL: Singleton Heights Pre-School Inc. is committed to protecting the health and safety of the children, providing an environment which promotes the protection of all from the adverse effects of sun exposure and opportunities for play. **The policies, practices, procedures and decisions made by the Pre-School ensure that the rights, wellbeing and best interests of the children are paramount, supporting them to feel safe.**

RELEVANT LEGISLATION / LINKS:

ACT: Children (Education and Care Services National Law Application) 2010 Act: Section 167, **Work Health & Safety Act 2011,**

REGULATIONS: Education and Care Services National Regulations 2011: 73, 75, 76, 100, 101, 113, 117A, 161, 162, 170, 171, 177. **Work Health & Safety Regulations 2017, Australian Standards for sun protection clothing, sunglasses and shade cloth**

NQS: 1.1, 1.2, 2.1, 2.3, 5.1, 5.2, 6.1, 7.1, 7.3

POLICY:

Promoting Sun-safe Practices

Outdoor play experiences are an important part of children's healthy growth, learning, wellbeing and development. We ensure that the outdoor environment offers the required shade and other sun protection measures are implemented by the Educators, supporting opportunities for play and learning. (refer "Play policy").

Unprotected exposure to the sun during childhood significantly increases the risk of developing skin cancer in later life. The aim of this policy is to ensure that all children and staff at Singleton Heights Pre-School are protected throughout the year from skin damage caused by the sun's harmful ultraviolet radiation (UVR). Parents / volunteers / students will also be encouraged to role model sun protection practices when involved in Pre-School activities and for their own protection. (refer "Child Safe Policy".)

Hats

It is the parent's responsibility to provide a SunSmart hat for their child everyday of attendance at Pre-School (despite weather forecasts). All children and Educators are required to wear a hat that protects the face, neck, ears and crown of the head, whenever they are outside or on an excursion. Suitable hats include:

- A broad brimmed hat with a brim size of at least 6cm (7.5cm for adults)
- A legionnaire hat
- A bucket-style hat with a brim size of at least 5cm and a deep crown (6cm for adults).

Each child receives an appropriately styled hat free upon enrolment and others are available for purchase from the office. Children without a SunSmart hat, are encouraged to play in an area protected from the sun (eg: under shade, veranda or indoors), or are provided with a spare SunSmart hat.

Each permanent staff member receives an appropriately styled hat.

Clothing

When outdoors, all children and Educators are required to wear SunSmart clothing that protects as much of the skin as possible, especially the shoulders, back and stomach. Clothing requirements include:

- Loose-fitting shirts or dresses, with sleeves and collars, that cover the shoulders and chest
- Trousers and longer-style shorts / skirts
- Closely woven fabrics
- Midriff or singlet tops are not suitable

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

Sunscreen

Parent permission for the use of sunscreen will be requested on the "Health Consent Record", upon enrolment. If a child is unable to use the sunscreen supplied by the Pre-School, then it will be the parent's responsibility to supply an appropriate alternative.

SPF50+ broad spectrum or higher, water-resistant sunscreen will be supplied by the Pre-School for all children, staff and visitors, when outdoors. Parents are requested to apply sunscreen to their child before or upon arrival at Pre-School during terms when play begins in the outdoor environment.

Sunscreen will be applied / re-applied throughout the day as directed by product information and ensuring that this is applied to clean, dry skin, 20 minutes prior to outside play. Educators will be responsible for supervising the application of sunscreen prior to participation in all other outdoor activities and on excursions. It will be reapplied every two hours if necessary.

Sunscreen supplied by the centre will be stored in a cool place out of the sun with the expiry date monitored through the "Indoor Daily Checklist" completed by staff. Sunscreen which is out of date will be disposed of immediately.

The Cancer Council recommends usage tests before applying a new sunscreen.

Outdoor Environment

In accordance with the Cancer Council NSW recommendations, we will ensure that the service utilises the SunSmart App, which provides information on conditions during each day, and guidance on practices to be implemented. UV levels are used to support Educators to plan the daily routine and program, and, ensure a correct understanding of our local sun requirements. UV radiation exposure is considered as part of our risk minimisation process for our outdoor program, organised activities and excursions. When the UV levels reach 3 or above, all sun protection measures, including hats, clothing, sunscreen and shade are utilised.

However, hats and SunSmart clothing will always be worn by the children, even if the App states that SunSmart practices aren't required at the times of outdoor play.

If the SunSmart App indicates that the UV index is "very high (8-10), Educators and the Director/Responsible Person will consider the temperature and conditions, to decide if it is appropriate for the children to engage in outdoor play in the afternoon session. If the index is "extreme" (11 or above), the children will not engage in the afternoon outdoor play session, remaining under the verandah's or indoors.

When planning excursions, sun protection will be considered as part of the risk assessment process, in regard to the UV levels and UV radiation exposure, as well as availability of shaded areas for children, staff, visitors and volunteers. Families will be notified of specific sun protection requirements for excursions, (when necessary), and volunteers accompanying children will be given information on sun protection. Sunscreen will be applied/re-applied as necessary. (refer "Excursion Policy").

Shade

The Pre-School will provide adequate shade for outdoor play with shade options including a combination of portable, natural, and built shade. All shade options provided will be maintained and promoted to the children.

Outdoor activities will be planned to occur in shaded areas with play-based learning activities being set up and moved throughout the day to take advantage of shade patterns. Children will be encouraged to use available areas of shade, however; hats will always be worn due to the reflection of ultraviolet radiation from buildings, glass, concrete and sand.

When planning excursions, sun protection will be considered as part of the risk assessment process, in regard to the availability of shaded areas.

The Cancer Council encourages regular shade assessments and the monitoring of existing shade structures, to assist in planning for additional shade. The playground will be assessed each term for shade as stated in our "Termly Outdoor Area Checklist".

Promoting Sun Protection

As part of Work Health and Safety requirements and UV risk controls, all staff, families and visitors will act as positive role models and demonstrate SunSmart behaviour when attending a service experience, by:

- Wearing a SunSmart hat which is one of the following:
 - A broad brimmed hat with a brim size of at least 7.5cm
 - A legionnaire hat
 - A bucket-style hat with a brim size of at least 6cm and a deep crown.
- Applying SPF 50+ broad-spectrum, water resistant sunscreen 20 minutes before going outdoors
- Using shade whenever possible
- Wearing SunSmart clothing
- Wearing sunglasses that meet the Australian Standard 1067.

This "Sun Protection Policy" is available to all staff, families and visitors. The policy is located in the Singleton Heights Pre-School Inc. policy manual and is available:

- Policies are provided to every family upon enrolling their child, with all policies being emailed to them and a paper copy also being available, if necessary. (refer "Enrolment Policy").
- through the enrolment interview, with specific guidelines relating to hats, clothing and sunscreen being highlighted.

- A guidelines document which is shared with parent volunteers attending an excursion, reinforces SunSmart requirements.
- to new staff members (permanent or casual), students and volunteers who receive a copy of this policy during the induction process, with sun protection requirements discussed during the induction interview. They are required to sign the induction checklist to confirm receipt of this information.

If the sun protection policy is not complied with, the Room Leader will speak to the child's parent to suggest the required change.

Sun protection information will be promoted to staff, families and visitors through:

- providing information about the SunSmart App and the promotion of daily UV times to guide staff, parents and child behaviour.
- the display of posters in the centre
- brochures being available in the Parent Library
- sun protection information being included in the "Health and Wellbeing Newsletter"
- the Cancer Council newsletter being shared, when available.
- literature, including Work Cover publications, regarding sun protection and working outdoors and skin cancer being available through the Staff Resource Library and WH&S manuals.
- the use of the SunSmart App to guide appropriate practices on a daily basis.
- inclusion within the staff, volunteer and student induction process.

Heat Related Illness

During extremely hot weather, it is easy for a person's body to become dehydrated or overheat. This can lead to life-threatening heat related illness or can make existing illness worse as their temperature rises above 37.8 degrees Celsius. Young children are at risk as they produce more body heat, sweat less and have more rapid rises in body temperature.

Heat related illness includes:

- Dehydration
- Heat cramps
- Heat exhaustion
- Heat stroke

All permanent Educators in the Pre-School are first aid trained and are aware of and will respond to the signs and symptoms of each of these conditions.

Environmental Considerations

Kidsafe" provides information relating to hot weather in relation to playground equipment and surfacing, which can heat rapidly and retain heat, causing burns to skin upon contact. A child is at risk of a burn when a surface exceeds 50°C and when the skin is heated to 45°C for a prolonged period. This can occur on playground surfaces and equipment when there is low humidity, bright, sunny days.

The Pre-School provides natural and man-made shade structures over the playground equipment. Rubber playground surfaces are not dark in colour and on hot days, Educators will touch test all surfaces exposed to sun, on playground equipment and surfacing, to reduce the risk of burns to the children.

Education

Sun protection awareness activities are incorporated in the teaching program, and are designed to reflect and promote positive attitudes and lifestyle practices toward skin protection. (refer "Program and Curriculum Development" Policy).

Children are encouraged to understand why sun safety is important and learn how to engage with effective sun protection practices including:

- taking leadership roles in managing sun protection eg: accessing daily UV levels and sun protection times
- participating in hat reminders
- managing the effective application of sunscreen with Educator support

Implementation and Review

This policy will be reviewed annually and will be updated and submitted to Cancer Council NSW every three years, to maintain SunSmart status

Roles and Responsibilities

Approved Provider:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- take reasonable steps to ensure that the Nominated Supervisor and Educators follow the policy and procedures
- ensure adequate shading over areas for both active and passive outdoor play
- ensure access to an adequate supply of in-date sunscreen for children, Educators and visitors
- ensure that copies of the policy and procedures are readily accessible to staff, volunteers and families, and available for inspection

- notify families at least 14 days before changing the policy or procedures if the changes will affect the fees charged or the way they are collected or, significantly impact the service's education and care of children or significantly impact the family's ability to utilise the service.

Nominated supervisor:

- implement the "Sun Protection Policy" and procedures
- ensure the policy is provided for all families during the enrolment process
- ensure the policy is provided to new staff members, (permanent or casual), students and volunteers. Sun protection requirements are discussed during the induction process and they are required to sign the induction checklist to confirm receipt of this information.
- role-model sun safe practices
- communicate with families about sun safe practices with all children, families, Educators and staff within the service. and specific expectations within the service
- ensure each child receives an appropriately styled hat free upon enrolment and keep a supply for families to purchase
- ensure a supply of SPF50+ broad spectrum, water-resistant sunscreen
- assess the playground for shade
- sun protection will be considered as part of the risk assessment process when planning excursions
- ensure sun protection information is included in the "Health and Wellbeing Newsletter"
- shared the Cancer Council newsletter, when available.

Educators

- implement the Sun Protection policy and procedures
- monitor the UVI daily and manage outdoor play and learning accordingly
- monitor the UVI daily and identify when and how any sun protection changes need to occur, communicating this to other Educators
- monitor the impact of sun on play equipment and surfaces that children will be touching and using such as soft fall mats, artificial surfacing, etc.
- role-model sun safe practices
- communicate with families about sun safe practices in general and specific expectations within the service
- Educators will be responsible for supervising the application and/or re-application of sunscreen, prior to participation in all other outdoor activities and on excursions
- check the expiry date of the sunscreen in the classroom as monitored through the "Indoor Daily Checklist
- ensure outdoor activities are organised to maximise use of shaded areas with children being encouraged to use available areas of shade
- include sun protection awareness activities into the teaching programme to reflect and promote positive attitudes and lifestyle practices toward skin protection.

Families:

- be aware of and follow the service's Sun protection policy and procedures
- Parent permission for the use of sunscreen will be requested on the "Health Consent Record", upon enrolment. If a child is unable to use the sunscreen supplied by the Pre-School, then it will be the parent's responsibility to supply an appropriate alternative.
- It is the parent's responsibility to provide a SunSmart hat for their child everyday of attendance at Pre-School (despite weather forecasts).
- send children to the service in appropriate clothing that offers sun protection ie: tops with sleeves.
- apply sunscreen to their child before or upon arrival at Pre-School during terms when play begins in the outdoor environment.

Quality Assurance History

Date	Reason for Review	Consultation Process	Changes made	Date Adopted
21/07/17	Scheduled review	Nominated Supervisor	Nil	N/A
07/18	Scheduled review	Nominated Supervisor	Nil	N/A
09/19	Use of SunSmart App	Nominated Supervisor and Educators	Addition of SunSmart App information	09/2019
02/20	Update	Nominated Supervisor	Sunscreen available in BOTH rooms replaced with All rooms	20/02/2020
04/2020	Scheduled review	Nominated Supervisor, Educators and Management Committee	Nil	N/A
10/20	WHS Regulation date	WHS trained, Management Committee Member	WHS Regulation date.	N/A
02/21	NSW Government information – Heat Related Illness and Kidsafe information	Nominated Supervisor, Educators and Management Committee	Information included – Heat related illness and Kidsafe information.	03/21
07/23	Scheduled review	Nominated Supervisor	Nil	N/A
09/23	NQF Changes	Nominated Supervisor, Educators, Families and Management Committee	Inclusions related to new NQF requirements and the development of a related procedure.	10/23
01/24	Change in practice	Nominated Supervisor, Educators, Families and Management Committee	Change in practice based on high UV index	02/24
05/24	Change to Regulation references and closure of CCSA	Nominated Supervisor	Regulation references and removal of CCSA reference	N/A
06/24	Recommendations by Cancer Council	Nominated Supervisor and Management Committee	Reference to scheduling of outdoor activities	06/24
02/26	To add paramouncy statement.	Nominated Supervisor and Management Committee	Paramouncy statement included.	03/26



SUN PROTECTION PROCEDURE

Paramountcy Statement

The policies, practices, procedures and decisions made by the Pre-School ensure that the rights, wellbeing and best interests of the children are paramount, supporting them to feel safe, heard and respected.

- a. Outdoor play occurs with reference to the Cancer Council NSW recommendations. The service utilises the SunSmart App., which provides information on the ultraviolet index and practices to be implemented. Hats will always be worn by the children however, if the App states that SunSmart practices aren't required at the times of outdoor play, sunscreen will not be reapplied for the afternoon outdoor play session.
- b. The Pre-School's outdoor environment provides adequate shade for outdoor play through natural and man-made means. Outdoor activities are organised to maximise use of shaded areas and the playground will be assessed each term for shade as stated in our "Termly Outdoor Area Checklist".
- c. Parent permission for the use of sunscreen will be requested on the "Health Consent Record", upon enrolment.
- d. SPF30+ broad spectrum, water-resistant sunscreen will be supplied by the Pre-School for all children, staff and visitors when outdoors. Parents are requested to apply sunscreen to their child before or upon arrival at Pre-School during terms when play begins in the outdoor environment.
- e. SPF50+ broad spectrum, water-resistant sunscreen will be supplied by the Pre-School for all children, staff and visitors.
- f. Parents are requested to apply sunscreen to their child before or upon arrival at Pre-School during terms when play begins in the outdoor environment.
- g. Sunscreen will be applied / re-applied throughout the day as directed by product information and ensuring that this is applied to clean, dry skin, 20 minutes prior to outside play. Educators will be responsible for supervising the children's application of sunscreen prior to participation in all other outdoor activities and on excursions. It will be reapplied every two hours if necessary.
- h. If a child is unable to use the sunscreen supplied by the Pre-School, the parent will supply an appropriate alternative.
- i. Sunscreen supplied by the centre will be stored in a cool place out of the sun with the expiry date monitored through the "Indoor Daily Checklist" completed by Educator's. Sunscreen which is out of date will be disposed of immediately.
- j. The children will wear a SunSmart hat everyday of attendance at Pre-School (despite weather forecasts) which protects the face, neck, ears and crown of the head when they are outside or on an excursion.
- k. If a child does not have a hat, they will be loaned one, which will be laundered after use.
- l. When outdoors, all children will wear SunSmart clothing that protects as much of the skin as possible, especially the shoulders, back and stomach.
- m. Staff, families and visitors are encouraged to act as positive role models and demonstrate SunSmart behaviour by:
 - Wearing a SunSmart hat which is one of the following:
 - A broad brimmed hat with a brim size of at least 7.5cm
 - A legionnaire hat
 - A bucket-style hat with a brim size of at least 6cm and a deep crown.
 - Applying SPF 50+ broad spectrum, water resistant sunscreen 20 minutes before going outdoors
 - Using shade whenever possible
 - Wearing SunSmart clothing
 - Wearing sunglasses that meet the Australian Standard 1067.
- n. Sun protection awareness activities will be incorporated into the teaching programme and will be designed to reflect and promote positive attitudes and lifestyle practices toward skin protection.
- o. On hot days, Educators will touch test playground equipment and surfacing, to reduce the risk of burns to the children.
- p. When planning excursions, sun protection will be considered as part of the risk assessment process, in regard to the time of the day and availability of shaded areas for children, staff and visitors / volunteers. Families will be notified of specific sun protection requirements for excursions (when necessary) and volunteers accompanying children will be given information on sun protection. Sunscreen will be applied / re-applied as necessary.
- q. SunSmart information is included in the staff, volunteer and student induction process and ongoing training will occur when necessary.
- r. This Sun Protection Policy is reviewed according to the policy review schedule.