

# SINGLETON HEIGHTS PRE-SCHOOL INC.



## SUN PROTECTION POLICY

**GOAL:** Singleton Heights Pre-School Inc. will promote the protection of all in the centre from the adverse effects of sun exposure.

### 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:** 77, 168, **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

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.

#### 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 will 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. If a child does not have a hat, they will play in an area protected from the sun.

Each permanent staff member receives an appropriately styled hat.

#### Clothing

When outdoors, all children will 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

#### Sunscreen

SPF30+ broad spectrum, water-resistant sunscreen will be supplied by the Pre-School and worn by all children, staff and visitors when outdoors. Sunscreen will be applied / re-applied throughout the day as directed by product information and ensuring that this is applied 20 minutes prior to outside play. Parent permission for staff to apply sunscreen will be requested on the Health Consent Record, which is filled in upon enrolment at the Pre-School and 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.

Parents are requested to apply sunscreen to their child before or upon arrival at Pre-School during Terms 1 & 4, with sunscreen being available for use in all rooms. Staff will be responsible for the application of sunscreen prior to participation in all other outdoor activities and on excursions. Sunscreen will be applied in a way that minimises cross infection, eg: children taught to apply sunscreen themselves, the use of disposable cloth etc. It will be applied according to the instructions on the bottle and is done so to clean, dry skin, 20 minutes before the children move outside. 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.

#### Outdoor Environment

In accordance with the Cancer Council NSW recommendations, we will ensure that outdoor activity is minimised between 11.00am and 3.00pm Daylight Saving Time from October to March and sun protection is utilised at all times. During the months from April to September, outdoor play can take place at any time of the day with sun protection used between 10.00am and 2.00pm except in June and July when the Ultra Violet Index is mostly below 3.

The service utilises the SunSmart App., which provides information on conditions each day and guidance on 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.

The Pre-School will provide adequate shade for outdoor play through natural and man-made means. The playground will be assessed each term for shade as stated in our "Outdoor Area Checklist".

Outdoor activities will be organised to maximise use of shaded areas. 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 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.

### **Promoting Sun Protection**

Staff, families and visitors will act as positive role models and demonstrate SunSmart behaviour when attending the service, 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 30+ broadspectrum, 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:

- To families through the Parent Library.
- To every family upon enrolling their child, with all policies being emailed to them and a paper copy also being available if necessary..
- Through the enrolment interview with specific guidelines relating to hats, clothing and sunscreen being highlighted.
- To new staff members (permanent or casual), students and volunteers who receive a copy of this Policy, with sun protection requirements discussed during the induction process. 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:

- The display of posters in the centre
- Brochures being available in the Parent Library
- Sun protection information being included in newsletters
- The Cancer Council Newsletter being placed in the Parent Library
- Literature, including Work Cover publications, regarding sun protection and working outdoors and skin cancer will be available through the Staff Resource Library and WH&S manuals.
- The use of the SunSmart App to guide appropriate practices on a daily basis

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.

### **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 Educators will touch test all surfaces exposed to sun when necessary.

This policy will be reviewed annually by Management and staff.