

SUN SAFETY PROCEDURE

Australia has one of the highest rates of skin cancer in the world with two in three Australians developing some form of skin cancer before the age of 70. 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). Our Service will work in compliance with the *National SunSmart Early Childhood Program* to ensure children's health and safety is maintained at all times whilst at the Service.

Working in conjunction with the *UV/Sun Safety Policy*, this procedure provides guidelines for educators to ensure children and educators are protected from the harmful effects of ultraviolet (UV) radiation from the sun at all times.

Education and Care Services National Law or Regulations (**R 100, 113, 114, 116, 144, 168, 169, 179, 171, 172**) NQS QA 2 and 3:
Element 2.1.1, 2.1.3, 2.2.1, 3.1.1 Health and Environment practices and procedures
Related Policy: Sun Safety Policy

SUN SAFETY POLICIES		
1	Management will review and update the service's <i>Sun Safety Policy</i> on a regular basis, every 12 months. The Policy will be reviewed in consultation with relevant authorities (Cancer Council, SunSmart, KidSafe), families and educators.	
2	Management will discuss any changes to the <i>Sun Safety Policy</i> or procedures with all educators of the service – for example: during a team meeting or staff notification	
3	Management will ensure information regarding the <i>Sun Safety Policy</i> and sun safe practices are included within the educator handbook to ensure educators are aware of the service's sun safe practices during the induction and orientation process	
4	Management will ensure information regarding the <i>Sun Safety Policy</i> and sun safe practices are included within the family handbook to share sun safe information with new families	
5	Educators will review the <i>Sun Safety Policy</i> and sun safe practices regularly during team meetings	
6	Management will ensure the <i>Sun Safety Policy</i> is submitted to SunSmart (Cancer Council) every three years to maintain SunSmart status (required if a SunSmart member).	

SUN PROTECTION MEASURES		
1	Management will consult relevant authorities (e.g. KidSafe, local government authority) to ensure adequate shade is provided for children at all times	
2	Management will consider how shade requirements change throughout the day and year and provide shade as required (portable shades, sails)	

3	Management will ensure all educators are aware of sun safe practices during the orientation and induction process including wearing a sun safe hat at all times while outdoors	
4	Families will be advised of sun safe practices on a regular basis through the service newsletter and noticeboard	
5	Families will be asked to provide permission for our service to apply SPF30 (or higher) broad-spectrum water-resistant sunscreen for their child during the enrolment process	
6	A record will be kept for any child who may be more sensitive to UV radiation and requires sun protection at all times	
7	A record will be kept for any child who has allergies or sensitivity to sunscreen. The record will state the child's name and alternative sunscreen to be applied. If a child is not able to have sunscreen applied, they will be encouraged to play in the shade.	
8	Management will ensure educators role model sun safe practices at all times when outdoors, including when on excursions	
9	Management will ensure sunscreen purchased complies with Australian Standards- [AS/NZS 2604:2012]	
10	Risk assessments will be completed to identify potential hazards to children during summer months and implement risk mitigation strategies to protect children from harm or injury.	

IMPLEMENTATION

1	Educators will display the maximum UV Index level rating and sun protection times daily within the foyer area of the service	
2	Educators will follow advice and recommendations from the Cancer Council in Victoria. Check <i>Sun Safety Policy</i> for Victoria regarding sun safe outdoor programming	
3	Educators are to ensure the sun protection times (when UV levels are three or higher) are recorded each day to ensure sun protection measures are implemented when required	
4	Educators will ensure sun safety practices are embedded into daily routines and the Educational Program to communicate the importance of sun safety with children	
5	Educators will not apply sunscreen to infants under 6 months (unless specifically required in writing). Educators will utilise other sun safe practices for babies under 6 months such as appropriate clothing, wearing sun safe hats and adequate dense shade.	
6	Educators will ensure infants under 12 months old are not exposed to direct sun when the UV Index level is 3 or above	
7	Educators will use a thermometer or their hand to test surface temperature each day during summer months or during episodes of extreme hot weather. Educators will make informed decisions about not permitting children play on equipment or use the outdoor	

	space if the surface temperature is determined to be too hot or is recorded as or above 50°C.	
8	A <i>Daily Playground Safety Temperature Check</i> form is to be completed before children enter playground spaces during summer months or extreme hot weather	
9	Educators will ensure sunscreen is stored according to manufacturer instructions and check the expiry date on a regular basis	
10	Educators will ensure shade requirements and sun safe practices are considered when planning excursions, including inclusion into risk assessments for the excursion	

SUN SAFE PRACTICES

1	Educators will ensure sun protection practices are implemented when UV Index level reaches 3 or above	
2	Educators will ensure SPF30, or higher sunscreen is applied 20 minutes before children go outside	
3	Educators will ensure sunscreen is re-applied every 2 hours (or more frequently if washed or wiped off)	
4	A record will be kept of children who have allergies or sensitivity to sunscreen and require alternative sunscreen to be applied. A record will also indicate any child who may be more sensitive to UV radiation	
5	Educators will ensure children wear appropriate sun safe hats at all times they are outdoors	
6	Educators ensure shaded areas will be used for play experiences and moved as required during the day to ensure children remain in the shade when playing	
7	Educators will ensure children wear sun safe clothing that covers as much of the skin as possible	
8	Educators will role model sun safe practices at all times when outdoors, including when participating on excursions.	

Review of procedure

Date procedure created		To be reviewed	
Approved by		Signature	