



## **Kalaya Children's Centre Policies and Procedures**

### **Sun Protection Policy**

**This policy is taken from the Cancer Council SA sample Sun Protection policy for Centres.  
This policy applies to all 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.

#### **Objectives:**

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.

Staff are encouraged to access the daily local sun protection times on the SunSmart app or <http://www.myuv.com.au/> to assist with implementing this policy.

#### **Policy review:**

The Management Committee and staff regularly monitor and review the effectiveness of the sun protection policy (at least every three years) and revise the policy when required. Next review due October 2025.

**To comply with the Department for Education requirements and SunSmart guidelines, the Centre uses a combination of sun protection measures for outdoor activities throughout the year, whenever the UV reaches 3 or above.**

#### **Procedures:**

- To assist with the implementation of this policy, educators and children are encouraged to access, display and communicate the daily, local sun protection times.
- The sun protection measures listed below are used for all outdoor activities during the daily local sun protection times.

**Environment:**

<p><b>Regs: 100, 113, 114, 116, 168</b></p> <p><b>QA2: 2.2.1, 2.1.3</b></p> <p><b>QA3: 3.1, 3.1.1, 3.2, 3.2.1</b></p> <p><b>QA7: 7.1.2</b></p>	<p><b>Seek shade</b></p> <ul style="list-style-type: none"> <li>• The approved provider and nominated supervisor makes sure there are enough shelters and trees providing shade in the outdoor area particularly in high-use areas.</li> <li>• The availability of shade (natural, built, temporary) is considered when planning all outdoor activities.</li> <li>• Children are encouraged to choose and use available areas of shade when outside.</li> <li>• Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.</li> <li>• In consultation with the service's committee, shade provision is considered in future plans and upgrades.</li> <li>• A shade assessment is conducted regularly to determine the current availability and quality of shade.</li> </ul>
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**Behaviours:**

<p><b>Regs: 100, 113, 114, 116, 168, 170, 171, 172</b></p> <p><b>QA2: 2.2.1</b></p> <p><b>QA3: 3.1, 3.1.1, 3.2, 3.2.1</b></p> <p><b>QA7: 7.1.2</b></p>	<p><b>Slip on sun-protective clothing</b></p> <ul style="list-style-type: none"> <li>• Children wear loose-fitting clothing that covers as much skin as possible. Families are asked to choose tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts, skirts and dresses for their child.</li> <li>• If a child is wearing a singlet top or shoestring dress, they will be asked to choose a t-shirt/shirt to wear over this before going outdoors.</li> </ul> <p><b>Slap on a sun protective hat</b></p> <ul style="list-style-type: none"> <li>• All children and educators wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style).</li> <li>• Caps and visors are not considered a suitable alternative.</li> <li>• Children without a sun protective hat are provided with a spare hat where possible.</li> </ul> <p><b>Slop on sunscreen</b></p> <ul style="list-style-type: none"> <li>• SPF30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by the service and/or families.</li> <li>• Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours, or more frequently if sweating or swimming.</li> <li>• To help develop independent skills ready for school, children from three years of age are encouraged and given opportunities to apply their own sunscreen under supervision of staff.</li> <li>• Sunscreen is stored in a supervised, cool place, out of the sun. The expiry date is monitored.</li> <li>• Where children have allergies or sensitivities to sunscreen, parents are asked to provide an alternative sunscreen or children are encouraged to play in the shade.</li> </ul> <p><b>Slide on sunglasses [if practical]</b></p> <ul style="list-style-type: none"> <li>• Where practical children wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.</li> </ul>
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### Learning and skills:

<b>Regs: 100, 113, 114, 116, 168</b> <b>QA1: 1.1, 1.1.1, 1.1.3, 1.2, 1.2.2, 1.2.3</b> <b>QA2: 2.1, 2.1.3</b> <b>QA3: 3.2, 3.2.1</b> <b>QA5: 5.2, 5.2.1</b> <b>QA6: 6.1, 6.1.2, 6.1.3, 6.2</b> <b>QA7: 7.1.2</b>	<ul style="list-style-type: none"><li>• Sun protection is incorporated into the learning and development program.</li><li>• The SunSmart policy is reinforced by educators and through children's activities and displays.</li><li>• Educators are encouraged to complete Cancer Council's free Generation SunSmart online learning modules.</li><li>• Children are encouraged to be involved in initiatives to promote and model sun protection measures at the service including taking leadership roles in managing sun protection e.g., accessing daily sun protection times, hat reminders and supporting sunscreen application.</li><li>• Educators, staff and families are provided with information about sun protection through family newsletters, service handbook, noticeboards and the service's website.</li></ul> <p>When enrolling their child, families are:</p> <ul style="list-style-type: none"><li>• Informed of the service's SunSmart policy;</li><li>• Covering clothing and sunscreen for their child;</li><li>• Asked to provide written authority for staff to apply sunscreen to their child; and</li><li>• Encouraged to use SunSmart measures themselves when at the service.</li></ul>
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### OHS:

<b>Regs: 100, 113, 114, 116, 168, 169, 170, 171, 172</b> <b>QA2: 2.2, 2.2.1</b> <b>QA7: 7.1, 7.1.2</b>	<ul style="list-style-type: none"><li>• As part of Occupational Health and Safety (OHS) UV risk controls and role-modelling, educators, staff and visitors:</li><li>• Wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses;</li><li>• apply sunscreen; and</li><li>• seek shade whenever possible.</li><li>• Sun protection considerations and actions are included in risk assessments for excursions and excursion checklists.</li></ul>
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### Monitoring and review:

<b>Regs: 100, 113, 114, 116, 168</b> <b>QA2: 2.1.2, 2.2, 2.2.1</b> <b>QA3: 3.2.1</b> <b>QA6: 6.1.2, 6.1.3</b> <b>QA7: 7.1, 7.1.2</b>	<ul style="list-style-type: none"><li>• All staff, including approved provider, nominated supervisor and educators, monitor and review the effectiveness of our SunSmart policy (with input from families and children where possible) and revise the policy as required.</li><li>• Our service is committed to our SunSmart membership and complete a policy review and membership renewal with SunSmart at <a href="https://www.sunsmart.com.au/advice-for/schools-early-childhood/renew-your-sunsmart-membership">https://www.sunsmart.com.au/advice-for/schools-early-childhood/renew-your-sunsmart-membership</a> - at least once every three years.</li><li>• As registered SunSmart members, we have submitted a copy of our policy to SunSmart and commit to implementing the sun protection measures as documented.</li><li>• Our SunSmart policy is available to staff, families and visitors.</li></ul>
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Policy updated: November 2022

To be reviewed: November 2025