

Please note: To comply with SunSmart guidelines, please ensure your policy states sun protection is used **whenever UV levels are 3 or higher**. If you can't check the daily sun protection times please use sun protection **from mid-August to the end of April** (when Albury's UV levels are typically above three). Please do not just use sun protection during Terms 1 and 4. Only using sun protection during these terms means children and staff will not be protected from UV when they need to be.

Yarrunga Early Learning Centre's SunSmart Policy

This policy applies to all Yarrunga events on and off-site.

Purpose

This SunSmart policy provides guidelines to:

- ensure all children, educators and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for children, educators and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate WHS strategies to minimise UV risk and associated harms for educators, staff and visitors.

Background

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.

Legislation and Standards

- [Occupational Health and Safety Act \(2004\)](#)
- [Children's Services Act 1996](#)
- [Children's Services Regulations 2009](#)
- [Child Wellbeing and Safety Act 2005 \(Vic\) \(Part 2: Principles for children\)](#)
- [Education and Care Services National Law Act 2010](#): Section 167: Protection from harm and hazards
- [Education and Care Services National Regulations 2011](#)

Part 4.2: Children's health and safety	
Req 100	Risk assessment must be conducted before excursions
Part 4.3: Physical Environment	
Req 113	Outdoor space: natural environment
Req 114	Outdoor space: shade
Part 4.7: Leadership and service management	
Req 168 (2)(a)(ii)	Policies and procedures: Sun protection
Req 170	Policies and procedures to be followed
Req 171	Policies and procedures to be kept available
Req 172	Notification of change to policies or procedures

Procedures

- To assist with the implementation of this policy, educators and children are encouraged to access the local sun protection times via the SunSmart widget on Yarrunga's website, the free SunSmart app or at 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 Albury, UV levels regularly reach 3 or higher from mid-August to the end of April.)

Special note regarding infants

SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. 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.

1. Seek shade

- Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area particularly in high-use areas.
- The availability of shade is considered when planning all outdoor activities.
- Children are encouraged to choose and use available areas of shade when outside.

- 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.
- In consultation with Yarrunga's committee, shade provision is considered in future plans and upgrades.
- A shade assessment is conducted regularly to determine the current availability and quality of shade.

2. Slip on sun-protective clothing

- Children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Families are asked to choose tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts and skirts for their child. 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.

3. Slap on a hat

- All children are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative.

4. Slop on sunscreen

- SPF30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by Yarrunga and/or families.
- 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).
- To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff, and are encouraged to do so.
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.

5. Slide on sunglasses [if practical]

- Where practical, children are encouraged to 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.

Learning and skills

- Sun protection is incorporated into the learning and development program.
- The SunSmart policy is reinforced by educators and through children's activities and displays.

Engaging children, educators, staff and families

- Educators, staff and families are provided with information about sun protection through family newsletters, parent handbook, noticeboards and Yarrunga's website.
- When enrolling their child, families are:
 - informed of Yarrunga's SunSmart policy;
 - asked to provide suitable, covered clothing and if applicable, sunscreen for their child;
 - required to give permission for educators to apply sunscreen to their child; and
 - encouraged to use SunSmart measures themselves when at Yarrunga.
- As part of WHS UV risk controls and role-modelling, educators, staff and visitors:
 - wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses;
 - apply sunscreen; and
 - seek shade whenever possible.

Monitoring and review

- All staff, including management and educators, monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at sunsmart.com.au.
- SunSmart policy updates and requirements will be made available to educators, staff, families and visitors.

Next policy review: June 2019

Relevant documents / links

- [Belonging, Being and Becoming – The Early Years Learning Framework](#) (July 2009)
- DET [Building Quality Standards Handbook](#) (BQSH): Section 8.5.5 Shade Areas
- [Get Up & Grow: Healthy eating and physical activity for early childhood](#) (Section 2) 2009
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)

- Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](#) (2016)
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS/NZS 4399:2017, Sun protective clothing - Evaluation and classification
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)
- AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 *General considerations*, 6.3.9 *Shade and sun protection*, *Appendix A Shade and sun protection*

[National Quality Standards](#)

Quality Area (QA) / Standard (S) / Element (E)

QA 1	Educational program and practice
S 1.1 Program	The Educational program enhances each child’s learning and development.
E 1.1.1	Curriculum decision making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
E 1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning.
S 1.2 Practice	Educators facilitate and extend each child’s learning and development.
E 1.2.2	Educators respond to children’s ideas and play and extend children’s learning through open-ended questions, interactions and feedback.
E 1.2.3	Each child’s agency is promoted, enabling them to make choices and decisions that influence events and their world.
QA 2	Children’s health and safety
S 2.1 Health	Each child’s health and physical activity is supported and promoted
E 2.1.1	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.
E 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
E 2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
S 2.2 Safety	Each Child is protected
E 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA 3	Physical environment
S 3.1 Design	The design of the facilities is appropriate for the operations of a service
E 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
S 3.2 Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
E 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child’s participation and to engage every child in quality experiences in both built and natural environments.
QA 5	Relationships with children
S 5.2 Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships

E 5.2.1 Collaborative learning	Children are supported to collaborate, learn from and help each other.
QA 6	Collaborative partnerships with families and communities
S 6.1 Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
E 6.1.2	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
E 6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
S 6.2 Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QA 7	Governance and Leadership
S 7.1 Governance	Governance supports the operations of a quality service.
E 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service

Sun protection agreement and permission form

I understand Yarrunga Early Learning Centre Inc is a registered SunSmart Early Childhood Program member and follows SunSmart and Cancer Council New South Wales recommendations to use a combination of sun protection measures (clothing, sunscreen, a hat, shade, and if practical, sunglasses) during the daily local sun protection times (**whenever UV levels reach 3 or higher**), typically from mid-August to the end of April in Albury.

I agree to help support this membership and help minimise my child's potential risk of skin and eye damage and skin cancer by doing the following:

(Please tick all that apply)

- Dress my child in cool clothing that covers as much skin as possible e.g. tops that cover the shoulders, arms and chest, has higher necklines or collars, and long shorts and skirts. I understand that singlet tops or shoestring dresses do not provide adequate sun protection and are best layered with a shirt or t-shirt.
- Remind my child wear a sun-protective hat that shades the face, neck and ears (e.g. wide-brimmed, bucket or legionnaire hat). I understand that baseball / peak style caps do not provide adequate sun protection and are not appropriate for outdoor play.
- Give permission for educators/staff to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen supplied by Yarrunga to all exposed parts of my child's skin including their face, neck, ears, arms and legs.

OR

- To give permission for educators/staff to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen (that I have supplied and labelled with my child/children's name) to all exposed parts of my child's skin including their face, neck, ears, arms and legs. I agree that this sunscreen will be kept at Yarrunga and it is my responsibility to make sure there is always an adequate supply available.
- To give permission for educators/staff to assist my child to develop independent, self-help skills by applying SPF30 (or higher) broad-spectrum, water-resistant sunscreen to all exposed parts of their own skin including their face, neck, ears, arms and legs. (Recommended from ages three and above)

Child(ren)'s name(s): _____

Parent/Guardian's name _____ (Please print)

Signature of Parent/Guardian

Date