

## POLICY & PROCEDURAL STATEMENTS

**Topic:** Early Learning – Sun Protection

**Policy:** Avenue Neighbourhood House @ Eley Inc. (ANH@E) is committed to ensuring that all children in their care are protected, where possible, from skin damage caused by the UV rays of the sun. ANH@E follows the principles of SunSmart (Cancer Council Victoria) by using a combination of sun protection measures of clothing, brimmed hats, sunscreen, shade and sunglasses (optional) that are followed for all outdoor experiences during the sun protection times whenever UV levels are three or higher (usually from mid-August to the end of April in Victoria) as the health and safety of children is paramount.

### Relevant Legislation and Standards:

- Education and Care Services National Regulations (regulation 168 (2) (ii))
- National Quality Standard 2 Children’s Health and Safety
- Occupational Health and Safety Act 2004

### Code of Practice:

- 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 the service’s website, the free SunSmart app or at [sunsmart.com.au](http://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 Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.)
- ANH@E sun protection practices consider the special needs of infants. Babies under 12 months are kept out of direct sun when UV levels are 3 and above. 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.
- Parents/carers will be asked to sign a permission form giving their permission for staff to apply sunscreen to their child when appropriate.
- SPF 30 (or higher) broad spectrum water-resistant non-allergenic sunscreen will be provided by Avenue Neighbourhood House @ Eley Inc. for staff and children’s use as required.
- If sunscreen has been supplied by the family for their child then the sunscreen needs to be clearly named and dated and staff will only apply that sunscreen to that child.
- Staff will apply sunscreen to the children should the UV index be 3 or above.

- Staff will ensure each child has been sun screened 20 minutes before going outside and sunscreen is to be re-applied every two hours or as per directed on bottle (Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens:
- Staff will encourage children to apply their own sunscreen under supervision.
- Families must provide sun-hats for their children. They are required to wear hats that protect their face, neck and ears such as legionnaire, broad brimmed or bucket hats. Caps are not suitable.
- families are requested to dress children in sun protective clothing that covers as much skin as possible (e.g no singlet tops). Children are to wear sleeved tops that cover their shoulders and top of their arms, and/or loose fitting clothing that covers as much skin as possible. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best.
- Staff will ensure all children are dressed appropriately for the weather outside each day. An attendance without a sun-hat and/or dressed inappropriately will result in the child's play being restricted to areas out of the sun.
- Staff will check the UV index levels on a daily basis online and will record this in the daily UV rating book.
- On days where the UV index level is 3 or above, children will be encouraged to use available areas of shade for outdoor play activity. The availability of shade will be considered when planning outdoor activities. Staff will also be flexible and make reasonable judgement/s taking into consideration the UV level.
- Our staff further supports the Cancer Council SunSmart principles by being good models for the children, and by personally following sensible SunSmart practices and this policy.
- The Committee of Management will ensure there are a sufficient number of shelters and trees providing shade in the Early Learning grounds.
- Learning about skin and ways to protect skin from the sun will be incorporated into programmed activities.
- This policy will be reinforced in a positive way through parent/carer newsletters, notice boards and meetings.
- Staff and parents/carers will be provided with educational material on sun protection.

**This policy was reviewed in October 2017 and will be reviewed again in October 2019.**  
This policy will be reviewed bi annually unless there are any regulatory or legislative requirements and/or any feedback from staff, parents and the community.