

**POLICY STATEMENT**  
**Children Services Unit**  
**Health and Safety – SUN PROTECTION**  
**POLICY**

**AUTHORISATION**

<b>POLICY TYPE:</b> <i>(Council or Operational)</i>	Operational
<b>POLICY LOCATION:</b> <i>(eg. Corporate, Engineering, etc.)</i>	Community
<b>RESPONSIBLE OFFICER:</b> <i>(by position title)</i>	CSU Coordinator
<b>AUTHORISED BY:</b> <i>(GM or Director Title)</i>	Director Corporate and Community Services
<b>DATE ADOPTED:</b>	28 June 2022
<b>ADOPTED BY:</b> <i>(Manex or Council)</i>	Manex
<b>MINUTE NO:</b> <i>(If required)</i>	
<b>REVIEW DUE DATE:</b> <i>(Four years unless statutorily required sooner)</i>	May 2025
<b>REVISION NUMBER:</b>	

**DOCUMENT HISTORY**

<b>VERSION NO.</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b> <i>Include names of former policies that this policy will replace if applicable</i>	<b>AMENDED BY</b> <i>(Where required)</i>
0	16 October 2012		
1	17 June 2014		
2	25 October 2016		
3	9 October 2018		
4	27 August 2020		
5	May 2022		

**REVIEW OF THIS POLICY**

This Policy will be reviewed within three (3) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution for all policies categorised as “Council” policies or the approval of the General Manager for all policies categorised as “Operational” policies.

## 1. Purpose:

The purpose of this policy is to guide staff with best practice guidelines to protect children, family members and themselves from the damaging effects of sun exposure.

## 2. Scope:

This policy document applies to all staff, children and volunteers within Bland Shire Children Services Unit.

## 3. Outcomes:

To clearly advise all those involved with Bland Shire Children Services Unit about the importance of sun protection. Exposure to ultraviolet (UV) radiation in childhood is a major risk factor for the development of skin cancer later in life. By implementing a best-practice Sun Protection Policy, our service can help protect children and staff from UV radiation and teach children good sun protection habits from an early age to reduce their risk.

## 4. Recommended Practices:

### Our sun protection strategies are:

SunSmart Cancer Council NSW certifies Bland Shire Children Services Unit as a SunSmart service by providing a certificate of acknowledgment that the service is meeting the guidelines set by Cancer Council NSW through previous and current SunSmart policies. Each classroom iPad has access to the "Sun Smart" app. Educators are able to view the current UV rating and guide staff about best practice and recommended exposure times.

### Outdoor Activities

- UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.
- Sun protection times are a forecast for the time of day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types and the policy areas should be implemented. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year.
- When children are on excursions all sun protection practices are planned, organised, understood and available.

### Shade

Shade options are provided, maintained and encouraged to the children. All outdoor activities are planned to occur in shaded areas. Play- based learning activities are set up in the shaded areas and moved throughout the day to take advantage of shade patterns. Shade options can include a combination of portable, natural and built shade. Cancer Council encourages regular shade assessments and the monitoring of existing shade structures, to assist in planning for additional shade.

### Hats

All staff and children are required to wear SunSmart hats that protect their face, neck and ears. A SunSmart hat is a:

- Legionnaire hat, or
- Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm), or
- Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

*Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.*

Children without a SunSmart hat are encouraged to play in an area protected from the sun (e.g. under shade, veranda or indoors).

Newly appointed staff members will receive a SunSmart hat during their employment induction.

### Clothing

Staff and children are required to wear SunSmart clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. SunSmart clothing includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers (staff are to follow Sun Safe advice as provided by WHS Committee at Bland Shire Council)

Children without SunSmart clothing are encouraged to play in an area protected from the sun (e.g. under shade, veranda or indoors) or are provided with spare clothing.

*Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.*

### Sunscreen

All staff and children are required to apply SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours.

Sunscreen is stored in a cool, dry place and the use-by-date monitored.

Permission to apply sunscreen is included in the service enrolment form. Where children have allergies or sensitivity to the sunscreen, families are asked to provide an alternative sunscreen, or the child encouraged to play in the shade.

Cancer Council recommends usage tests before applying a new sunscreen.

### Babies

Babies under 12 months will not be exposed to direct sunlight and are to remain in dense shade when outside.

Babies will wear SunSmart hats and clothing and small amounts of at least SPF50+ broad-spectrum water-resistant sunscreen applied to their exposed skin. The use of sunscreen on babies under 6 months is not recommended due to their sensitive skin.

Babies' clothing, hat and shade positioning are checked regularly to ensure they continue to be well protected from UV.

### Role Modelling

Sun safety is everyone's responsibility. By being role models ourselves and leading the way with our own sun safety, we can inspire our children to be SunSmart when they step outside.

Staff act as role models and demonstrate SunSmart behaviours by:

- Wearing a SunSmart hat (see Hats).
- Wearing SunSmart clothing (see Clothing).
- Applying SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors.
- Using and promoting shade.
- Wearing sunglasses that meet the Australian Standard AS1067:2016 (optional).
- Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service.

Families and visitors are encouraged to role model positive SunSmart behaviour.

### Education and Information

Sun protection is incorporated regularly into learning programs. Children understand why sun safety is important and learn how to take effective sun protection actions e.g. hat wearing, accessing daily UV levels.

Sun protection information will be promoted to all staff, families and visitors. The SunSmart App daily UV times are promoted to guide staff, parents and children behaviour.

Further information is available from cancer Council NSW's website –

[www.sunsmartnsw.com.au](http://www.sunsmartnsw.com.au).

### **Policy Availability**

The Sun Protection policy, procedures, updates and requirements (including hat, clothing and sunscreen) will be made available to staff, families and visitors.

Sun protection information and resources are accessible and communicated regularly to families.

All parents/families are informed of the sun protection policy including appropriate hat, clothing and sunscreen requirements on enrolling their child in the service.

Management and staff regularly monitor and review how effectively they implement their sun protection policy. The Sun Protection policy must be updated and submitted to Cancer Council NSW every three years to maintain current SunSmart status.

### **5. Definitions:**

In this policy 'staff and educators' refers to staff employed by Bland Shire Council Children Services Unit and Educators registered with the Bland/Temora Family Day Scheme.

Children, families and visitors refer to families enrolled with a service or working alongside Bland Shire Council guidelines (volunteers and contractors).

### **6. Legislation and Supporting Documents:**

Children (Education and Care Services National Law Application) Act 2010: 167.

Education and Care Services National Regulations 2011: 113, 114,168.

SunSmart NSW <https://www.sunsmartnsw.com.au/>

### **7. Relationship to Community Strategic Plan:**

This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services).

### **8. Attachments:**

Nil