



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) SUN PROTECTION POLICY & PROCEDURE

Introduction

A balance of Ultraviolet Radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin and eye damage and skin cancer in later life. Too little UV from the sun can lead to low Vitamin D levels. Vitamin D is essential for healthy bones and muscles and for general health - SunSmart 2015.

Our Preschool is a SunSmart service.

Aim

Our Preschool will follow best practice guidelines to protect children, family members, educators and staff from the damaging effects of sun exposure.

Procedure

Outdoor Activities

PHWMCC will use a combination of sun protection measures whenever **UV Index levels reach 3 and above**. The UV Index will be sourced from the Bureau of Meteorology's website. This will include:

From **October to March**, sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.

From **April to September**, outdoor activity can take place at any time. However, from 10am – 2pm sun protection is required.

In **June and July**, when the UV index is mostly below 3, sun protection is not required.

All sun protection measures (including recommended outdoor times, shade, hat, clothing, sunglasses and sunscreen) will be considered when planning excursions and activities.

Shade

All outdoor activities will be planned to take place in shaded areas, especially from October to March. Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.

The Preschool will provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade. Regular shade assessments will be conducted to monitor existing shade structures and assist in planning for additional shade.

Hats

Educators and children are required to wear sun safe hats that protect their face, neck and ears. A sun safe hat is:

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

Baseball caps or visors do not provide enough sun protection and therefore are not recommended.

Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade or on the veranda) or can be provided with a spare hat.

Clothing

When outdoors, educators and children will be required to wear sun safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline
- Longer style skirts, shorts and trousers

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

Children without sun safe clothing will be asked to play in an area protected from the sun (e.g. under shade or on the verandah)

Sunscreen

All staff and children will apply SPF30+ broad-spectrum water-resistant sunscreen, provided by the Preschool, 20 minutes before going outdoors and reapply every 4 hours. Sunscreen is stored in a cool, dry place and the use-by date monitored. If parents choose to provide their own alternative sun screen it must be clearly labelled with their child's name on it.

Role Modelling

Educators will act as role models and demonstrate sun safe behaviour by:

- Wearing a sun safe hat
- Wearing sun safe clothing
- Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes prior to going outdoors
- Using and promoting shade
- Wearing sunglasses (optional)

Education and Information

Sun protection will be incorporated regularly into learning programs. Sun protection information will be promoted to all staff, families and visitors. Further information is available from the Cancer Council website www.cancercouncil.com.au/sunsmart.

Roles and Responsibilities

Approved Provider

- Ensure the service operates in line with the *Education and Care Services National Law 2010* and *Education and Care Services National Regulations 2011*

Nominated Supervisor

- Ensure children are adequately supervised, are not subject to inappropriate discipline, and are protected from harms and hazards.
- Ensure sun protection information will be promoted to all staff, families and visitors.
- Provide support and advice to all staff with regard to implementation of the Sun Protection Policy

Early Childhood Educators

- Adhere to the strategies and practices of the Sun Protection Policy.
- Encouraging families and visitors to role model positive sun safe behaviours when at the service.
- Check the UV Alert on a daily basis during the summer months

Families

- Dress children in cool clothing that covers as much skin as possible e.g. tops that cover the shoulders, arms and chest, collared shirts, longer style shorts.
- To provide a sun protective hat that shades the face, neck and ears (e.g. wide brimmed, bucket or legionnaire style).
- To give permission for educators to apply SPF 30 or higher broad spectrum, water resistant sunscreen supplied by the service 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 SPF 30 or higher broad spectrum 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 the service and it is my responsibility to make sure there is always an adequate supply available.
- Encouraged to practise Sun Smart behaviours themselves when at the service.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations 2011*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the ways in which fees are collected.

Definitions:

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

Related legislation:

Education and Care Services National Law Act 2010: Section 167
Education and Care Services National Regulations 2011: Regulations 100,113,114, 168(2)(a)(11)
Occupational Health and Safety Act 2004

Related Guidelines, Standards, Frameworks:

National Quality Standard, Quality Area 1: Educational Program and Practice
National Quality Standard, Quality Area 2: Children's Health and Safety
National Quality Standard, Quality Area 3: Physical Environment
National Quality Standard, Quality Area 5: Relationships with Children
National Quality Standard, Quality Area 6: Collaborative Partnerships with families
National Quality Standard, Quality Area 7: Governance and Leadership

Sources:

Community Early Learning Australia – Sun Protection Sample Policy

Policy reviewed:

September 2017

Next review date:

September 2019