**SUN PROTECTION POLICY**

**Kindoo!/ Our ARK Pty Ltd.**

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| **PURPOSE** | This policy will provide guidelines to assist in the protection of children from the dangerous and adverse effects of sun exposure at Kindoo! |
| **REQUIREMENT** | Mandatory – Quality Area 2 |
| **REVIEW DATE** | This policy shall be reviewed in **March 2019** |

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# POLICY STATEMENT

## 1. VALUES

Kindoo! has a moral, ethical and legal responsibility to ensure that all children are safe in their care, and will provide training, resources, information and guidance to support this. Kindoo! is committed to:

* ensuring that the health, safety and wellbeing of children at the service is protected at all times while also promoting their learning and development
* fulfilling its duty of care (refer to *Definitions*) obligations under the law by protecting children from any reasonable, foreseeable risk of injury or harm
* ensuring that people caring for children at the service act in the best interests of the child, and take all reasonable steps to ensure the child’s safety and wellbeing at all times
* promoting children’s development and wellbeing.
* Management and staff will monitor and review the effectiveness of the sun protection policy regularly. The sun protection policy must be submitted every three years to SunSmart for review to ensure continued best practice. Refer to the SunSmart’s guidelines and website www.sunsmart.com.au for further information

## 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, paid entertainers, consultants, volunteers, parents/guardians, children and others attending the programs and activities of Kindoo!, including during incursions and excursions (see policy “Excursions and Service Events”).

## 3. BACKGROUND AND LEGISLATION

**Background**

Australia has one of the highest rates of skin cancer in the world. 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)Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Early childhood Services play a major role in minimizing a child’s UV exposure as children attend at times when UV radiation levels are highest.

Kindoo! will follow best practice guidelines to protect children, staff, families and visitors from the damaging effects of sun exposure and operate as a *Sun Smart*service.

**Legislation and standards**

Relevant legislation and standards include but are not limited to:

* *Children (Education and Care Services National Law Application) Act 2010*
* *Education and Care Services National Regulations 2011: 168, 113, 114*
* *Occupational Health and Safety Act 2004 (NSW)*
* *Australian Standards for sun protection clothing, sun glasses and shade cloth*
* *National Quality Standard:*
  + *2.3.2 Every reasonable precaution is taken to protect children from harm or any hazard likely to cause injury*
  + *7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly*

## 4. DEFINITIONS

The terms defined in this section relate specifically to this policy.

**Approved Provider:** An individual or organisation that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Nominated Supervisor:** A person who is a Certified Supervisor and has been nominated by the Approved Provider of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.

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| **Sun safe hat:** is defined as a legionnaire hat, a broad brimmed hat with a brim of at least 6 cm (adult 7.5 cm) or bucket-style hat with a brim of at least 5 cm (adults 6 cm) and a deep crown. Baseball caps and visors do not provide adequate sun protection and are therefore excluded.  **Sun safe clothing**: is defined as clothing that covers as much directly sun exposed skin as possible (but specifically the shoulders, back and stomach). This includes wearing:   * Longer fitting shirts and dresses with sleeves and collars and covered neckline * Longer style skirts, shorts and pants * Midriff, crop or singlet tops do not provide adequate sun protection and are therefore excluded   **Minimizing Outdoor Activities:** means reducing both the number of times (frequency) and the length of time (duration) children are exposed to direct sunlight    5. SOURCES AND RELATED POLICIES **Sources**   * Australian Children’s Education and Care Quality Authority (ACECQA), Information Sheets: [www.acecqa.gov.au/national-quality-framework/information-sheets/](http://www.acecqa.gov.au/national-quality-framework/information-sheets/) * *Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011*[: www.acecqa.gov.au](http://www.acecqa.gov.au/) * *Guide to the National Quality Standard*[: www.acecqa.gov.au](http://www.acecqa.gov.au/) * *[SunSmart](http://SunSmart) www.sunsmart.com.au* * *National Health and Medical Research Council:*  [www.nhmrc.gov.au](http://www.nhmrc.gov.au/) * *NSW Department of Health*: [www.health.nsw.gov.au](http://www.health.nsw.gov.au/) * *Shade For Child Care Services. Cancer Council* * *Sun Smart Childcare: A Guide for Service Providers. The Cancer Council* * [Belonging, Being and Becoming – The Early Years Learning Framework](https://www.education.gov.au/early-years-learning-framework) (July 2009) * [Victorian Early Years Learning and Development Framework](http://www.education.vic.gov.au/childhood/providers/edcare/pages/veyladf.aspx?Redirect=1) (VEYLDF) (May 2016) * DET [Building Quality Standards Handbook](http://www.education.vic.gov.au/school/principals/spag/infrastructure/Documents/BuildingQualityStandardsHandbook(Oct2011).pdf) (BQSH): Section 8.5.5 Shade Areas * [Get Up & Grow: Healthy eating and physical activity for early childhood](https://www.health.gov.au/internet/main/publishing.nsf/Content/2CDB3A000FE57A4ECA257BF0001916EC/$File/HEPA%20-%20B5%20Book%20-%20Staff%20and%20Carer%20Book_LR.pdf) (Section 2) 2009 * Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](http://www.vit.vic.edu.au/__data/assets/pdf_file/0018/35604/Code-of-Conduct-2016.pdf) - Principle 3.2 * [Australian Professional Standards for Teachers](http://www.vit.vic.edu.au/__data/assets/pdf_file/0005/38678/Opportunities-for-demonstrating-the-APST-through-Inquiry-approach.pdf) (APST) – Standard 4.4 and 7.2 * ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](http://www.arpansa.gov.au/pubs/rps/rps12.pdf) (2006) * Safe Work Australia: [Guidance Note – Sun protection for outdoor workers](http://www.worksafe.vic.gov.au/info/__data/assets/pdf_file/0012/198687/WorkSafe_WSV17410108.16_FactSheet_final.pdf?ct=t(SunSmart_at_work9_23_2016)&mc_cid=e61cd5e247&mc_eid=88ecea834d) (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](https://www.tga.gov.au/book/4-labelling-and-advertising) * 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*   **Service policies**   * *Staffing Policy* * *Supervision of Children Policy* * *Administration of Medicine Policy* * *Child safe Environment Policy* * *Nutrition and Active Play Policy*  PROCEDURES **Approved Provider is responsible for:**   * Ensuring that copies of all Kindoo policies are available and accessible to staff and parents/ guardians * Ensuring that the Nominated Supervisor and all staff follow the policies and procedures of Kindoo!   + Ensuring educators/ staff use of a combination of sun protection measures 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.)Scheduling the main outdoor activity session before and after peak UV periods * 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://www.sunsmart.com.au). * Requiring the Nominated Supervisor makes sun protection a specific requirement for all excursions * Ensuring all parents/ guardians, at the time of enrolment are informed of specific sun protection requirements, e.g. hat/ clothing * Directing the Nominated Supervisor and educational staff to plan outdoor activities to occur in shaded areas. Play activities are to be set up in the shade and moved throughout the session to take advantage of shade patterns. * Ensuring that adequate shade is provided and maintained for outdoor activities. Shade options will include a combination of natural and built shade. Priority will be given to areas where children play for extended periods, e.g. sand pit, water play, table activities, climbing equipment. * Encouraging children to choose and use available areas of shade when outside. * Ensuring children who do not have the appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable are protected from the sun. * Ensuring all children are wearing loose-fitting clothing that covers as much skins as possible. * Ensuring all children are wearing hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). * Supplying SPF30 (or higher) broad-spectrum, water-resistant sunscreen, which is stored in a cool place, out of the sun and the expiry date is monitored. * Ensuring the Nominated Supervisor directs staff, as far as practicable, to encourage and model play in shaded/covered areas with the children while outdoors. * Advise parents on enrolment that children will be required to wear sun safe clothing (see *Definitions*) that covers as much of the skin as possible and are informed of the service’s Sun Protection policy.. * Ensure that parental approval for educators to apply sunscreen is obtained at the time of enrolment. If approval is not obtained, children will be required to cover up with a long sleeved top with a collar or high neck, long pants and a sun safe hat. * Direct Nominated supervisors and other educational staff to act as role models to demonstrate sun safety behaviour by wearing a sun safe hat and clothing, applying sunscreen 20 mins before going outdoors, using and promoting shade and wearing sunglasses that, wherever possible, meet the Australian Standard 1067 * Making the Sun Protection policy available to all who attend Kindoo!   **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.  **Nominated Supervisors/ Certified Supervisors and other educators are responsible for:**   * Incorporating sun protection regularly into learning programs and within the learning environment e.g. sun smart posters. Sun protection information will be promoted to all children, staff, families and visitors. Further information is available from the [SunSmart](http://SunSmart) website www.sunsmart.com.au * Staff will be responsible for applying and reapplying sunscreen to themselves before activities. * Ensure all children and staff apply sunscreen at least 20 minutes before going outdoors and reapply every two hours. * Teach kids how to apply their own sunscreen so as to avoid cross contamination and to help develop independent skills ready for school The collection and storage of a labelled SPF 30 (or higher) broad spectrum, water resistant sunscreen for use by enrolled children and staff, visitors, volunteers and others. Sunscreen is to be stored in a cool, dry place and use by dates monitored quarterly. * Require children and educators, visitors and volunteers to wear sun safe hats *(see Definitions)* that protect the face, neck, ears and crown of the head for all outdoor activities. * Ensuring that a cache of spare sun safe hats and clothing for both children, staff, volunteers and visitors are keep within easy access of outdoor areas should their regular hat or clothing be unavailable or unprotective. * Nominated supervisors and other educational staff are to act as role models by demonstrating sun safety behaviour through the:   + wearing a sun safe hat and clothing,   + applying sunscreen 20 mins before going outdoors,   + using and promoting shade and   + wearing sunglasses that, wherever possible, to meet the Australian Standard 1067 * Ensuring that enrolment details are checked each August to ensure parental approval for educators to apply sunscreen is obtained at the time of enrolment. If approval is not obtained, educators are to direct children to cover up with a long sleeved top with a collar or high neck, long pants and a sun safe hat * Communicate with parents in the event that a child refuses to wear a hat or sun protective clothing which has resulted in the child being directed to remain in the shade or indoors   **Parents/ guardians are responsible for:**   * Parents will be advised on enrolment of the requirement to dress children in sun protective clothing and provide sun safe hats * During the months ofmid –August to the end of April, ensure that sunscreen has been correctly applied to the child at least 20 minutes prior to arrival.   **Volunteers and students, while at ARK CARE, are responsible for following this policy and its proceedures**    **EVALUATION**  In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:   * Regularly seek feedback from everyone affected by the policy regarding its effectiveness * Monitor the implementation, compliance, complains and incidents in relation to this policy * Keep the policy up to date with current legislation, research, policy and best practice * Revise the policy and procedures as park of Kindoo’s policy review cycle or as required * Notify parents/ guardians at least 14 days before making any changes to this policy or its procedures   **ATTACHMENTS**  Nil    Please find below a ***sample*** agreement / permission form for services to use if they choose. This is just a suggestion and NOT a mandatory membership requirement. The aim of this form is to help families / carers understand how they can help support your service’s SunSmart membership and provide clarity around each sun protection measure, including sunscreen application. It is up to you if you choose to use this or not. |
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**Sun protection agreement and permission form**

I understand <name of service> is a registered SunSmart Early Childhood Program member and follows SunSmart and Cancer Council Victoria 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 Victoria.

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 to bring and 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.
* Provide my child with appropriate close-fitting wrap-around sunglasses labelled AS:1067 to help protect their eyes. (inclusion optional)
* Give permission for educators/staff to apply SPF30 (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 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 the service 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)

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Signature of Parent/Guardian Date