

SUN PROTECTION PROCEDURE



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POLICY AND PHILOSOPHY

We are committed to ensuring children are provide with environments to play, learn and grow while being protected from overexposure to the sun.

The [World Health Organisation](#) cautions that ‘children’s UV exposure should be carefully limited because they are in a dynamic state of growth and therefore more susceptible to environmental threats than adults. Many vital functions such as the immune system are not fully developed at birth, and unsafe environments may interfere with their normal development.’

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MINIMISING UNSAFE ULTRA VIOLET RADIATION (UVR) EXPOSURE

TO MINIMISE UNSAFE UVR EXPOSURE, THE RESPONSIBLE PERSON IN CHARGE WILL:

- Limit children's, educators, volunteers, and students exposure to the sun between 10am and 3pm.
- Rotate tasks and activities involving direct sun exposure.
- Monitor the Ultraviolet Index (UVI) daily via:
 - <https://www.uvdaily.com.au/> or,
 - SunSmart Global UV App (or similar).
- Encourage children, educators, volunteers, and students to **SLIP** on clothing that:
 - is dark in colour to inhibit UV light penetration;
 - has a close weave fabric to block out UVR; or
 - has long sleeves or long trousers and a collar.
- Require children, educators, volunteers, and students to **SLAP** on a hat before going outside that protects their face, neck and ears, which includes:
 - legionnaire or bucket hats with a deep crown and brim size of at least 5cm for children and 6cm for adults;
 - broad-brimmed hat with a brim size of at least 6cm for children and 7.5cms for adults; and
 - not allowing baseball caps or visors to be worn as they do not provide enough sun protection.
- Place hat storage to encourage children's ease of access as part of the routine to transition outside.
- Encourage children, educators, volunteers, and students to slide on sunglasses that:
 - Are a wraparound style of sunglasses conforming to [AS/NZS 1067:2003](#) and provide an Eye Protection Factor (EPF) of 9 or above.

- Encourage educators to seek shade when planning outdoor activities by:
 - making use of trees or built shade structures;
 - moving throughout the day to take advantage of shade patterns;
 - is appropriate for seasonal and climatic conditions;
 - provides a suitable barrier to direct and indirect UV radiation;
 - ensuring shade structures cast a dark shadow;
 - using other protection (such as clothing, hats, sunglasses and sunscreen) to avoid reflected UV radiation from nearby reflective surfaces (such as concrete, metal, or water); and
 - talking to children about the importance of shade and sun safety.
- Encourage children, educators, volunteers, and students to slop on sunscreen that is:
 - sun protection factor (SPF) of 30+ or more;
 - broad-spectrum;
 - water-resistant;
 - within the use by date;
 - stored in a cool place, preferably below 30°C; and
 - easily accessible and regularly replaced.

- Display Cancer Council Australia Correct Sunscreen Application in an area where children and educators access and apply sunscreen.
- Consider the provision of mirrors at child height in areas where sunscreen is applied to encourage children's agency and independence.
- Consider the use of social stories relevant to your setting to demonstrate sun safe practices.
- Providing reapplication reminders every 2 hours.
- Record children's application, and reapplication of sunscreen on the Xplor Playground App.

EDUCATORS WILL RECORD CHILDREN'S APPLICATION, AND REAPPLICATION OF SUNSCREEN VIA XPLOR PLAYGROUND BY:

- Step 1:** Tap the 'Health' icon in the bottom menu bar.
- Step 2:** Tap the 'Sunscreen' icon in the top menu bar.
- Step 3:** Tap the "Select All" icon in the bottom left hand corner.
- Step 4:** Type the names of children you witness/assist applying sunscreen and wish to log events for.
- Step 5:** Tap the option which matches your observation, *e.g. as able to apply independently.*
- Step 6:** Add any required notes (this can be viewed by parents for all selected children in the Home App),
- Step 7:** Save your progress.

MONITORING EQUIPMENT TEMPERATURE

WHEN OUTDOORS AND THE TEMPERATURE REACHES 24°C OR HIGHER, EDUCATORS WILL:

- Test equipment surface temperature with an infrared thermometer, *e.g., metal slides, poles, guardrails, barriers, other playground equipment, rubber and synthetic grass playground*. This is essential, particularly if the equipment is exposed to direct sunlight,
 - Record temperatures on the CEEC Sun Protection Record.
 - Ensure when surface temperatures reach 50°C or more children do not play in or on equipment.
- Conduct regular surface temperature checks as the ambient temperature and shade patterns change.
 - Be mindful that children may touch, kneel, sit or lie down on surfaces, and to prevent sunburn and contact scalds encourage:
 - children to wear shoes; and
 - families to provide children with adequate clothing.

SHADE AUDIT

SERVICE LEADERS MAY CONSIDER COMPLETION OF A SUNSMART SHADE AUDIT TWICE YEARLY, DURING THE SUMMER AND WINTER TIMES, BY:

- Selecting the site/s at your service that you want to check (e.g. undercover area, oval, adventure playground, etc.).
- Photograph the site/s as you go through the shade check to highlight available shade and areas for improvement (ensuring no educators or children are visible).
- Visit <https://www.sunsmart.com.au/resources/shade-comparison-check>.
- Record information about each site separately (e.g. oval, playground); on completion of each site check, you will be given the option to check a new site.



ROLES AND **RESPONSIBILITIES**

APPROVED PROVIDERS

(Including Leadership and Management Teams)

- Ensure adequate shading over areas for both active and passive outdoor play.
- Ensure that copies of the Sun protection policy and procedure are readily accessible to nominated supervisors, responsible persons, educators, and available for inspection.
- Provide access to the [Dress Standards Policy](#) of the Archdiocese of Brisbane (AOB) to all educators, volunteers and students upon commencement of employment and monitor the ongoing compliance with these policies
- Notify families at least 14 days before changing the policy or procedures if the changes will:
 - affect the fees charged or the way they are collected;
 - significantly impact the service's education and care of children; or
 - significantly impact the family's ability to utilise the service.
- Ensure obligations under the Education and Care Services National Law and National Regulations are met.



NOMINATED SUPERVISORS AND RESPONSIBLE PERSONS

- Implement the Sun protection policy and procedures, ensuring all action plans that are in place are carried out.
- Promote sun safe practices with all children, families, educators and within the service.
- Ensure educators, volunteers, students and children do not engage in outdoor activities without hats and sunscreen application.
- Adhere to the recommendations provided by the Cancer Council Queensland.
- Ensure access to an adequate supply of in-date sunscreen for children, educators, and volunteers.
- Ensure nominated supervisor, responsible persons, and educators follow the policy and procedures.
- Maintain adequate shade for outdoor play, this may include a combination of portable, natural and built shade.
- Provide information to families on sun protection and communicate about suitable clothing for play experiences.
- Follow manufacturer/installer instructions for equipment use.
- Implement procedures to protect educators, volunteers, students and children from heat related illness.
- Minimise the risks associated with exposure to the sun.
- Ensure sun protection considerations are assessed in excursion risk assessments, as well as sun protection actions occur (e.g. sunscreen application, hats) during excursions.
- Encourage visitors to the service to model sun safe practices.

EDUCATORS

- Implement the Sun Protection policy and procedures.
- Monitor the temperature of equipment that can become hot in the sun, such as soft fall mats, artificial surfacing, etc.
- Communicate with families about sun safe practices in general and specific expectations within the service (e.g. wearing protective clothing)
- Monitor the water intake of children throughout the day to promote hydration.
- Monitor the health and wellbeing of other educators, volunteers, students and children to identify and respond to signs of a heat illness.
- All educators to maintain an awareness of heat illness and respond to any signs or symptoms of a heat illness in line with their level of first aid training in this area, including:
 - Heat Discomfort
 - Heat Exhaustion
 - Heat Strain
 - Heat Stress
 - Heat Stroke
- Ensure children are appropriately dressed at all times (both indoors and outdoors)
- When outdoors educators, volunteers, students and children must wear sun-safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible.
- Avoid exposing babies under the age of 12 months to direct sunlight.
- Accommodate specific requests from families to apply sunscreen to their child, including the application of specific brands/products provided by the family.
- Act as role models and demonstrate sun-safe behaviour by wearing a sun-safe hat, clothing, promoting shade and wearing sunglasses (optional)
- Provide SPF30 + (or higher) sunscreen for communal use and apply at least twenty minutes prior to sun exposure and reapply following water activities and at a minimum, every two hours.
- Talk with children about sun safe practices
- Be aware that water play can also soften children's feet and exacerbate burns because water absorbed by the skin can boil with continued exposure to hot surfaces.
- Set limits of exposure to the sun between the hours of 10am and 3pm



FAMILIES

- Acknowledge the need to be contactable while the child is in care, as in the event of an incident the service will call.
- Collaborate to develop a Support Plan in consultation with the Service Leader, the Portfolio Manager, other staff members, Parents/Carers and the individual child when required.
- Provide permission for the service to liaise with other professionals and support agencies in order to support the child, e.g. the school.

MONITORING, EVALUATION AND REVIEW

Centacare will place this policy on the Archdiocesan Intranet (AI). Service Leaders and Managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred.

- All staff are responsible for understanding and complying with this policy.
- Summary information about fees and related procedures will be included in the CEEC information handbooks.
- Educators and families will be invited to participate in the review of this procedure.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for Service Leaders and Responsible Persons in Charge will be provided using a range of learning platforms. Videos of some Xplor processes are available on AI.
- Contact the Policy Sponsor for further interpretation of this policy.



