





Sun Protection Procedure

Procedure Number:	D24-8757	Directorate:	Community Services
Approval by:	Manager Family Children’s Services	Responsible Officer:	Senior Coordinator Early Years Services
Approval Date:	January 2024	Version Number:	3
Review Date:	3 Years from Approval Date	Service Type:	   
ACECQA Quality Area:	Quality Area 2 Children’s Health and Safety		Standard 2.1 & 2.2 Element 2.1.3 & 2.2.1 Reg 14

1. Purpose

This procedure will provide:

- guidelines to ensure children, staff, volunteers and others participating in the activities at Knox City Council Education and Care Services are protected from overexposure to ultraviolet (UV) radiation from the sun
- information for families, staff, volunteers and children attending Knox City Council Education and Care Services regarding sun protection
- guidance in the use of the outdoor spaces including adequate shading for children, educators and other adults participating at the service.
- appropriate OHS strategies to minimise UV risk and associated harm for educators, and other adults participating in the activities at Council Education and Care Services.

2. Values

- Knox City Council Education and Care Services are committed to:
- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of overexposure to the sun’s UV radiation
- ensuring that curriculum planning will minimise over-exposure to the sun’s UV radiation and also promote an awareness of sun protection and sun safe strategies
- providing information to children, staff, volunteers, parents/guardians and others at the service about the harmful effects of exposure to the sun’s UV radiation

3. Background

Over-exposure to the sun’s UV radiation can cause sunburn, skin and eye damage and skin cancer. 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 to the sun’s UV during childhood and adolescence is associated with an increased risk of skin cancer in later life. A combination of sun protection measures (hats, clothing, sunscreen, shade and sunglasses) is recommended whenever UV levels are three or higher during daily sun protection times.

4. Scope

This procedure applies to the approved provider, nominated supervisor, educators, staff, students on placement, volunteers, families, children and others attending the program and activities of Knox City Council Early Years Services.

This procedure will apply whenever the sun’s UV levels reach **three (3) or higher**. Whenever this occurs a combination of sun protection measures are to be used for all outdoor activities.

The Victorian UV levels are usually three (3) or higher from mid-August to the end of April. Educators are to check the daily local sun protection times (refer to definitions) in conjunction with children to be sure sun protection is being used when required. Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

5. Responsibility

Person	Responsibility
<p>Approved Provider / Nominated Supervisor</p>	<ul style="list-style-type: none"> • Meeting the standards and requirements of the SunSmart early childhood program • Ensuring the procedures are up to date with the current SunSmart recommendations www.sunsmart.com.au • Informing families about and ensuring agreement to support the Sun Protection procedure on enrolment, including the need to provide an appropriate sunhat and clothing for sun protection (<i>refer to Definitions</i>) for their child when attending the service. • Obtaining permission from families for staff to apply sunscreen prior to their child commencing at the service (<i>refer to Attachment 1</i>) and that this is stored with each child’s enrolment record (<i>refer to Definitions</i>) to apply sunscreen (<i>refer to Definitions</i>) to their child during the times specified in the Scope of this procedure • Providing a supply of sunscreen for use on all persons to whom this policy applies • Using program planning to include the application of a combination of sun protection measures for outdoor activities during the times specified in the Scope of this policy • Ensuring the sun protection times on the SunSmart website or the SunSmart APP are accessed daily to assist with the implementation of this policy • When assessing alterations to the outdoor area, consult with experts at Knox City Council to gain understanding of the importance of designing outdoor areas to provide adequate shade in the play space areas to protect children from over-exposure to UV radiation • Ensuring that information on sun protection is incorporated into the educational program www.sunsmart.com.au • Ensure all staff are aware of the special needs of infants. Babies under 12 months should not be exposed to direct sun. They should remain in full shade and always be well-protected through the use of hats and cool, covering clothing when outside. With parental consent, small amounts of a suitable SPF30 (or higher) broad-spectrum water-resistant sunscreen may be applied to babies over 6 months

Early childhood teachers, educators and all other staff

- Wearing sun protective hat and clothing, and sunglasses (optional) when outside.
- Applying sunscreen and seeking shade during the times specified in the Scope of this procedure when supervising children outdoors or facilitating children’s play experiences and excursions. It is recommended that, if appropriate, sunglasses labelled AS1067 are worn when outdoors.
- Providing opportunities for discussion about SunSmart behaviour through incidental discussions as children prepare for outdoor activity. Discussions may include but not limited to; the application of sunscreen, wearing sun-protective clothing, hats and sunglasses and discussion about seeking shade when playing outside.
- Utilise shaded areas for outdoor equipment that is not fixed during the times specified in the Scope of this procedure
- Ensuring each child and any other participant at the service wears an appropriate sun protective hat, clothing for sun protection and sunscreen for all outdoor activities during the time specified in the scope of the procedure.
- Promote sunhats brought to the service to meet the SunSmart recommendation for adequate protection, are named and stored individually
- Providing appropriate spare sunhats for children and adults that are to be laundered after each use.
- Encouraging children to continually wear hats while participating in outdoor play. Children without appropriate sunhats or clothing for sun protection play in the shade or in a suitable area protected from the sun
- Providing learning opportunities for parents through posters, brochures, newsletter reminders, and noticeboard displays about sun protection behaviours and practices.
- Apply sunscreen to children’s exposed skin – except in cases where parents/guardians have not given authority. Ensuring this is done at least 20 minutes before children go outside. Children, where appropriate will be encouraged to apply sunscreen with the assistance of an educator (sunscreen is to be reapplied every two hours)
- Storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/guardians.
- Seeking permission upon enrolment for educators, staff, students and volunteers to apply sunscreen to enrolled children.
- Acknowledge the right of parents to refuse the application of sunscreen for their child. When a parent makes this request, it will be recorded in writing with the date of the request and parent's name and signature. This will be kept with the child’s enrolment record.
- Ensure babies under 12 months of age should not be exposed to direct sunlight and always be well protected by shade, cool covering clothing and hats when outside. With parental consent, small amounts of a suitable SPF30 (or higher) broad-spectrum water-resistant sunscreen may be applied to babies over 6 months

Maintaining Hydration Levels

- Babies and children’s body-to-water ratio mass is significantly different than from adults, therefore the risk for dehydration to occur when outdoors in hot weather is high and can be dangerously high.

	<ul style="list-style-type: none"> • Fresh water will be accessible to all children throughout the day regardless of whether the children are indoors or outdoors. • Children are able to bring in individual, named water bottles from home and are encouraged to access fresh water to drink throughout the day. • Educators will remind children to have drinks at regular intervals and where necessary will stop children for designated drink breaks.
<p>Parents/guardians</p>	<ul style="list-style-type: none"> • Applying sunscreen (<i>refer to Definitions</i>) to their child before the commencement of each session during the times specified in the Scope of this procedure • Providing, at their own expense, an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service • Apply SPF 30 (or higher) broad-spectrum water-resistant sunscreen either prior to or upon arrival at the service. • Providing a named, SunSmart-approved sunhat for their child’s use at the service. • Respect that due to the risk of infants and children becoming entangled in hat cords and choking, the service does not allow hats with cords (hats that have a safety snap are acceptable) • Encouraging children to wear sunhats when travelling to and from the service • Consider dressing children appropriately for outdoor play in clothing for sun protection which minimises skin exposure (<i>refer to Definitions</i>) • Role model SunSmart behaviours when volunteering at a service. Parents should wear a hat during outdoor play and provide hats for younger and older siblings participating in activities. • Complete the Sunscreen Permission form (part of the enrolment form) to allow staff to re-apply sunscreen as required. If a parent doesn’t wish for their child to use sunscreen they will be required to document this in writing and sign and date this request. Educators will add this to the child’s enrolment record. • Inform educators if a child needs to have a particular sunscreen applied (provided by the parent). The alternative sunscreen will be named and remain at the service for daily use. Parents may store this in a safe location as directed by staff. Sunscreen is not to be left in children’s bags. • If they wish, provide their child with sunglasses (<i>refer to Definitions</i>) • Parents are encouraged to access UV levels and the daily sun protection times for their location which are available in the weather section of the newspaper, at Cancer Council's website www.myuv.com.au, on the free SunSmart app, and at the Bureau of Meteorology website www.bom.gov.au

It is a requirement under the Occupational Health and Safety Act 2004 that employers provide a healthy and safe environment for all person who access Knox City Council Education and Care Services.

Legislation that governs the operation of approved children’s services is based on the health, safety and welfare of the children and requires that children are protected from hazards and harm.

To assist with the implementation of the procedure, educators are required to access the daily local sun protection times at SunSmart.com.au, or via the [SunSmart widget](#) or the free SunSmart app.

6. Definitions

For further glossary and definitions please see: *Family and Children’s Services Quality System Glossary and Definitions*.

<p>Clothing for sun protection</p>	<p>Clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.</p> <p>Daily sun protection times: Times when the sun’s UV radiation is forecast to be three or higher. Information about the daily sun protection times is available in the weather section of the daily newspaper, on the SunSmart website at: www.sunsmart.com.au, at myuv.com.au, as a free SunSmart app and as a free widget that can be added to websites.</p>
<p>Daily sun protection times</p>	<p>Times when the sun’s UV radiation is forecast to be three or higher. Information about the daily sun protection times is available in the weather section of the daily newspaper, on the SunSmart website at: www.sunsmart.com.au, at myuv.com.au, as a free SunSmart app and as a free widget that can be added to websites.</p>
<p>Shade</p>	<p>An area sheltered from direct and indirect sun, such as a large tree, canopy, verandah or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun’s UV by up to 75%. Ensure shade is easily accessible, comfortable, in good condition and regularly maintained. Use surfaces that reflect less UV, e.g. natural, dark or rough surfaces. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV overexposure when outdoors. Research shows that preschool environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.</p>
<p>Sunhat</p>	<p>SunSmart advises the use of broad-brimmed or bucket-style hats (at least 5cm brim for young children) or legionnaire hats (make sure the front peak and back flap overlap at the sides) that shade the face, neck and ears. Caps and visors offer little protection to the cheeks, ears and neck, and are not considered a suitable alternative and should be swapped for a UV-protective hat</p>
<p>Sunglasses</p>	<p>Sunglasses are optional. If worn, it is recommended that glasses are a close-fitting, wrap-around style that meets the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and covers as much of the eye area as possible. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.</p> <ul style="list-style-type: none"> • [sunglasses that are not labelled with Australian Standards codes are considered toys and do not provide sun protection] • https://www.cancer.org.au/about-us/policy-and-advocacy/prevention-policy/national-cancer-prevention-policy/uv/related-resources/eye-protection

Sunscreen	SPF 30 (or higher) broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every two hours, even when labelled 4 hours water resistance. Make sure the sunscreen has an Australian Licence (Aust L) number and monitor the expiry date. Store it in a supervised, cool, dry place out of direct sun. Cancer Council recommends a usage test before applying a new sunscreen. From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff to help develop independent skills ready for school.
SunSmart	The name of the program conducted by Cancer Council to help prevent skin cancer: www.sunsmart.com.au
Ultraviolet Index (UVI)	<p>A measure of the level of UVR. The higher the UVI, the greater the potential for damage to the skin and eyes, and the less time it takes for harm to occur. Sun protection measures are recommended when the UVI is 3 and above.</p> <p>Access UV levels and the daily sun protection times for your location which are available in the weather section of the newspaper, at Cancer Council's website www.myuv.com.au, on the free SunSmart app, and at the Bureau of Meteorology website www.bom.gov.au</p>

7. Related References

7.1 The Council Plan (2021-25)

The Community Plan (2021–31)

The Child Youth and Seniors Plan (2021–25)

- Opportunity and Innovation
- Neighbourhoods, housing and infrastructure
- Natural environment and sustainability
- Connection, resilience, and wellbeing
- Civic engagement and integrity

7.2 Relevant Legislation

- 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*
- Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (2019)
- Cancer Council Australia: www.cancer.org.au/sunsmart
- Get Up & Grow: Healthy eating and physical activity for early childhood. Department of Health resources. Particularly Section 2 of the Director/Coordinator Book and the Staff Book: <http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>
- SunSmart: www.sunsmart.com.au
- Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](#) - Principle 3.2
- [Belonging, Being and Becoming – The Early Years Learning Framework](#) (July 2009)
- [Victorian Early Years Learning and Development Framework](#) (VEYLDF) (May 2016)
- Victorian School Building Authority (VSBA) [Building Quality Standards Handbook \(BQSH\)](#): Section 5.1.3, 5.1.4 Shade Areas (May 2021)
- AS 4174:2018 Knitted and woven shade fabrics
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS 4399:2020, 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](#)
- Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for children)
- [Early childhood resources - SunSmart](#)
- Education and Care National Law Act 2010
- Education and Care Services National Regulations
- National Quality Standards
- Occupational Health and Safety Act 2004
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- [WorkSafe sun-protection](#)

7.3 Charter of Human Rights

- This policy has been assessed against and complies with the Charter of Human Rights.

7.4 Related Council Policies & Procedures

- Health and Safety Policy (OHS-001)
- Heat and UV Protection Policy (OHS-041)
- Heat and UV Protection Procedure (OHS-041)
- Health, Safety and Medical Condition Policy
- Child Safe Policy
- Code of Conduct Procedure
- Supervision of Children Procedure
- Participation of Volunteers and Students Procedure
- Equity, Diversity and Inclusion Procedure

Staff working for Knox City Council Early Years Services are required to read and understand all Knox City Council (KCC) and Family and Children's Services (F&CS) policies and procedures available via Family Children's Services Teams [Quality Document System - Team Site](#)

We also strongly recommend all families enrolling in Knox City Council Services read all relevant Knox City Council (KCC) and Family and Children's Services (F&CS) policies and procedures available on [Knox City Council's website](#)

8. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this procedure. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to the names of Council departments or positions, changes to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.