



Wattle Grove Out of School Hours Care/Vacation Care  
Cressbrook Drive, Wattle Grove NSW 2173  
Phone; 02 98254700  
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# SUN PROTECTION POLICY

2020

## Aim

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, the Education and Care Service can help protect staff and children from UV radiation and teach children good sun protection habits from an early age to reduce their risk. This Sun Protection Policy will operate throughout the year.

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. UV levels are particularly high during the summer months and highest in the middle of the day. UV levels and daily sun protection times can be accessed via the SunSmart App or Cancer Council Australia's home page to determine sun protection requirements.

## Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

## National Quality Standards

All seven quality areas.

## Who is affected by this policy?

Educators  
Children  
Parents  
Families  
Management

## Implementation

This policy will support your service to meet the requirements of the Framework for School Age Care in Australia (My Time, Our Place), Education and Care Services National Law, the Education and Care Services National Regulations and the National Quality Standard (NQS). The policy cannot be altered until the next review. ■ My Time, Our Place The Framework for School Age Care in Australia ■ National Quality Standard – All seven quality areas ■ Education and Care Services National Regulations 113 – Outdoor space - Natural Environment, 114 'Outdoor space – shade' and Regulation 168 education and care service must have policies and procedures 2

Rationale Australia has the highest rate of skin cancer in the world. Skin cancer, including melanoma and non-melanoma, is the most common cancer in Australia. 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, OOSH services can help protect staff and children from UV radiation and teach children good sun protection habits from an early age to reduce their risk. 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,



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#### Recommendations

1. Scheduling outdoor activities Quality Area 1 – Educational program and practice, Quality Area 2 – Children's health and safety ■ 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 is included in service participation risk assessments, including excursions where all sun protection practices are planned, organized, understood and available.
2. Shade Quality Area 3 – Physical environment ■ The availability of shade is considered for all outdoor activities and excursions. ■ Shade options are provided, maintained and promoted to the children. ■ Activities and play spaces are set up 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.
3. Hats Quality Area 2 – Children's health and safety ■ All staff and children are encouraged to wear SunSmart hats\* that protect their face, neck and ears. ■ Children without a SunSmart hat are encouraged to play in the shade or are provided with a spare SunSmart hat.  
Step 2 Submit a Sun Protection Policy  
Cancer Council NSW and Network of Community Activities have partnered to promote best practice sun protection policy and practices in the Out of School Hours sector in NSW.  
\* SunSmart hats include: ■ Broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm). ■ Bucket hats with a deep crown and brim size of at least 5cm (adults 6cm). ■ Legionnaire style hats. Baseball caps or visors do not provide enough sun protection and therefore are not recommended.
4. Clothing Quality Area 2 – Children's health and safety ■ Staff and children are required to wear SunSmart clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. ■ 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. \*SunSmart clothing 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.
5. Sunscreen Quality Area 2 – Children's health and safety ■ SPF30+ (or higher) broad-spectrum water-resistant sunscreen is available at the service. ■ All staff and children are encouraged to apply sunscreen 20 minutes before going outdoors and reapply every 2 hours. ■ Permission to apply sunscreen is included in the service enrolment form. Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child encouraged to play in the shade. ■ Families ensure sunscreen is applied prior to attending vacation care. Cancer Council recommends usage tests before applying a new sunscreen. All sunscreen is stored in a cool, dry place and the expiry dates monitored.
6. Role modelling of staff Quality Area 1 – Educational program and practice, Quality Area 5 – Relationships with children Staff act as role models and demonstrate SunSmart behaviors by: ■ Wearing a SunSmart hat, protective clothing, and wearing sunglasses (optional) ■ Applying SPF30+ broad-spectrum water-resistant sunscreen ■ Promoting the use of shade ■ Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service. 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.
7. Education Quality Area 1 – Educational program and practice, Quality Area 4 – Staffing Arrangements, Quality Area 5 – Relationships with children ■ Children are provided with opportunities to take leadership roles in managing sun protection e.g. accessing daily UV levels and sun protection times, hat reminders and management of sunscreen. ■ Children understand why sun safety is important and learn how to take effective sun protection actions. Further information is available from Cancer Council NSW's website [www.sunsmartnsw.com.au](http://www.sunsmartnsw.com.au).



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8. Information and policy availability Quality Area 6 – Collaborative partnerships with families and communities, Quality Area 7 – Governance and leadership ☐ Sun protection policy, procedures, requirements and updates are 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 or vacation care.
9. Sunglasses (optional) Quality Area 2 – Children's health and safety ☐ Staff and children are encouraged to wear close-fitting wrap-around sunglasses that cover as much of the eye area as possible and comply with Australian Standard AS1067 (Sunglasses: Category 2, 3 or 4).
10. Review Quality Area 4 – Staffing arrangements, Quality Area 7 – Governance and leadership ☐ Management regularly monitor and review how effectively they implement their sun protection policy. Sun protection policies must be updated and submitted to Cancer Council NSW every three years to maintain SunSmart status.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

## Sources

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
Guide to the National Quality Standard 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
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)  
The Cancer Council NSW <http://www.cancercouncil.com.au>/Retrieved May 2020  
Sun Smart <http://www.sunsmart.com.au/> Retrieved May 2020

## Review

The policy will be reviewed every two years unless legislation changes, or a serious incident takes place in the service. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: January 2017, 2018, 2019, May 2020

Next review: 2022