



Last Reviewed

August 2013

Review Date

August 2016

Relevant Legislation & Standards

National Quality Standard: Quality Area 2

Work Health and Safety (WHS) Act 2011

Occupational Health and Safety Regulations 2001

Aim / Policy Statement

To ensure all children and adults at Goulburn Pre-School are protected from the harmful effects of ultra violet (UV) radiation from the sun through the use of personal protection, including sunscreen, hats and clothing as well as effective planning of the duration and frequency of the time spent in the outdoor learning environment.

Goals

Goulburn Pre-School will ensure:

- The provision of suitable sun screen available for children, staff and visitors.
- Our routine supports sun safe practices and it is supported throughout the program.
- Children, staff and visitors to the Pre-School are wearing sun safe hats and clothing in the outdoor environment.
- Children and families are supported to develop

Implementation

Outdoor Activities - The following strategies will be implemented at all times to encourage children and staff to develop good sun protection routines however when the UV Index levels reach 3 and above, the Pre-School will use a combination of sun protection measures.

- From October to March sun protection is required at all times. Extra sun protection will be used between 11am and 3pm and during this period outdoor activities will be minimised by reducing the frequency and duration of time spent outside.
- From April to September outdoor activity can take place at any time with sun protection measures in place. This includes the use of sun screen, hats and protective clothing.

Excursions

Sun Safety measures need to be considered and included in the planning process for excursions and incursions.

- The availability of shaded areas will be considered in the planning as relevant to the time of the year.
- The time of day for the excursion, time of the year and the duration of the excursion will be considered to offer maximum sun protection.
- Staff will carry additional sunscreen to re-apply for children, themselves and accompanying volunteers.
- All children, staff and accompanying volunteers will wear sun safe clothing and hats.

Shade

All activities provided in the outdoor learning environment will be provided in shaded areas. Throughout the day, activities will be moved to reflect the changing shade patterns in the learning environment.

Goulburn Pre-School provides and maintains shaded areas in the outdoor learning environment. This includes the large shade sails, sandpit shade, pergola areas, verandah areas and trees (natural shade). Regular evaluation of the shaded areas will assist in planning for further shaded areas in the outside learning environment.

Hats

Staff and children are required to wear a sun safe hat that protects the face, neck and ears. A sun safe hat includes:

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

Staff are provided with a sun safe hat for the outdoor environment as part of their PPE for OHS.

Baseball caps and sun visors are not considered sun safe hats as they do not offer enough sun protection. They are not recommended for use at Pre-School.

Children who are not wearing a sun safe hat will be asked to play in a sun protected area including the verandah, sandpit, pergola or shade sail area OR will be offered a spare sun safe hat from the Pre-School collection.

Clothing

When in the outdoor learning environment, children and adults will wear clothing that is sun safe. This means the clothing covers as much of the skin as possible, especially the shoulders, back and stomach.

We suggest:

- Loose fitting shirts and dresses with a sleeve and collar or covered neckline.
- Longer style shorts, skirts and pants. N.B. Long skirts can be a hazard on climbing equipment and cause children to catch their feet.

We do not recommend midriff, crop or singlet tops (including strappy sundresses) that do not offer sun protection.

Sunscreen

All families are requested to put sunscreen on their children before arrival at Pre-School and to develop good sun safety practises on a daily basis.

Goulburn Pre-School provides Coles Sunscreen Lotion Everyday Use 30+ (water resistant and UVA & UVB Broad Spectrum) for the use of the children, staff and visitors to the Pre-School. This product conforms with AS/ NZS 2604:1998. The sunscreen is located in each classroom and in a cool place.

Expiry dates for the sunscreen are checked regularly by staff. Sunscreen is purchased in smaller quantities to meet the needs of the service and ensure it is purchased regularly. Expired sunscreen is discarded.

It is recommended sunscreen is applied 20 minutes prior to going outdoors and re-applied every 2 hours. Staff supervise the application of sunscreen with children to ensure effective coverage.

Role Modelling

Families and visitors to Goulburn Pre-School are encouraged to role model good sun safe behaviour.

All staff (including volunteers and students) will demonstrate sun safe behaviour by:

- Always wearing a sun safe hat in the outdoor learning environment.
- Always wearing sun safe clothing – sunglasses are optional (must meet AS1067).
- Applying SPF30+ broad spectrum water resistant sun screen 20 minutes before going outdoors.
- Using and promoting the use of shaded areas in the outdoor learning environment.

Goulburn Pre-School provides staff with PPE in the form of sun safe hats and sun screen under OHS policies. It is included in employment agreements that staff will use the PPE provided in the work place. Spare adult sun safe hats are available for casual staff and visitors to the Pre-School.

Education and Information about Sun Safe Practise

Information about sun safe practise will be provided to the children, their families, visitor and staff at Goulburn Pre-School through a range of mediums. Sun Smart News from NSW Cancer Council will be distributed through newsletters and parent information areas. All past issues of the Sun Smart news are available in a labelled folder in the staff area as reference material.

Sun Safe information will be included in the program on an ongoing basis as part of the routines at Pre-School, making good choices, discussions based on children's literature and pictures.

Policy Availability and Review

The Sun Protection Policy is available to all staff, families and visitors to Goulburn Pre-School. Sun Protection requirements are summarised in the Information for Parents handbook given to all enrolling families and in the Staff Handbook given to all staff members.

The effectiveness of the Sun Protection Policy will be reviewed annually and submitted to the Cancer Council for review every two years to ensure continued best practise.

Evaluation

Goulburn Pre-School will have an effectively implemented sun safe policy that promotes long term sun safe practices for children, staff and families.

Resources and Attachments

The Cancer Council NSW, *Sun Smart Childcare: A guide for service providers*

Community Child Care Co-Operative (Member's Resources)

Goulburn Pre-School WHS Policies and Procedures