



SUNSMART POLICY AND PROCEDURES (ELC)

1 PURPOSE

This SunSmart policy provides guidelines to:

- ensure all children, educators and staff are protected from over-exposure to UV radiation
- ensure the outdoor environment provides shade for children, educators and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate OHS strategies to minimise UV risk and associated harms for educators,
- staff and visitors.

2 SCOPE

This policy applies to all Minaret College ELC's events on and off-site.

3 BACKGROUND

Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. 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). UV damage accumulated during childhood and adolescence is associated with an increased risk of skin cancer later in life.

4 PROCEDURES

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 or myuv.com.au.

The sun protection measures listed are used for all outdoor activities 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.)

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 three or higher. Physical protection such as shade, clothing and broadbrimmed hats are the best sun protection measures. If babies are kept out of the sun or well protected

5 LEARNING AND SKILLS (QA 1, 2, 4, 5, 6)

- Sun protection is incorporated into the learning and development program.
- The SunSmart policy is reinforced by educators and through children's activities and displays.

6 ENGAGING CHILDREN, EDUCATORS, STAFF AND FAMILIES (QA 2, 3, 4, 3, 6, 7)

- Educators, staff and families are provided with information about sun protection through family newsletters, service handbook and noticeboards.
- When enrolling their child, families are:
 - informed of the service's SunSmart policy;
 - asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child;
 - required to give permission for educators to apply sunscreen to their child; and
 - encouraged to use SunSmart measures themselves when at the service.

As part of OHS UV risk controls and role-modelling, educators, staff and visitors:

- wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses;
- apply sunscreen; and
- seek shade whenever possible.

7 EVALUATION (QA 1, 2, 4, 5, 6, 7)

All staff, including management and educators, monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years) by completing a policy review and membership renewal with SunSmart at sunsmart.com.au.

SunSmart policy updates and requirements will be made available to educators, staff, families and visitors.

Approved Provider PR-00002074

Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

DOCUMENT CONTROL

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