



Cancer  
Council  
SA

# SunSmart early childhood policy guidelines.



**SUNSMART®**

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# Introduction.

## What is skin cancer?

Skin cancer is a disease of the skin's cells, with the majority of skin cancers being caused by overexposure to the sun's ultraviolet (UV) radiation.

In Australia, over 950,000 cases of skin cancer are treated every year, and at least two in three people are diagnosed with some form of skin cancer before the age of 70. Over 2,000 people die from skin cancer each year and 80 per cent of those deaths are due to melanoma.

Melanoma, the most dangerous form of skin cancer, is the most common cancer in the 12–24 year age group and is often referred to as the young people's cancer.

It is estimated that 95–99 per cent of skin cancers are caused by overexposure to UV radiation. Therefore, many skin cancers can be prevented by adequately protecting the skin from overexposure to damaging UV radiation.

Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk. Early childhood centres can make a significant contribution to lowering the risk of childhood skin damage by implementing comprehensive policy and practice that protects the children in their care, and positively influences long-term behaviour change.

## What causes skin cancer?

UV radiation from the sun causes skin damage.

Too much UV radiation from the sun can cause sunburn, skin damage (e.g. wrinkles, blotches and other signs of ageing), eye damage and skin cancer.

The UV radiation level is determined by the angle of the sun to the earth's surface. UV radiation levels peak over the middle of the day when the sun is directly overhead.

UV radiation cannot be seen or felt and is different to infrared radiation, therefore UV levels are not related to temperature. UV radiation can be high even on cool and cloudy days, so clear skies or high temperatures can't be used to determine when sun protection is needed.

A UV radiation level of 3 is high enough to cause damage to unprotected skin, therefore it is important to protect skin when the UV radiation level is 3 and above. The higher the UV radiation level, the greater the potential for skin damage. In South Australia, the UV radiation levels are 3 and above during terms 1, 3 and 4. The UV radiation level may also be 3 and above from May to July so it is important to check the UV radiation levels daily.

Early childhood centres also have the opportunity to educate parents/guardians about the importance of sun protection.

In this resource the term 'centre' refers to any type of preschool, kindergarten, children's centre or childcare, including long day care, occasional care and family day care.

## The UV Index and daily sun protection times

The Global Solar UV Index is a rating system developed by the World Health Organization (WHO) that measures the amount of UV radiation at the earth's surface.

It has five categories which are detailed below. The higher the UV index value, the greater the potential for skin damage. Sun protection is required when the UV Index is 3 and above.

11+	Extreme
8, 9, 10	Very High
6, 7	High
3, 4, 5	Moderate
1, 2	Low

The sun protection times are issued daily by the Bureau of Meteorology (BOM), when the UV Index is forecast to reach 3 and above.

When the sun protection times are issued, sun protection measures are recommended during the times indicated.

The sun protection times are reported on the weather page of all major Australian daily newspapers, on the BOM website [bom.gov.au/uv/index.shtml](http://bom.gov.au/uv/index.shtml) for over 20 locations across South Australia, via the SunSmart app for smart phones, on some television and radio broadcasts, and via [myuv.com.au](http://myuv.com.au)

## Sun exposure and vitamin D— a healthy balance

A balance between sun protection to lower the risk of skin cancer, and sun exposure for the production and maintenance of vitamin D is important for normal growth and development of bones and teeth.

The sun's ultraviolet (UV) radiation is both the major cause of skin cancer and the best natural source of vitamin D. In Australia, we need to balance the risk of skin cancer from too much sun exposure with maintaining vitamin D levels.

Sensible sun protection when the UV is 3 and above does not put people at risk of vitamin D deficiency.

## When should I protect my skin?

Whenever the UV level is 3 and above, UV radiation is strong enough to cause skin damage and therefore skin cancer.

## UV Index 3 and above

When the UV level is 3 and above, a combination of sun protective measures (broad brimmed hat, sun protective clothing, SPF 30 or higher broad spectrum, water resistant sunscreen, sunglasses and shade) is recommended when outdoors.

**In South Australia, the UV is 3 and above from 1 August until 30 April.**

## Steps to being SunSmart

When the UV Index level is 3 and above, use a combination of five SunSmart steps whenever you are outside to protect against skin damage and skin cancer.

### 1. Slip on sun protective clothing

Cover as much of the child's skin as possible with cool, loose fitting clothes and wraps for babies.

The higher the UV protection factor (UPF) of the fabric, the greater the protection provided.

When clothing doesn't have a UPF label, look for fabrics that are closely woven and darker in colour. The tighter the fabric structure, whether knitted or woven, the better the protection from UV radiation. Longer style shorts or skirts and tops that cover the shoulders, arms and chest are best. Polo shirts with a collar also help protect the neck.



### 2. Slop on SPF 30 or higher sunscreen

Apply SPF 30 or higher, broad spectrum, water resistant sunscreen to skin not protected by clothing at least 20 minutes before going outdoors. Reapplication every two hours is essential if remaining outdoors.

Most people don't apply enough sunscreen, so frequent reapplication is important to maintain maximum sun protection. It is recommended that children are encouraged to apply their own sunscreen under supervision. It is important they are given time to develop this skill so they will be ready for independent application at school.

Sunscreens with titanium dioxide or zinc oxide scatters UV radiation away from the skin, and are less likely to cause problems with sensitive skin.



### 3. Slap on a hat

Choose hats that provide good shade to the face, back of the neck, eyes and ears. A good sun hat can also help protect the eyes by reducing the amount of UV radiation by 50 per cent.

Suitable sun protection hats include:

- legionnaire hat with a flap at the back to protect the neck—the flap and front peak should overlap
- bucket hat with a deep crown and angled brim that sit easily on the child's head
- broad brimmed hat.

Baseball caps do not offer enough protection for the cheeks, ears and neck and are not an acceptable choice for sun protection.



## 4. Seek shade

A combination of natural and built shade is essential for the outdoor play space. Research has shown that natural outdoor play spaces with shrubs, uneven ground and low reflective surfaces are better for sun protection and stimulate more physical activity.

Shade alone can reduce overall exposure to UV radiation by about 75 percent. Shade should be correctly designed to offer the greatest coverage during peak UV radiation times and peak periods of use. For best protection, choose shade that has extensive overhead and side cover and is positioned away from highly reflective surfaces.

All children should be encouraged to use shaded areas for outdoor play. Even when in the shade, the sun's UV radiation can reflect from surfaces such as sand and concrete, so always wear a hat, clothing, sunscreen and sunglasses.

For more information about shade design at your service, visit [sunsmart.com.au/protect-your-skin/seek-shade](http://sunsmart.com.au/protect-your-skin/seek-shade)

## 5. Slide on some sunglasses

If practical, encourage children to wear sunglasses when playing outdoors. Sunglasses and a hat provide very good eye protection. Look for sunglasses that:

- are a close fitting, wraparound style that cover as much of the eye area as possible
- meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four)
- are preferable marked eye protection factor (EPF) 10
- have soft elastic to keep them in place.

Novelty tinted glasses do not meet the requirements for sunglasses under the Australian Standard and should not be used for sun protection.

## Staff role models

Children often copy those around them and learn by imitation.

Therefore if you adopt sun protection behaviours, the children in your care are more likely to do the same. Sun exposure for staff is also a Work Health & Safety issue.

## Family information

The link between children's sun protection education and their family can be significant.

Parents/guardians' behaviours influence their children's behaviour, and their interest and willingness to participate in sun safety activities will positively influence their children e.g. role modelling appropriate behaviours such as hat and sunscreen use when going outside, encourages their children to do the same.

It is helpful if families understand the centre's sun protection policy and are aware of how they can assist by supporting the centre's recommendation for clothing, providing appropriate hats, and possibly sunglasses and sunscreen, as well as being good role models. Newsletters and noticeboards are an ideal way of keeping the community informed.

## For further information

Cancer Council SA has various resources to help share the sun protection message with your centre community. These resources include posters, brochures, information sheets, lesson activities and teaching resources. Information regarding the SunSmart program and sun protection policies are also available. Visit [www.sunsmart.org.au](http://www.sunsmart.org.au).

For more advice on sun protection or skin cancer see your doctor, or call Cancer Council 13 11 20.

## Useful web links

Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) [arpansa.gov.au](http://arpansa.gov.au)

Bureau of Meteorology (BOM) [bom.gov.au/uv/index.shtml](http://bom.gov.au/uv/index.shtml)

# Skin cancer—an important issue for early childhood centres.

## Centres have a duty of care to children

In general, duty of care refers to the need to protect children against foreseeable harm.

Sunburn is a foreseeable outcome of overexposure to UV radiation and there is now considerable evidence linking UV radiation exposure, particularly during childhood and adolescence, to the development of skin cancer. It should also be remembered that skin damage may occur without any sign of sunburn.

Every educator has a duty of care towards every child under his or her supervision, by virtue of the conditions of the educator's employment, and by virtue of the common law principles of negligence.

Any activity that involves children being outdoors for any period of time should be seen as potentially placing them at risk of sunburn and other skin damage, and subsequent skin cancer.

Legal action has occurred in some states as a result of children being sunburnt during centre organised activities.

## Work Health & Safety

Exposure to UV radiation has been accepted as an occupational hazard for people who spend all or part of their working day outside. It is estimated that 95 per cent of skin cancers can be prevented by reducing UV exposure. Educators that spend all or part of their day outdoors can receive up to nine times more UV exposure than an indoor worker. Work Health & Safety (WHS) legislation varies from state to state. You are advised to contact your WHS authority for further advice.

A useful reference document is 'Guide on Exposure to Solar Ultraviolet Radiation (UVR) 2013' from Safe Work Australia [safeworkaustralia.gov.au/doc/guide-exposure-solar-ultraviolet-radiation-uvr](http://safeworkaustralia.gov.au/doc/guide-exposure-solar-ultraviolet-radiation-uvr)

## How can my centre protect our children and staff?

Centres can play a major role in protecting children and staff, and reducing their risk of developing skin cancer in future years as evidence shows:

- the crucial period for sustaining damaging levels of UV radiation exposure occurs during childhood and adolescence
- children often attend the centre for up to five days per week throughout the year, often during the high UV radiation period of each day
- children attending these centres are frequently involved in outdoor activities
- centres, in partnership with families and their communities, can play a significant role in reducing exposure and changing behaviours through policy, education and role modelling.

Early childhood centres have a responsibility to implement skin cancer prevention strategies in the interests of child and staff health and welfare. Strategies must be practical in the context of the centre's environment and circumstances.

It is recommended that all centres implement a comprehensive sun protection policy during terms 1, 3 and 4 (or 1 August to 30 April), and when the UV radiation level is 3 and above at other times, and that the policy covers the areas of:

- education
- the environment (shade)
- skin protection (clothing, hats, sunscreen)
- scheduling of outdoor activities to minimise exposure during peak UV radiation times
- role modelling.

## Department for Education requirements

All public early childhood centres and schools are required to have an active sun protection policy in place in terms 1, 3 and 4 that meets the Department for Education 'Inclement Weather and Sun Protection' procedure. Centres are encouraged to contact Cancer Council SA or access SunSmart template policies when establishing a local sun protection policy.

# Reviewing or developing your policy.

The process of developing a sun protection policy is as important as the policy itself. All stakeholders of the centre's community should be consulted and given an opportunity to comment on the draft.

The policy is more likely to be adhered to if all those affected have been involved in its development, and agree on and understand its intent. These steps can be used as a guide:

## Step 1: Familiarise yourself with current skin cancer information

Provide all people involved in the policy development with background information on the need for sun protection and appropriate methods of sun protection.

The latest guidelines can also be obtained from [cancersa.org.au/cut-my-risk/sunsmart/early-childhood-centres](http://cancersa.org.au/cut-my-risk/sunsmart/early-childhood-centres), or emailing sunsmart@cancersa.org.au.

## Step 2: Identify sun protection measures that are already in place

Using the sun protection policy guidelines checklist within this document, compare your existing sun protection practices (and policy, if developed) with the recommended policy objectives for early childhood settings.

## Step 3: Write and review

The policy should contain defined goals and clear statements on the implementation of the sun protection strategies that accurately reflect your setting.

To assist with writing your policy, please refer to the latest Cancer Council SA guidelines (and sample policy template, which you are welcome to use) at [cancersa.org.au/cut-my-risk/sunsmart/early-childhood-centres/sunsmart-policy-information](http://cancersa.org.au/cut-my-risk/sunsmart/early-childhood-centres/sunsmart-policy-information)

When the draft is complete, make it available for staff and appropriate decision makers to review e.g. Governing Council. Once approved, prepare the final version for endorsement.

If you are part of an early childhood franchise, please ensure you attach their latest sun protection policy to your application.

## 4. Submit an online application

When your policy is finalised, head to our website [cancersa.org.au/cut-my-risk/sunsmart](http://cancersa.org.au/cut-my-risk/sunsmart) to lodge an online application to join our free program, or renew your current membership.

Please attach a Word version of your policy, and at least one item of supporting evidence, as detailed on the website. We will then review your application and policy, and provide you with feedback and recommendations. Once it's all approved, we will send you a range of resources for use in your centre.

## Step 5: Implement

Communicate and publicise your new policy to staff and families via newsletter, website, staff and parent meetings. Include copies in family enrolment packs and staff induction packs.

## Step 6: Monitor and evaluate

A policy is only as good as its implementation. Routinely promote your policy by:

- briefing all new staff
- including sun protection as a set agenda item on relevant staff meetings at appropriate times e.g. first staff meeting of the year
- including information in your parent information booklet
- using newsletters and website to promote sun protection.

Review the effectiveness of the policy after a set time period. Involve families where possible. Evaluation strategies could include:

- conducting a brief survey
- making observations e.g. the number of students wearing hats
- assessing shade provision
- conducting a curriculum audit.

# Sample sun protection policy for early childhood centres.

Early childhood centres are welcome to copy this sun protection policy and use it as their own. Please ensure it accurately reflects your setting.

**Please note: to comply with the Department for Education requirements and SunSmart guidelines, your policy must state sun protection is used during terms 1, 3 and 4 (or 1 August to 30 April please select either terms or dates), and whenever UV levels are 3 and above at other times.**

## <Centre>'s sun protection policy

This policy applies to all centre events on and off-site.

### Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

### Objectives

This sun protection policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe outdoor environment that provides shade for children and staff at appropriate times
- assist children to be responsible for their own sun protection
- ensure families and new staff are informed of the centre's sun protection policy.

### Legislation

This policy relates to the following National Law and Regulations:

- Education and Care Services National Law Act 2010
  - Section 167 – Protection from harm and hazards
- Education and Care Services National Regulations 2011
  - Regulation 100 – Risk assessment must be conducted before excursion
  - Regulation 113 – Outdoor space–natural environment
  - Regulation 114 – Outdoor space–shade
  - Regulation 168: Policies and procedures (2)(a)(ii)–sun protection.
  - Regulation 170 - Policies and procedures to be followed
  - Regulation 171 - Policies and procedures to be kept available
  - Regulation 172 - Notification of change to policies or procedures
- Health and Safety Act (2012)

### National Quality Standards

All of the following sun protection procedures link to:

- Quality area 2: Children's health and safety.

There are also links to:

- Quality area 1: Educational program and practice
- Quality area 3: Physical environment
- Quality area 5: Relationships with children
- Quality area 6: Collaborative partnerships with families and communities
- Quality area 7: Governance and leadership.

### Procedures

Staff are encouraged to access the daily sun protection times on the SunSmart app, or at [bom.gov.au/uv/index.shtml](http://bom.gov.au/uv/index.shtml) to assist with the implementation of this policy.

We use a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 (or 1 August until 30 April *please select terms or dates*) and whenever UV radiation levels reach 3 and above at other times. Extra care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these time where possible. A combination of sun protection measures are considered when planning outdoor activities such as excursions and water based activities.

## 1. Clothing

### Quality area 2: Children’s health and safety

When outside, children are required to wear loose fitting clothing that cover as much skin as possible. Clothing made from cool, closely woven fabric is recommended. Tops with collars and elbow length sleeves, and knee length or longer style shorts and skirts are best. If a child is wearing a singlet top or dress they are required to wear a t-shirt/shirt over the top before going outdoors.

## 2. Sunscreen

### Quality area 2: Children’s health and safety

- SPF 30 or higher, broad spectrum, water resistant sunscreen is available for staff and children’s use.
- Sunscreen is applied at least twenty minutes before going outdoors and reapplied every two hours if outdoors.
- Families with children who have naturally very dark skin are encouraged to discuss their vitamin D requirements with their GP or paediatrician.
- Children, once old enough, are encouraged to apply their own sunscreen under the supervision of staff.

## 3. Hats

### Quality area 2: Children’s health and safety

All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.

## 4. Shade

### Quality area 2: Children’s health and safety

### Quality area 3: Physical environment

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management ensures there is a sufficient number of shelters and trees providing shade in the outdoor area.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

## 5. Sunglasses [optional]

### Quality area 2: Children’s health and safety

Children and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZS 1067:1.2016 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

## 6. Babies

### Quality area 2: Children’s health and safety

Our sun protection practices consider the special needs of infants. All babies under twelve months are not exposed to the direct sun when UV radiation levels are 3 and above.

Infants should be protected by using shade, clothing and hats. Sunscreen should be applied to small areas of exposed skin not protected by clothing or hats, for infants 6 months and older.

## 7. Enrolment and information for families

### Quality area 6: Collaborative partnerships with families and communities

When enrolling their child, families are:

- informed of the centre's sun protection policy
- asked to provide a suitable hat for their child (*if not provided by the centre*)
- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. covering the shoulders, chest, upper arms and legs)
- asked to provide SPF 30 or higher, broad spectrum, water resistant sunscreen for their child (*if applicable*)
- required to give permission for staff to apply sunscreen to their child
- Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when participating in or attending outdoor activities with the centre.

## 8. Staff WHS and role modelling

### Quality area 5: Relationships with children

As part of WHS UV risk controls and role modelling, when the UV radiation is 3 and above, staff:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.

## 9. Education

### Quality area 1: Educational program and practice

### Quality area 5: Relationships with children

### Quality area 6: Collaborative partnerships with families and communities

- Sun protection is incorporated into the learning and development program.
- The sun protection policy is reinforced through staff and children's activities and displays.
- Staff and families are provided with information on sun protection through family newsletters, noticeboards and the centre's website.

## 10. Policy review

### Quality area 7: Governance and leadership

Management and staff monitor and review the effectiveness of the sun protection policy and revise the policy when required (at least once every three years).

Date of next policy review: .....

# Legislation and the quality areas.

Joining the SunSmart Early Childhood Program can help you to meet the national laws and regulations and the quality areas.

Refer to this document when reflecting on your practices and preparing your Quality Improvement Plan.

<b>Legislation</b>	
The SunSmart recommendations relate to the following national law and regulations:	
<b>Education and Care Services National Law Act (2010):</b>	
Section 167	Protection from harm and hazards
<b>Education and Care Services National Regulations (2011):</b>	
<b>Part 4.2:</b>	<b>Children's health and safety</b>
Regulation 100	Risk assessment must be conducted before excursion
<b>Part 4.3:</b>	<b>Physical Environment</b>
Regulation 113	Outdoor space-natural environment
Regulation 114	Outdoor space-shade
<b>Part 4.7:</b>	<b>Leadership and service management</b>
Regulation 168	Policies and procedures (2)(a)(ii) – Sun protection.
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures
<b>Work Health and Safety Act (2012)</b>	

<b>Child Health and Safety</b>	
<b>Quality area 2: Children's health and safety</b>	
<b>S 2.1 Health:</b>	<b>Each child's health and physical activity is supported and promoted.</b>
E 2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
E 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
E 2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
<b>S 2.2 Safety</b>	<b>Each child is protected</b>
E 2.2.1:	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

<b>Education</b>	
<b>Quality area 1: Educational program and practice</b>	
<b>S 1.1 Program</b>	<b>The educational program enhances each child's learning and development.</b>
E 1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
E 1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
<b>S 1.2 Practice</b>	<b>Educators facilitate and extend each child's learning and development.</b>
E 1.2.2	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.
E 1.2.3	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
<b>Quality area 5: Relationships with children</b>	
<b>S 5.2 Relationships between children</b>	<b>Each child is supported to build and maintain sensitive and responsive relationships</b>
E 5.2.1 Collaborative learning	Children are supported to collaborate, learn from and help each other.
<b>Quality area 6: Collaborative partnerships with families and communities</b>	
<b>S 6.1 Supportive relationships with families</b>	<b>Respectful relationships with families are developed and maintained and families are supported in their parenting role.</b>

<b>Shade</b>	
<b>Quality area 3: Physical environment</b>	
<b>S 3.1 Design</b>	<b>The design of the facilities is appropriate for the operations of a service.</b>
E 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
<b>S 3.2 Use</b>	<b>The service environment is inclusive, promotes competence and supports exploration and play-based learning.</b>
E 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.

## Enrolment and information for families

### Quality area 6: Collaborative partnerships with families and communities

<b>S 6.1 Supportive relationships with families</b>	<b>Respectful relationships with families are developed and maintained and families are supported in their parenting role.</b>
E 6.1.2	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing..
E 6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
<b>S 6.2 Collaborative partnerships</b>	<b>Collaborative partnerships enhance children's inclusion, learning and wellbeing.</b>

## Staff WHS and role modelling

### Quality area 5: Relationships with children

<b>S 5.2 Relationships between children</b>	<b>Each child is supported to build and maintain sensitive and responsive relationships.</b>
E 5.2.1 Collaborative learning	Children are supported to collaborate, learn from and help each other.

## Policy review

### Quality area 7: Governance and leadership

<b>S 7.1 Governance</b>	<b>Governance supports the operations of a quality service.</b>
E 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.

# Sun protection policy review checklist for South Australian early childhood centres.

Please use this checklist to assist with writing and reviewing your sun protection policy.

	<b>Sun protection times:</b> The policy is in place during terms 1, 3 and 4 (or 1 August to 30 April) and when the ultraviolet (UV) radiation level is 3 and above, at other times.
	<b>Scheduling:</b> Care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible. A combination of sun protection measures are considered when planning outdoor activities such as excursions and water based activities.
	<b>Slip on clothing:</b> Appropriate sun protective clothing is to be worn, including tops with collars and longer sleeves and longer style skirts and shorts. No singlet or midriff tops are allowed.
	<b>Slop on sunscreen:</b> SPF 30 or higher broad spectrum, water resistant sunscreen is supplied by the centre for children and staff use. Alternatively, families and staff are asked to supply their own sunscreen. Sunscreen is applied 20 minutes before going outdoors and re-applied every two hours if outdoors. Outline in the policy your centre's sunscreen application and reminder processes.
	<b>Slap on a hat:</b> All children and staff are required to wear a broad brimmed (at least 6 cm for children and 7.5 cm for adults), legionnaire or bucket hat (bucket hat must have a deep crown and at least 5 cm brim for children and 6 cm for adults). Baseball caps are not acceptable. Children who do not have appropriate hats or clothing with them are asked to play in an area protected from the sun.
	<b>Seek shade:</b> Staff to use available areas of shade for outdoor activities as much as possible. The centre has shade from at least two of the following: <ul style="list-style-type: none"><li>- shady trees</li><li>- built shade structures, and/or</li><li>- portable shade structures</li></ul> If minimal shade is available, management have plans to invest in more.
	<b>Slide on sunglasses:</b> If practical, encourage children to wear close fitting wraparound sunglasses that provide the best protection. Sunglasses should meet Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category 2, 3 or 4).
	<b>Babies:</b> Infants (under the age of 12 months) should be kept out of the direct sunlight as much as possible when the UV radiation is 3 and above. Infants should be protected by using shade, clothing and hats. Sunscreen should be applied to small areas of exposed skin not protected by clothing or hats, for infants six months and older.
	<b>Curriculum:</b> Age appropriate information on sun protection is included in children's programming.
	<b>WH&amp;S and role modelling:</b> For Work Health and Safety and role modelling, when the UV is 3 and above, staff are required to practice SunSmart behaviours including wearing sun protective clothing, sunscreen, appropriate hats and sunglasses and seek shade when outdoors. Alternatively, UV risk controls for staff may be covered in a separate Work Health and Safety policy. Visitors and parents are encouraged to role model SunSmart behaviours when participating in or attending outdoor activities with the centre.
	<b>Policy promotion:</b> SunSmart behaviour is regularly reinforced and promoted to the whole community (e.g. via newsletters). All families and staff members are informed of the policy.
	<b>Policy review:</b> The sun protection policy is reviewed regularly (at least every three years) to ensure the policy remains current and relevant.

# Joining the National SunSmart Early Childhood Program.

Research has shown that members of the National SunSmart Early Childhood Program have better policy and practice in place, and therefore offer children a more sun protective environment.

## Cancer Council SA offers free membership to the SunSmart Early Childhood Program

Benefits of becoming a SunSmart early childhood or childcare centre include:

- formal recognition of your commitment to protecting children and staff from the risks of UV radiation
- providing documented proof of your sun protection measures through a comprehensive sun protection policy approved by Cancer Council SA
- promoting your centre within the community as one that is committed to the health of children in your care.

**However, the best benefit of all is knowing your centre is making a significant difference to the health of children and staff in your care, which lasts a lifetime.**

Your centre will receive:

- a large aluminium sign to display on your fence
- free teaching resources to download or order online
- access the latest information on sun protection
- ongoing support from Cancer Council SA's SunSmart team
- childrens' reading material
- a range of resources including posters, UV charts and brochures.
- 25% discount on Cancer Council Sunscreen
- access to staff training and development opportunities.

## How to become a SunSmart centre

Visit the website [cancersa.org.au/cut-my-risk/sunsmart](http://cancersa.org.au/cut-my-risk/sunsmart) to apply online.

- Attach a copy of your centre's sun protection policy, in Word format, making sure it includes all the main points recommended by Cancer Council SA (see SunSmart centre's policy review checklist).
- Your application and policy will be assessed to ensure it meets the National SunSmart Early Childhood Program criteria. We will provide you with feedback and any recommendations.
- When the application and policy are finalised and accepted, you will be sent a congratulatory email.
- You will then be sent a range of free resources to assist with the implementation of the policy, and your SunSmart sign to show your community that you are a registered SunSmart centre.
- SunSmart centres complete a review every three years to ensure policy and practices continue to meet the SunSmart criteria.
- If you have any questions, please don't hesitate to contact the SunSmart team at [sunsmart@cancersa.org.au](mailto:sunsmart@cancersa.org.au), or phone **08 8291 4265**. We're here to help.

**Cancer Council SA**  
PO Box 929 Unley BC  
South Australia 5061

**t** 08 8291 4111  
**f** 08 8291 4122  
**e** cc@cancersa.org.au

**For more information please  
call 08 8291 4265, email  
[sunsmart@cancersa.org.au](mailto:sunsmart@cancersa.org.au)  
or visit [sunsmart.org.au](http://sunsmart.org.au)**

