**Sample sun protection policy for OSHC and vacation care.**

**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 service’s sun protection policy.

Staff are encouraged to access the daily local sun protection times on the SunSmart app, [www.myuv.com.au](http://www.myuv.com.au) or <http://www.myuv.com.au/>, to assist with the implementation of this policy.

**Implementation times**

**Before school care**: sun protection is not required as the UV radiation levels are rarely above 3 during this time.

**After school care**: sun protection is required during terms one and four, and whenever the UV is 3 and above at other times. Staff are encouraged to access the daily local sun protection times to determine if sun protection measures are required during terms two and three.

**Vacation care**: sun protection is required for all outdoor activities from 1 August to 30 April and whenever the UV is 3 and above at other times.

1. Clothing

When attending the service, children are required to wear loose fitting that covers as much skin as possible. Clothing made from cool, closely woven fabric is recommended. It includes tops with collars and elbow length sleeves, longer style dresses and shorts, and rash tops or t-shirts for outdoor swimming.

OSHC and vacation care services are welcome to copy this policy and use it as their own, in consultation with their service provider. Please ensure it accurately reflects your setting.

**Please note: before and after school care services require different sun protection practices as they operate outside of the peak UV times of the day.**

**This policy template is only for use by an OSHC service provider and is not suitable for primary schools, secondary schools or early childhood centres.**

**Schools may choose to incorporate the OSHC SunSmart implementation times into the school policy, enabling both the school and OSHC to be covered by the one policy** (please see separate sample policy incorporating both).

**<OSHC>’s sun protection policy**

This policy applies to all school 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.

2. Sunscreen

* SPF 30 or higher broad spectrum, water resistant sunscreen is available for staff and children’s use *(or)* families are required to provide SPF 30 or higher broad spectrum, water resistant sunscreen for their child’s use.
* Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours if remaining outdoors.
* Families with children who have naturally very dark skin are encouraged to discuss their vitamin D requirements with their GP or paediatrician.

3. Hats

All children are required to wear hats that protect their face, neck and ears e.g. legionnaire, broad brimmed or bucket hats, whenever they are outside. Baseball or peak caps are not acceptable.

4. Shade

* A shade audit is conducted regularly to determine the current availability and quality of shade.
* Management ensures there is a sufficient number of shelters, portable shade structures and trees providing shade in the outdoor areas.
* The availability of shade is considered when planning excursions and all other outdoor activities.
* Where possible during vacation care, outdoor activities are scheduled outside of the peak UV radiation times of the day. A combination of skin protection measures are considered when planning outdoor events e.g. excursions and water based activities.
* Children are encouraged to use available areas of shade when outside.
* Children who do not have appropriate hats or clothing are asked to play in the shade or a suitable area protected from the sun.

5. Sunglasses (optional)

Children and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

6. Staff WHS and role modelling

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

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

Volunteers and visitors are encouraged to use a combination of sun protection measures e.g. sun protective clothing and hats, sunglasses, sunscreen and shade, when attending activities.

7. Education

* Sun protection is incorporated into educational activities to support children’s well-being, learning and development.
* 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 newsletters, noticeboards and the service’s website *(please include the strategies in place at your OSHC and vacation care).*

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 procedure to be followed
	+ Regulation 171 – Policies and procedures to be kept available
	+ Regulation 172 – Notification of change to policies or procedures.
* **Work 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.**

**My Time Our Place**

The sun protection procedures link to the following outcomes in the learning framework:

* **Outcome 2: Children are connected with and contribute to their world**
* **Outcome 3: Children have a strong sense of well-being**
* **Outcome 4: Children are confident and involved learners**
* **Outcome 5: Children are effective communicators.**

**Policy review**

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

Date of next policy review:…………………………….

**Relevant resources**

* **Sun protection times:** The sun protection times show when the UV is forecast to be 3 and above. They can be accessed via the free SunSmart app, the free widget to place on your website (download via <https://www.cancersa.org.au/cut-my-risk/sunsmart/resources/sunsmart-app-and-widget>), in the weather section of the newspaper or the Bureau of Meteorology website <http://www.bom.gov.au/sa/uv>.
* **Creating effective shade:** This online shade audit tool allows you to assess whether your existing shade is adequate. It also helps you develop a list of practical recommendations to improve both built and natural shade. Visit <http://www.sunsmart.com.au/shade-audit>.
* **Generation SunSmart:** Fun and interactive online sun protection modules for teachers, school nurses and year 6-9 students. Visit <http://www.generationsunsmart.com.au/>.
* **SunSmart millionaire:** How SunSmart are you? An innovative online game-based resource for children aged 9-13 years that promotes the science behind the SunSmart message. Visit: <http://lrrpublic.cli.det.nsw.edu.au/lrrSecure/Sites/Web/sunsmart/>