UV Sunsmart PROCEDURE

Australia has one of the highest rates of skin cancer in the world with more than two in three Australians developing some form of skin cancer in their lifetime. 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). Our Service will work in compliance with the *National SunSmart Early Childhood Program* to ensure children's health and safety is maintained at all times whilst at the Service.

Working in conjunction with the *UV Sunsmart Policy*, this procedure provides guidelines for educators to ensure children and educators are protected from the harmful effects of ultraviolet (UV) radiation from the sun at all times.

Education and Care Services National Law or Regulations **(R 100, 113, 114, 116, 144, 168, 169, 179, 171, 172)** NQS QA 2 and 3: Element 2.1.1, 2.1.3, 2.2.1, 3.1.1 Health and Environment practices and procedures
Related Policy: UV Sunsmart Policy

SUN SAFETY PROCEDURE		
1	The Approved Provider, Nominated Supervisor and educators will review and update the service's *UV Sunsmart Policy* on a regular basis, every 12 months. The Policy will be reviewed in consultation with relevant authorities (Cancer Council, SunSmart, KidSafe), families and educators.	
2	Management will discuss any changes to the *UV Sunsmart Policy* or procedures with all educators of the service – for example: during a team meeting or staff notification	
3	Management will ensure information regarding the *UV Sunsmart Policy* and sun safe practices are included within the educator handbook to ensure educators are aware of the service's sun safe practices during the induction and orientation process	
4	Management will ensure students and volunteers are aware of and adhere to the *UV Sunsmart Policy* and receive information regarding sun safety during induction and orientation processes	
	Management will ensure information regarding the *UV Sunsmart Policy* and sun safe practices are included with the family handbook to share sun safe information with new families	
5	Educators will review the *UV Sunsmart Policy* and sun safe practices regularly during team meetings	
6	Management will ensure the *UV Sunsmart Policy* is submitted to SunSmart (Cancer Council) every three years to maintain SunSmart status (required if a SunSmart member).	

SUN PROTECTION MEASURES		
1	Management will ensure all educators are aware of sun safe practices during the orientation and induction process including wearing a sun safe hat at all times while outdoors	

2	Families will be advised of sun safe practices on a regular basis through the service newsletter and noticeboard	
3	Families will be asked to provide permission for our Service to apply SPF50+ (or higher) broad-spectrum water-resistant sunscreen for their child during the enrolment process	
4	A record will be kept for any child who may be more sensitive to UV radiation and requires sun protection at all times	
5	A record will be kept for any child who has allergies or sensitivity to sunscreen. The record will state the child's name and alternative sunscreen to be applied. If a child is not able to have sunscreen applied, they will be encouraged to play in the shade	
6	Management will ensure educators role model sun safe practices at all times when outdoors, including when on excursions	
7	Management will ensure sunscreen purchased complies with Australian Standards- [AS/NZS 2604:2012]	
8	Risk assessments will be completed to identify potential hazards to children during summer months and implement risk mitigation strategies to protect children from harm or injury.	

IMPLEMENTATION		
Educators will:		
1	display the maximum UV Index level rating and sun protection times daily within the foyer area of the service	
2	monitor the Australian Bureau of Meteorology for notification of severe heat events and follow the Services *Extreme Weather Procedure* as required	
3	follow advice and recommendations from the Cancer Council in Victoria	
4	ensure the sun protection times (when UV levels are three or higher) are recorded each day to ensure sun protection measures are implemented when required	
5	embed sun safety practices into daily routines and the educational program to communicate the importance of sun safety with children	
6	not apply sunscreen to infants under 6 months (unless specifically required in writing). Educators will utilise other sun safe practices for babies under 6 months such as appropriate clothing, wearing sun safe hats and adequate dense shade.	
7	ensure infants under 12 months old are not exposed to direct sun when the UV Index level is 3 or above	
8	use a thermometer to test surface temperature each day during summer months or during episodes of extreme hot weather before children access the outdoor environments. Educators will make informed decisions about not permitting children play on equipment or use the outdoor space if the surface temperature is determined to be too hot or is recorded as or above 50°C	

9	complete a *Daily Playground Safety Temperature Check* form before children enter playground spaces during summer months or extreme hot weather	
10	store sunscreen according to manufacturer instructions and the expiry date checked on a regular basis	
11	consider shade requirements and sun safe practices when planning excursions. Risk assessments for the excursion will factor in shade requirements	

SUN SAFE PRACTICES		
Educators will:		
1	implement sun protection practices when UV Index level reaches 3 or above	
2	apply SPF50+, or higher sunscreen 20 minutes before children go outside	
3	reapply sunscreen every 2 hours (or more frequently if washed or wiped off)	
4	ensure children wear appropriate sun safe hats when they are outdoors	
5	use shaded areas for play experiences and moved as required during the day to ensure children remain in the shade when playing	
6	ensure children wear sun safe clothing that covers as much of the skin as possible	
7	role model sun safe practices at all times when outdoors, including when participating on excursions	

REVIEW OF PROCEDURE			
Date procedure created	15/06/2023	To be reviewed	April 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
09/04/2025	Procedure updates following review from SunSmart. Edits reflect current evidence informed SunSmart protection guidelines: changes to the recommendation use SPF50+ sunscreen effective 1 March 2024; updates to state/territory specific information; new data relating to skin cancer diagnosis now more than 2 in 3 Australians		
05/02/2024	Added Daily Playground Surface Temperature Checks.		
05/07/2023	Changed Sun Safe Policy to UV Sunsmart Policy Also corrected spelling mistakes		