



Procedure - internal

Family Day Care Sun Protection

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Introduction

The sun’s ultraviolet (UV) radiation can’t be seen or felt and is most intense during the middle of the day. 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. Children also generally attend Family Day Care at times when UV radiation levels are highest.

UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life. Australia has the highest rate of skin cancer in the world, with two in three Australians developing some form of skin cancer before age 70.

Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health, so balance is important.

Lake Macquarie Family Day Care promotes awareness of health and safety issues, and using a combination of sun-protection measures, to protect children, families, educators, staff and visitors from over-exposure to UV.

Purpose and Scope

This procedure provides guidelines to:

- Provide environmental shade
- Protect children, Educators, staff and visitors from over-exposure to UV radiation using a combination of sun protection measures
- Encourage and support children to develop independent sun protection skills and habits

Procedures

Item	Responsibilities	Support resource / documents
	<p>Service Management will:</p> <ol style="list-style-type: none"> 1. Assess adequacy of shade in outdoor areas when assessing suitability of Educator premises and approved venues 2. Consider risks of heat and exposure to UV radiation from the sun when reviewing Educator excursion and transportation risk assessments 3. Regularly access current sun safety information, and communicate this information with Educators and families, to encourage sun-safe practices 4. Make the Service Sun Protection Procedure available to families 5. Participate in the Cancer Council NSW Sun Smart Early Childhood Program 	<p>Sun Smart Early Childhood Program</p>
<p>Identifying and addressing</p>	<p>Educators will:</p> <ol style="list-style-type: none"> 6. Consider and address risks of heat and exposure to UV radiation from the sun when planning and providing play environments, programmed activities, excursions and transporting children. 	

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<p>risk</p>	<p>7. Consider if medical or health care conditions / needs of children make them more sensitive to UV radiation, when determining when sun-protection may be required (regardless of UV levels)</p> <p>8. Monitor and maintain adequate shade cover in their FDC setting, particularly in high-use areas, which can include a combination of portable, natural or built shade.</p> <p>9. Ensure fresh drinking water is freely available, and encourage children to take drink breaks frequently during outdoor play</p> <p>10. Check for the time of day when UV levels are forecast to reach 3 and above, and use sun protection measures during these daily sun protection times, or when UV levels are 3 or higher</p>	<p>Bureau of Meteorology website Sun Smart App SunSmart website</p>
<p>Sun protection - shade</p>	<p>Educators will:</p> <p>11. Plan outdoor activities to take advantage of changing shade patterns</p> <p>12. Encourage children to choose and use available areas of shade when outside whenever possible</p>	
<p>Sun protection – protective equipment</p>	<p>Educators will:</p> <p>13. Arrange for provision of appropriate sun-protective equipment by either the educator or parent, for use by children while in care, including:</p> <ul style="list-style-type: none"> - Slip – on clothing that covers as much of the skin as possible eg, loose-fitting shirts and dresses with sleeves and collars or covered neckline, knee-length or longer-style shorts/skirts/dresses or trousers - Slap – on a hat that protects the face, neck and ears eg. legionnaire hat, bucket or broad brimmed hat – (peak caps and visors are not considered suitable) - Slop - on SPF30 or higher broad-spectrum water-resistant sunscreen - Slide – on close-fitting, wrap-around sunglasses that meet Australian Standard 1067 (Sunglasses: category 2, 3 or 4) and cover as much of the eye area as possible, where practical <p>14. Provide protective clothing, hats, and sunscreen for children, or ensure children remain in an area protected from the sun (e.g., under shade, veranda or indoors) if the parent has not provided protective equipment</p> <p>15. Ensure all adults and children (including babies) wear sun-protective hats during outdoor activity</p>	
<p>Sun protection -</p>	<p>Educators will:</p> <p>16. Keep babies under 12 months out of direct sun when UV levels are 3 or higher, primarily with use of shade, sun-protective</p>	

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<p>sunscreen</p>	<p>clothing, and broad-brimmed hats, and use of sunscreen on small unprotected areas of skin – widespread use of sunscreen on babies under 6 months of age is not recommended</p> <p>17. Ensure SPF30 or higher broad-spectrum water-resistant sunscreen is applied to children by the educator and/or families before outdoor activity</p> <p>18. As far as is practical, apply sunscreen at least 20 minutes before going outdoors, and re-apply every 2hours, and in accordance with manufacturers’ directions</p> <p>19. Encourage and assist children to develop independence applying their own sunscreen under supervision</p> <p>20. Store sunscreen in a cool dry place and ensure the sunscreen has a current use-by date</p>	<p>Authorisation for paracetamol, creams and lotions</p>
<p>Learning and skills</p>	<p>Educators will:</p> <p>21. Role model sun-safe practices by seeking shade, wearing a sun-safe hat and clothing, applying sunscreen, and (optionally) wearing Australian Standard 1067 sunglasses</p> <p>22. Reinforce sun-safe practices in the learning and development program and routines</p> <p>23. Encourage families and visitors to participate in sun-safe practices and role-model positive sun-safe behaviour when at their service</p>	

Review and evaluation

This procedure will be reviewed at least every 3 years, or as prompted by changes to applicable legislative requirements or quality recommendations by recognised authorities. Procedure will be reviewed and membership renewed with Cancer Council NSW / [Sun Smart Early Childhood Program](#).

Implementation of procedures will be evaluated during regular contact visits staff have with registered Educators.

WHS Management System Information

Record Keeping Requirements

Records associated with, and generated in compliance with this document include:-

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All records will be managed in accordance with **WHS Module 10 - Records**.

Training Requirements

Specific training required to carry out the requirements of this document includes:-

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Training requirements will be managed in accordance with **WHS Module 12 – Training**.

Auditing Requirements

Auditing of this process will be managed in accordance with **WHS Module 11 – Auditing**.

Corrective Actions

Corrective actions are to be managed in accordance with **WHS Module 09 – Corrective Actions** whenever it is identified that the requirements of this document and its references are not being met.

Review

This document will be reviewed in accordance with **WHS Module 04 – Document Control** and whenever there is a relevant change to applicable legislation, industry standards, Codes of Practice, the WHS Management System, or the process.

Responsibilities, Authorities & Accountabilities

Responsibility, authority, and accountabilities for all positions within Council are outlined in **WHS Module 01 – WHS Responsibilities** and in the **WHS Responsibilities, Authorities and Accountabilities (RAA) Table** associated with **WHS Module 01**. The RAA table includes responsibility, authority, and accountabilities for employees, managers, supervisors, contractors, visitors, and persons with specialist roles within the organisation.

Controlled Document Information

Authorisation Details

Folder No:	F2004/12276	TRIM Record No:	
Audience:	Departmental - Family Day Care Staff Educators and Stakeholders		
Department:	Community Planning	Officer:	Service Manager Family Day Care - Kim Hartmann
Key focus area(s):			
Review Timeframe: Max < 4 years	4 years	Next Scheduled Review Date:	
Authorisation:	Coordinator Community Facilities Management - Jen Lojszczyk - 11 January 2024		
Authorisation Date:	11 January 2024		

Related Document Information, Standards & References

Related Legislation:	Work Health and Safety Act 2011 No 10 Work Health & Safety Regulations The National Quality Framework	
Related Policies:		
Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:	Hygiene Policy Authorisation for Creams Lotions and Paracetamol - form	
Standards, COP's & Other References	Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: 4. Labelling and advertising – directions for use of the product Safe Work Australia: Guide on exposure to solar ultraviolet radiation (UVR) (2019) www.sunsmarntsw.com.au	

Definitions

Term / Abbreviation	Definition
Nominated Supervisor	Authorised Supervisor of Lake Macquarie Family Day Care, Nominated Supervisor – responsible (along with the Approved Provider) for ensuring the scheme is following the Law and the Regulations, Certified Supervisor – a person with a supervisor certificate placed in day to day charge of an education and care service.
Educator	(a) a person actually involved in educating, minding or caring for children at his or her residence or venue and whose name appears on a current Lake Macquarie Family Day Care Register of Educators (a primary educator) ; and (b) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as a relief educator to educate, mind or care for children in the residence or venue of a primary educator (c) a person whose name appears on a current Lake Macquarie Family Day Care Register of Educators and who is engaged as an educator assistant to educate, mind or care for children in the residence or venue of a primary educator for no more than 4 hours

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Parent	the parent of a child registered for care with Lake Macquarie Family Day Care, including: (a) guardian of the child, and/or (b) a person who has legal custody of the child
Peak UV times	Sun protection times are a forecast for the time of day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types and the policy areas should be implemented. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year. UV levels are particularly high during the summer months and highest in the middle of the day. UV levels and daily sun protection times can be accessed via the SunSmart App or Cancer Council Australia's home page to determine sun protection requirements.
Regulatory requirement	State and Federal government regulations that are relevant to the provision of Family Day Care services in NSW
Scheme	Lake Macquarie Family Day Care
Service	an education and care service operated by an educator whose name appears on a current register of educators for Lake Macquarie Family Day Care.
Staff	an employee or employees of Lake Macquarie City Council for service within Lake Macquarie Family Day Care
UV Index Alert	alert issued by Bureau of Meteorology when the maximum UV index is forecast to reach 3 or above, advertised on the Bureau's website (www.bom.gov.au/weather/uv) and in most newspapers and some television and radio weather forecasts in Australia
Recommended Sunscreen	sunscreen recommended for use by Cancer Council of New South Wales being a broad-spectrum, water resistant sunscreen with a rating of SPF 30+ or more
The National Quality Framework	Includes: <ul style="list-style-type: none"> • a National Legislative Framework that consists of the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2011 • a National Quality Standard • an assessment and rating system • a Regulatory Authority in each State and Territory who will have primary responsibility for the approval, monitoring and quality assessment of services in their jurisdiction in accordance with the national legislative framework and in relation to the National Quality Standard. • The Australian Children's Education and Care Quality Authority (ACECQA)
Work Health and Safety	Includes: <p>Work Health and Safety Act 2011 No 10 Work Health & Safety Regulations OHS Act 2000 OHS Regs 2001 LMCC OHS Management System Information</p>

Consultation (update for each version created)

Key Departments, Teams, Positions, Meetings:	Family Day Care Educators, Staff, The Cancer Council
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Version History

Version	Date	Modified By	Details and Comments
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No	Changed		
2	10.03.2006	J. Wade	Removed reference to Family Day Care & Home-Based Care Regulations 1996, included reference to relief educator in definitions
3	24/10/2008	J. Wade	Replace sun hat description and remove reference to program activity times
4	19/1/2009	J. Wade	Update attachments and references,
5	02/09/2011	J Morgan	Replace the title carer with educator to reflect the Early Years Learning Framework. Draft procedure sent to Sun Smart for review and approval to meet Sun Smart recommendations. Addition of Sun Smart strategies identify times of year October- March and April- September
7	01/12/2011	S. Vickers	Update reference of Occupational Health and Safety Act 2000 to Work Health and Safety Act 2011 No 10, Occupational Health and Safety Regulations to Work Health and Safety Regulations, childcare to education and care, Children's Services Regulations 2004 and Amendment 2010 to The National Quality Framework, updated definition of Authorised Supervisor
8	15/10/2013	J. Morgan	Sent to Sun smart Cancer Council no changes required
9	28/09/2015	J Morgan	Minor changes include reference to lack of Vitamin D and updated references
10	20/09/2018	J Salvador	Minor changes to reflect the updated Early Childhood Education and Care Sun Protection Policy from the Cancer Council NSW. Change the review date to every 2 years as per the Cancer Council Sun Smart Program requirements.
11	11/02.2021	K Hartmann	Minor changes to reflect current NSW Cancer Council Early Childhood Education and Care Sun Protection Policy – using UV levels and daily sun protection times to guide protection requirements (+ change to definition) Formatting changes to clearly outline responsibilities and action areas, and link relevant resources. Review source links for currency.
12	15/12/2023	K Hartmann	Minor changes to Introduction. Addition of considering child medical/health care conditions/needs in determining when sun-protective measures need to be taken. Amendment to wording to clarify sunscreen application recommendations. Review source links for currency – update BOM link.