



# ECH001 – HEALTH & SAFETY: SUN PROTECTION POLICY

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## POLICY CONTEXT

Willunga Waldorf School is a co-educational and gender-inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all.

The Education and Care Services National Regulations require policies and procedures concerning sun protection to be in place.

A balance of ultraviolet (UV) radiation exposure is essential 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 significant 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. In South Australia, the UV Index is generally three and above from 1 August until 30 April (Terms 1, 3 & 4).

## PURPOSE AND SCOPE

This policy provides information regarding the School's commitment to creating and maintaining a child-safe environment and outlines the School's sun-safe procedures and practices, as well as the roles and responsibilities of staff and parents.

This policy applies to all employees, agents, contractors (including temporary contractors) and visitors of the School's Kindergarten, collectively referred to as "staff", as well as the children and parents/caregivers in the Kindergarten. Due to the mixed-aged structure of our Kindergarten, this also includes Reception families.

## POLICY STATEMENT

Willunga Waldorf School is committed to providing children with a safe environment with shade and other forms of sun protection that can support the opportunity for play in the outside environment through the changing seasons.

## PROCEDURES AND PRACTICES

### 1. HATS AND SUN SMART CLOTHING

#### Hats:

- All children and staff must wear a wide-brimmed sun hat at all outdoor times during terms 1, 3 and 4. This may vary in term 2 when beanies may be worn.
- Staff are responsible for reminding children to wear their hats.
- Parents are responsible for ensuring their child/children has/have an appropriate hat daily. Parents are encouraged to provide a hat that stays at kindergarten.
- A “No hat, no play” policy is implemented, and children not wearing hats will be asked to play under the shelter in the woodwork area.
- Spare sun hats are available for children who do not have one on the day.

#### Clothing:

- Clothing must cover shoulders at all times.
- Protective long-sleeved clothing covering arms is encouraged.
- When outside, children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, closely woven fabric is recommended. Tops with collars, 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 must wear a t-shirt/shirt over the top before going outdoors.

### 2. AVOIDING DIRECT SUN EXPOSURE

- Where possible, outdoor activities will be carried out in shaded areas.
- Trees and shade cloth structures provide shaded areas within the garden and by trees, as well as a temporary tarpaulin shade shelter out at Bush Kindy.
- If no natural shade exists in high-use areas (e.g. sand pits), shade structures are provided.
- 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.

### 3. ROLE MODELING

- Staff, parents/carers and visitors are encouraged to be role models for sun protection behaviour.



#### 4. SUNSCREEN

- Families are asked to provide SPF 30 or higher, broad-spectrum, water-resistant sunscreen for their child. Families are required to permit staff to apply sunscreen to their children. Once old enough, children are encouraged to apply their sunscreen under staff supervision. Sunscreen is applied at least twenty minutes before going outdoors and reapplied every two hours if remaining outdoors. Families with children with naturally dark skin are encouraged to discuss their vitamin D requirements with their GP or paediatrician.
- Families apply sunscreen to their child before morning drop off.
- Time will be allocated for reapplying sunscreen before outside play. Children will be encouraged to apply their sunscreen under the supervision of staff.

#### 5. SUPPORTING CHILDREN DURING HOT WEATHER

- There are no running games during outside play.
- Children are reminded to drink water more frequently.
- Outside play is only in shaded areas.
- The watercourse is put on.
- Staff will adapt the daily rhythm as needed, e.g. have outside time straight after drop-off, have more inside activities after rest, and return earlier from bush kindy.

#### 6. INFORMATION FOR FAMILIES

- References are made to kindergarten policies in the kindergarten and reception handbook.
- Kindergarten sun-safe practices are explained to parents in the kindergarten information session, in the initial interview and during parent-teacher evenings.
- Cancer Council SA Sun Smart Program information is displayed on the kindergarten noticeboards.

### ROLES AND RESPONSIBILITIES

#### Approved Provider (Willunga Waldorf School)

- Ensure that obligations under the Education and Care Services National Law and National Regulations are met
- Take reasonable steps to ensure that the nominated supervisor, educators and staff follow the policy and procedures
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families and available for inspection
- Notify families at least 14 days before changing the policy or procedures if the changes will:
  - Affect the fees charged or the way they are collected or
  - Significantly impact the service's education and care of children or
  - Significantly impact the family's ability to utilise the service.

### Nominated Supervisor (Kindergarten Lead Teacher)

- Implement the Sun protection policy and procedures, ensuring all action plans that are in place are carried out
- Monitor the UVI daily, identify when and how any sun protection changes need to occur, and communicate this to educators and staff
- Promote sun-safe practices with all the service's children, families, educators, and staff.
- Communicate with families about sun-safe practices in general and specific expectations within the service (e.g. wearing protective clothing).

### Educators (Kindergarten Assistants)

Implement the Sun Protection policy and procedures

- Monitor the UVI daily and manage outdoor play and learning accordingly
- Monitor the sun's impact on play equipment and surfaces the child will touch and use, such as soft fall mats and artificial surfacing.
- Role-model sun-safe practices

### Families / Parents

- Be aware of and follow the Kindergarten's Sun Protection Policy and Procedures
- Send children to Kindergarten in clothing that offers sun protection

### KEY TERMS

Term	Meaning	Source
ACECQA – Australian Children's Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children	<a href="http://acecqa.gov.au">acecqa.gov.au</a>
Risk assessment	Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.	<a href="http://acecqa.gov.au/media/29421">acecqa.gov.au/media/29421</a>
Sun protection times	Sun protection measures are recommended when the UVI is 3 and above.	<a href="http://bom.gov.au/uv/cancer.org.au/cancerinformation/causes-andprevention/sun-safety/uvindex">bom.gov.au/uv/cancer.org.au/cancerinformation/causes-andprevention/sun-safety/uvindex</a>
Sun protection factor (SPF)	The Australian standard for sunscreen, the SPF, indicates the level of protection provided against UVR.	<a href="http://arpansa.gov.au/understanding-radiation/radiation-sources/more-radiation-sources/sun-protection-sunscreen">arpansa.gov.au/understanding-radiation/radiation-sources/more-radiation-sources/sun-protection-sunscreen</a>
SunSmart Program	Policy recommendations and	<a href="https://www.cancersa.org.au/p">https://www.cancersa.org.au/p</a>



	educational resources for schools and ECH services.	revention/sunsmart/sunsmart-program/
Ultraviolet Index (UVI)	A measure of the level of UVR. The higher the UVI, the greater the potential for damage to the skin and eyes and the less time it takes for harm to occur. Sun protection measures are recommended when the UVI is three and above.	who.int/news-room/q-a-detail/ultraviolet-(uv)-index bom.gov.au/uv/
Ultraviolet radiation (UVR)	The portion of the electromagnetic spectrum between 100 nanometers (nm) and 400nm: <ul style="list-style-type: none"> <li>• 'UVA' – UVR in the range 315nm to 400nm is thought to contribute to premature aging and wrinkling of the skin and has been implicated as a cause of skin cancer.</li> <li>• 'UVB' – UVR in the range 280nm to 315nm is more dangerous than UVA and has been implicated as the primary cause of skin cancers, sun burning and cataracts.</li> <li>• 'UVC' – UVR in the range 100nm to 280nm is extremely dangerous but does not reach the earth's surface due to absorption in the atmosphere by ozone.</li> </ul>	arpansa.gov.au/ understanding-radiation/what-is-radiation/non-ionizing-radiation/ultraviolet-radiation

### RELATED POLICIES, PROCEDURES, DOCUMENTS AND LEGISLATION

Related School Policies, Procedures and Guidelines	<ul style="list-style-type: none"> <li>• HS001 – Child Safe Environments Policy</li> </ul>
Related Legislation and Regulatory Requirements	<ul style="list-style-type: none"> <li>• UN Conventions of the Rights of the Child</li> <li>• National Principles for Child Safe Organisations (2019)</li> <li>• Children and Young People (Safety) Act 2017</li> <li>• Education and Early Childhood Services (Registration and Standards) Act 2011</li> <li>• Education and Care Services National Regulations 2011</li> <li>• National Quality Standards (NQS):  <u>Quality Area 2: Children's Health and Safety</u>            2.1 Health: Each child's health and physical activity is supported and promoted            2.2.1 Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard  <u>Quality Area 7: Governance and Leadership</u>            7.1.2 Management systems: Systems are in place to manage risk and enable the         </li> </ul>



	<p>effective management and operation of a quality service.</p> <ul style="list-style-type: none"> <li>• Section 167 Offence relating to the protection of children from harm and hazards</li> <li>• Regulation 100 Risk assessment must be conducted before excursion</li> <li>• Regulation 113 Outdoor space – natural environment (centre-based services)</li> <li>• Regulation 114 Outdoor space – shade (centre-based services)</li> <li>• Regulation 116 Assessments of family day care residences and approved family day care venues</li> <li>• Regulation 168 Education and care service must have policies and procedures</li> <li>• Regulation 169 Additional policies and procedures – family day care services</li> <li>• Regulation 170 Policies and procedures to be followed</li> <li>• Regulation 171 Policies and procedures to be kept available</li> <li>• Regulation 172 Notification of change to policies or procedures</li> </ul>
Source Documentation	<ul style="list-style-type: none"> <li>• Early Years Learning Framework <a href="https://www.acecqa.gov.au/sites/default/files/2018-02/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf">https://www.acecqa.gov.au/sites/default/files/2018-02/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf</a></li> <li>• National Quality Standard <a href="https://www.acecqa.gov.au/">https://www.acecqa.gov.au/</a></li> <li>• Guide to the National Quality Framework (ACEQA 2018) <a href="https://www.acecqa.gov.au/nqf/about/guide">https://www.acecqa.gov.au/nqf/about/guide</a></li> <li>• Cancer Council <a href="https://www.cancersa.org.au/uploads/sunsmart/SS_ECC_Policy_Guidelines.pdf">https://www.cancersa.org.au/uploads/sunsmart/SS_ECC_Policy_Guidelines.pdf</a></li> </ul>
Cross-sector Guidelines (SA)	<ul style="list-style-type: none"> <li>• DHS – National Principles for Child Safe Organisations</li> <li>• Protective Practices for staff in their interactions with children and young people</li> </ul>

### VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

<b>Responsible Person</b>	Early Childhood Faculty Leader		
<b>Policy Approver</b>	Head of School		
<b>Version</b>	2.0		
<b>Publication Date</b>	24/03/2015 (Version 1.0)	<b>Effective Date:</b>	March 2015
<b>Review Date</b>	May 2023 – March 2024	<b>Effective Date:</b>	15 <sup>th</sup> March 2024
<b>Next Review Date</b>	March 2027		
<b>Revision Record</b>	<p>May 2023 to March 2024 – full review by ECH Faculty, Faculty Leader and HR:</p> <ul style="list-style-type: none"> <li>- Reformatted document</li> <li>- Added Policy Context, Purpose and Scope, Roles and Responsibilities, Key Terms</li> <li>- Updated policy statement</li> <li>- Expanded and provided more detailed Procedures and Practices</li> <li>- Checked against current NQS and ACECQA regulations and Australian Cancer Council SunSmart guidelines</li> </ul> <p>20/06/2022 – Rachel Ashford (ECH Coordinator)</p> <ul style="list-style-type: none"> <li>- Updated NQS to 2018 version</li> </ul> <p>24/03/2021:</p> <ul style="list-style-type: none"> <li>- Protective long sleeve clothing ..... Shoulders must be covered</li> </ul>		