

ECH001 – SUN PROTECTION POLICY & PROCEDURES

POLICY CONTEXT

Willunga Waldorf School is a co-educational and 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.

PURPOSE AND SCOPE

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

This policy and procedures 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 and procedures apply to all employees, volunteers, students and visitors in our early childhood (Kindergarten/Reception) program, collectively referred to as "staff", as well as the children and parents/caregivers in Kindergarten/Reception.

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.

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 the UV is 3 and above does not put people at risk of Vitamin D deficiency. In South Australia, the UV Index is generally 3 and above from 1 August until 30 April (Terms 1, 3 and 4)

PROCEDURES

1. HATS AND SUN SMART CLOTHING

Hats:

- All staff and children will wear a wide-brimmed hat when the UV rating is 3 and over according to the Bureau of Meteorology (BOM) website.
- In accordance with UV patterns in Kaurna country, wide-brimmed hats will be worn for outdoor play during Term 1 and Term 4 without exception, in alignment with school policy.
- During Term 2 and Term 3, teachers will check the UV rating and wear hats accordingly:

- When the UV is 3 or over during outside play periods, hats will be worn.
- Wide-brimmed hats will not be required if outside play occurs outside of the time period noted on the BOM website as 3 or over.
- 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 50+ or higher, broad-spectrum, water-resistant sunscreen for their child. Families may freely select the appropriate sunscreen for their child.
- Children are encouraged to apply their sunscreen with support and under staff supervision. Sunscreen is applied at least twenty minutes before going outdoors and reapplied every two hours if remaining outdoors.
- Families who are concerned about Vitamin D deficiency are encouraged to discuss this with their GP or pediatrician.
- Families are requested to 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.

- Sunscreen will be labelled clearly with the child's name and stored within the kindergarten to be reapplied as needed.

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 early childhood policies in the Kindergarten and Reception handbook.
- Early childhood sun-safe practices are explained to parents in the kindergarten/reception information session, in the initial interview and during parent-teacher evenings.
- Cancer Council SA Sun Smart Program information is displayed on the kindergarten noticeboards.
- The School acknowledges that differing views exist in our school community regarding methods of sun protection. The School ensures that all sun protection policies and procedures are explained clearly and will work with families to ensure that all children have appropriate sun protection.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Approved Provider	• 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. • Ensure adequate shading over areas for both active and passive outdoor play. • 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.
Faculty Leader/Nominated Supervisor	• Implement the Sun Protection Policy and Procedures, ensuring all action plans that are in place are carried out. • Monitor the UV Index daily, and 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.
Lead Teachers	- Implement the Sun Protection Policy and Procedures. - Monitor the UV Index daily, and identify when and how any sun protection changes need to occur, and communicate this to educators and staff. - Communicate with families about sun-safe practices in general and specific expectations within the kindergarten/reception (e.g. wearing protective clothing). - Monitor the sun's impact on play equipment and surfaces children will touch and use. - Role model sun-safe practices.
Assistants/Educators	- Monitor the UV Index daily and manage outdoor play and learning accordingly. - Monitor the sun's impact on play equipment and surfaces the children will touch and use. - Role model sun-safe practices.
Families	- Be aware of and follow the Early Childhood Sun Protection Policy and Procedures. - Send children to Kindergarten/Reception in clothing that offers sun protection. - Provide an appropriate hat each day. - Provide appropriate sunscreen for their child.

STAFF INDUCTION AND TRAINING

Induction of new staff includes making them aware of all policies and procedures and ensuring they understand their role and responsibilities.

POLICY ACCESS

- Hard copies of policies are available to staff in the kindergarten and Golden Wattle offices.
- Electronic copies of policies are available on the School's website and staff apps. Hard copies of policies are also available in the shared Jacaranda/Hollyhock area and can be made available to parents upon request.
- Families will be notified by email at least 14 days beforehand of any changes if they:
 - 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.

DEFINITIONS

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,	acecqa.gov.au



	including the provision of guidance, resources and services to support the sector to improve outcomes for children	
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.	acecqa.gov.au/media/29421
Sun protection times	Sun protection measures are recommended when the UVI is 3 and above.	bom.gov.au/uv/cancer.org.au/cancerinformation/causes-andprevention/sun-safety/uvindex
Sun protection factor (SPF)	The Australian standard for sunscreen, the SPF, indicates the level of protection provided against UVR.	arpansa.gov.au/understanding-radiation/radiation-sources/more-radiation-sources/sun-protection-sunscreen
SunSmart Program	Policy recommendations and educational resources for schools and ECH services.	https://www.cancersa.org.au/prevention/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: • '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. • '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. • 'UVC' – UVR in the range 100nm to 280nm is extremely dangerous but does not reach	arpansa.gov.au/understanding-radiation/what-is-radiation/non-ionizing-radiation/ultraviolet-radiation

	the earth's surface due to absorption in the atmosphere by ozone.	
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RELATED POLICIES, PROCEDURES, DOCUMENTS AND LEGISLATION

Related School Policies, Procedures and Guidelines	STU001 – Child Safe Environments Policy WHS001 – Work Health and Safety Policy
Related Legislation and Regulatory Requirements	- UN Conventions of the Rights of the Child - National Principles for Child Safe Organisations (2019) - Children and Young People (Safety) Act 2017 - Education and Early Childhood Services (Registration and Standards) Act 2011 - Education and Care Services National Regulations 2011 - 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 effective management and operation of a quality service. - Section 167 Offence relating to the protection of children from harm and hazards - Regulation 100 Risk assessment must be conducted before excursion - Regulation 113 Outdoor space – natural environment (centre-based services) - Regulation 114 Outdoor space – shade (centre-based services) - Regulation 116 Assessments of family day care residences and approved family day care venues - Regulation 168 Education and care service must have policies and procedures - Regulation 169 Additional policies and procedures – family day care services - 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
Source Documentation	- Early Years Learning Framework v.2 - National Quality Standard https://www.acecqa.gov.au/ - Guide to the National Quality Framework (ACEQA 2018) https://www.acecqa.gov.au/nqf/about/guide - Cancer Council https://www.cancersa.org.au/uploads/sunsmart/SS_ECC_Policy_Guidelines.pdf
Cross sector Guidelines (SA)	- DHS – National Principles for Child Safe Organisations - Protective Practices for staff in their interactions with children and young people

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.

Responsible Person	Early Childhood Faculty Leader
Policy Approver	Head of School
Version	2.0
Publication Date	24/03/2015 (Version 1.0) 15/03/2024 (Version 2.0)
Last Review Date	May-Sep 2026



Next Review Date	Sep 2029
Revision Record	May-Sep 2026: - Checked against current NQS guidelines and Australian Cancer Council SunSmart guidelines - Clarified procedures, roles and responsibilities - Added sections Staff Induction and Training and Policy Access May 2023 to March 2024 – full review by ECH Faculty, Faculty Leader and HR: - Reformatted document - Added Policy Context, Purpose and Scope, Roles and Responsibilities, Key Terms - Updated policy statement - Expanded and provided more detailed Procedures and Practices - Checked against current NQS and ACECQA regulations and Australian Cancer Council SunSmart guidelines 20/06/2022 – Rachel Ashford (ECH Coordinator) - Updated NQS to 2018 version 24/03/2021: - Protective long sleeve clothing Shoulders must be covered