



# YMCA's of Australia Policy

## Sun Protection

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Procedure Number	Date Approved	Date Last Amended	Status
001c	29/03/2019	29/03/2019	Final

### 1. PURPOSE

The Sun Protection in Children's Services Policy has been developed to ensure that all children, employees and visitors attending our service are protected from skin damage caused by harmful UV radiation from the sun.

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). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

By teaching sensible sun protection habits from an early age and implementing best-practice sun protection measures, early childhood services can play a significant role toward reducing the life time risk of skin cancer.

### 2. SCOPE

The scope of this Policy applies to all Board members, Sub Committee members, educators, visitors and volunteers.

This Policy applies to all YMCA Member Associations.

For the purposes of this document we refer to these as the YMCA.

All Policies and Procedures must conform to this Policy.

### 3. POLICY

All Services will use a combination of sun protection measures for all outdoor activities.

The goals and commitments of this Policy are to provide guidelines that:

- ensure all children, educators and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for children, educators and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate WH&S strategies to minimise UV risk and associated harms for educators, staff and visitors.



- Ensure that children, families, visitors, volunteers and educators are informed of the service’s SunSmart measures and Sun Protection in Children’s Services Policy.
- Encourage safe UV exposure whenever UV Index levels are below 3.
- Ensure all children and educators obtain some UV exposure to vitamin D during safe UV periods.
- To include cultural considerations.
- To assist with the implementation of this policy educators are encouraged to access the local sun protection times via the free SunSmart app or via the website [www.sunsmart.com.au](http://www.sunsmart.com.au), as well as the Bureau of Meteorology website [www.bom.gov.au](http://www.bom.gov.au)

#### 4. ROLES AND RESPONSIBILITIES

Department/Role	Responsibility
Children’s Services Management	Is responsible for the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements. To facilitate policy awareness to all educators on the appropriate implementation and use of the policy.
Responsible Persons	YMCA nominated supervisor/ and or service management will oversee the implementation and service adherence of the policy Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate. Is responsible for addressing any instance of non-compliance with this policy- and implementing strategies to help prevent non- compliance with this policy. Responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.
All employees, volunteers & students	Responsible for meeting the requirements outlined in this Policy. Responsible for raising concerns or complaints in accordance with this Policy.

#### 5. DEFINITIONS

Term	Definition
Educators	Any person YMCA employs, or engages – including paid employees, volunteers, Board Directors, contractors, consultants and student placements.
Volunteer	Unpaid volunteers, student placements and board directors.
Ultraviolet (UV)	Unlike sunlight and infrared radiation (heat), the sun’s UV radiation can’t be seen and can’t be felt. It is the part of the sun that can cause skin and eye damage and skin cancer. Sun protection is recommended for all skin types whenever UV levels are forecast to reach 3 or higher.
Sun Protection Factor (SPF)	SPF numbers on a package can range from as low as 2 to as high as 100. These numbers refer to the product’s ability to screen or block out the sun’s burning rays.
Sunscreen	A cream or lotion rubbed on to the skin to protect it from the sun. SPF 30+ or



	higher, broad spectrum, water resistant sunscreen. Sunscreen should be reapplied every 2 hours. Monitor expiry date and store in a cool dry place.
Shade	An area sheltered from direct or indirect sun, such as a large tree, canopy or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%.
SunSmart	The name of the program conducted by Cancer Council to promote awareness of the need to provide sun protection.

## 6. LEGISLATIVE AND INDUSTRY REQUIREMENTS

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Guide to the National Quality Standard
- Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)
- Work Health and Safety Act 2011
- The Cancer Foundation Recommendations
- Children's Services Regulations 2009
- The Cancer Council Australia
- SunSmart Resources
- Bureau of Meteorology is utilized for UV rating

## 7. SUPPORTING DOCUMENTS

(LINKS TO PROCEDURES AND/OR WORK PRACTICES)

[Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight \(2008\)](#)

[AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection](#)

**Approved By:** Children and Families Leadership Team

**Effective Date:** 29/03/2019

**Policy Owner:** Children and Families Leadership Team

### Amendments

Version	Date	Author	Change Description



## 8. PROCEDURES

All YMCA Children's Services use a combination of sun protection measures for all outdoor activities from **mid August to the end of April** and whenever UV levels reach 3 and above, the level that can damage skin and eyes.

YMCA SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are three and above. If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin. The widespread use of sunscreen on babies under 6 months old is not recommended.

Physical protection such as shade, clothing and broad-brimmed hats are the best sun protection measures.

### a. Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade;
- Management makes sure 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.

### b. Clothing

- When outside, children are required to wear loose fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best. If a child is wearing a singlet top or dress they wear a t-shirt/ shirt over the top before going outdoors.

### c. Hats

- **All** children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.

### d. Sunglasses (optional)



- Children and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

#### **e. Sunscreen**

- SPF 30+ or higher broad spectrum, water resistant sunscreen is available for staff and children's use;
- Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply every two hours, or more frequently if sweating or swimming);
- From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff. To help develop independent skills ready for school, children from three years of age are given opportunities to apply their own sunscreen under supervision of staff, and are encouraged to do so;
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.

#### **Staff OHS and Role modeling**

As part of OHS UV risk controls and role-modeling, when the UV is 3 and above staff:

- Wear sun protective hats, clothing and sunglasses when outside;
- Apply SPF 30+ or higher broad spectrum, water resistant sunscreen;
- Seek shade whenever possible;
- discuss sun safety with children and implement appropriate measures to protect children from overexposure to ultraviolet radiation;
- Families, parents and visitors are requested to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the service;
- All staff are educated in First Aid including heat exhaustion/exposure and actively care and educate for children to prevent heat related illness from occurring.

#### **Planned experiences**

- Sun protection is incorporated into the learning and development program;
- The SunSmart policy is reinforced through staff and children's activities and displays;
- Staff and families are provided with information on sun protection through family newsletters, noticeboards and the service's website.

#### **Communication**

All YMCA Ballarat services will:

- Display the Sun Protection policy for parents/carers, and discuss it with the children;
- Regularly reinforce SunSmart behaviour through correspondence with families via the notice board and displays, and through planned children and educator activities;



- Ensures information about the Sun Protection policy is included in parent handbooks, enrolment form and other important documentation sent to families;
- Acknowledge the significant contribution from parents and guardians in ensuring policy compliance and actively collaborate with families to ensure the provision of SunSmart clothing, hats, sunglasses (optional) and sunscreen for children is suitable and meets both the service and family needs.

**From May to mid-August**

When average UV Index levels are below 3, YMCA Ballarat Services will:

- Help maintain winter vitamin D levels by limiting sun protection measures from May until mid-August unless the UV Index level reaches 3 and above;
- Ensure sun protection measures are still in place in alpine regions, near highly reflective surfaces such as snow or outside for extended periods;
- Ensure the Nominated Supervisor and/or delegate will check the daily Sun Protection Times and ensure the Sun Protection Policy is implemented for days where the UV is above 3.

**9. APPROVAL AND REVIEW**

**Approved By**

**Name:** Carina O'Neill  
**Position:** Quality and Business Development Manager (as per Policy Framework and Delegations of Authority Approval)  
**Meeting Name:** Executive Management Meeting  
**Meeting Date:** 7<sup>th</sup> August, 2019  
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**Review Date:** As required  
**Procedure Owner:** Carina O'Neill  
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**Amendments**

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