

# *Croydon Central Kindergarten Inc.*

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## **Sun Protection Policy**

### **1. Authorisation**

This policy was adopted by the Croydon Central Kindergarten Inc. Committee of Management, at the Committee meeting on 15<sup>th</sup> July 2009.

### **2. Review Date**

This policy will be reviewed annually, or varied earlier if necessary, and the Committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change.

### **3. Scope**

The policy applies to all staff, Committee, children attending the Croydon Central Kindergarten Inc., parents/guardians on duty and attending siblings, visiting children, students, volunteers and any other person participating in the program provided at the Croydon Central Kindergarten Inc.

### **4. Background and Relevant Legislation**

Australia is acknowledged to have the highest incidence of skin cancer in the world. This has been found to be due to exposure to harmful ultraviolet rays from infancy. It is therefore vital that learning how to protect the skin from the sun should commence in the earliest years.

#### **Legislation**

- The Children's Services Regulations 1998
- The Children's Services Act 1996
- The Occupational Health & Safety Act 1995
- The Health Act 1958

### **5. Definitions**

*Minimum clothing for sun protection:* A t-shirt with sleeves or equivalent and shorts or a skirt. (Sleeveless tops are not recommended)

*Shade:* An area sheltered from direct sunlight eg a large tree, canopy, or artificial cover.

*Skin protection:* A SPF 30+ broad spectrum water resistant sunscreen.

*Sun Hat/Head covering providing sun protection:* These need to provide shade to the face, back of the neck and ears (baseball caps are not acceptable as they do not provide sufficient shade). 'Legionnaire' style hats are recommended.

*SunSmart:* The name of the campaign conducted by the Anti-Cancer Council of Victoria to promote an awareness of the need to provide sun protection.

### **6. Policy Statement**

#### **Values**

Croydon Central Kindergarten Inc. is committed to:

- Providing all Croydon Central Kindergarten Inc. participants (especially children) with protection from the harmful effects caused by exposure to the sun's ultraviolet radiation, during all aspects of the program.
- Educating children, parents/guardians and other participants in Croydon Central Kindergarten Inc. on the harmful effects of the sun's ultraviolet radiation.

### **Purpose**

This policy will provide:

- Guidelines for the protection of children and staff and other participants in Croydon Central Kindergarten Inc. from the harmful ultraviolet rays of the sun.
- Educative information for parents, staff, participants, and children attending Croydon Central Kindergarten Inc. regarding the harmful effects of ultraviolet rays of the sun.

## **7. Procedures**

The Croydon Central Kindergarten Inc. will:

- Provide an appropriate sun hat when attending Croydon Central Kindergarten Inc.
- Provide appropriate spare hats for the children and adults that will be laundered after each use.
- If the child does not bring a suitable sun hat and there are insufficient spare hats available, implement a 'no hat, no outside play' policy.
- Provide a supply of SPF 30+ broad spectrum, water resistant sunscreen for use on the children and staff.
- Reinforce this policy through Croydon Central Kindergarten Inc.'s newsletters, notice boards and meetings.
- Review the shade provided in the outside play area and work towards increasing this if it is found to be inadequate.

The staff will:

- Collect from the parent/guardian of each child from the 4 year old group, the authority to apply sunscreen, prior to the child commencing at Croydon Central Kindergarten Inc.
- Ensure that the children's sun hats are stored on individual pegs.
- Ensure each child, staff member and participant at Croydon Central Kindergarten Inc., wears an appropriate sun hat for all outdoor activities during their attendance at Croydon Central Kindergarten Inc. from the start of September to the end of April. The use of sun hats at other times is encouraged.
- Ask parents to apply a broad spectrum sunscreen with a minimum of SPF 30+ to children's exposed skin, prior to attending Kindergarten from the start of September to the end of April. After 3 hours at Kindergarten, staff will re-apply sunscreen to all children.
- Apply SPF 30+ sunscreen to their own exposed skin prior to going outdoors during Term 1 and Term 4. Encourage other adult participants in the program to apply sunscreen.
- Where possible, schedule outdoor activities, before 11.00am or after 3.00pm for Term 1 and Term 4.
- Encourage children to seek shade when playing outside.
- Include education about protecting the skin from the sun, at appropriate times in the program planned for the children.

- Encourage children to wear their hats when travelling to and leaving Croydon Central Kindergarten Inc. for Term 1 and Term 4.

The parents/guardians will:

- Provide authority for the staff to assist with the administration of sunscreen on their child as appropriate. (see Appendix 1)
- Ensure that their child arrives at and leaves Croydon Central Kindergarten Inc. wearing an appropriate sun hat from the start of September to the end of April.
- If their child has a particular sensitivity to the sunscreen provided by the preschool, provide, at their own expense, an alternative sunscreen, to be left at the preschool for use under staff direction.

## **8. Key Responsibilities and Authorities**

**The Committee is responsible for:**

- The implementation of the policy within Croydon Central Kindergarten Inc.
- Any changes to the policy.

**The staff is responsible for:**

- The day-to-day implementation of this policy.
- Ensuring an adequate supply of SPF 30+ broad spectrum, water resistant sunscreen is available at the Croydon Central Kindergarten Inc. at all times.
- Ensuring that children, who they have been informed are allergic to Croydon Central Kindergarten Inc.'s sunscreen, have an alternative sunscreen, provided by their parents/guardians.
- Ensuring an adequate supply of spare sun hats are available for children, staff and other participants at all times and that they are laundered after each wear.
- Providing a role model for the children in the wearing of sun hats and use of sunscreen.
- Encourage parents and others to be appropriate role models to their children by wearing sun hats.
- Ensuring the spare hats are laundered.

**The parents/guardians are responsible for:**

- Providing authority for the staff to administer sunscreen to their child.
- Providing and wearing a sun hat for themselves and any additional visitors they bring (including children) when participating in outdoor activities at Croydon Central Kindergarten Inc.

## **9. Resources and Support**

The Anti Cancer Council of Victoria has a SunSmart accreditation program for early childhood services.

## 10. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under '6 Policy Statement', the Committee will:

- Assess whether a satisfactory resolution has been achieved in relation to issues covered by this policy.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into account feedback from staff regarding the policy.
- Monitor complaints and incidents regarding the operation of the Sun Protection Policy.

This policy was written in consultation with the Anti-Cancer Council of Victoria. Croydon Central Kindergarten wishes to thank the staff at KGV and the Anti-Cancer Council of Victoria for their assistance in the development of this policy.