### SUN PROTECTION, including HOT WEATHER and CLOTHING Policies and Procedures

**Rationale:**

Australia has the highest incidence of skin cancer in the world with 2 out of 3 people developing some form of skin cancer before they are 70 years old. Sun exposure in the first 10 years of life determines, to a substantial degree, the likelihood of skin cancer developing later in life.

The sun’s ultraviolet (UV) radiation is both the major cause of skin cancer and the best source of vitamin D. In Australia, we need to balance the risk of skin cancer from too much sun exposure with maintaining adequate vitamin D levels. Sensible sun protection does not put people at risk of vitamin D deficiency.

**Vitamin D:**

For most people, adequate vitamin D levels are reached through regular daily activity and incidental exposure to the sun. During summer, the majority of people can maintain adequate vitamin D levels from a few minutes of exposure to sunlight on their face, arms and hands or the equivalent area of skin on either side of the peak UV periods (the middle of the day when UV levels are most intense) on most days of the week.

In winter in the southern parts of Australia, where UV radiation levels are less intense, people may need about two to three hours of sunlight to the face, arms and hands, or equivalent area of skin, spread over a week to maintain adequate vitamin D levels.

(Cancer Council Australia, 2013)

Our Site Policy and Procedures strive to reduce the risk of sun damage for all our community members. Cancer Council SA has approved BCCC as a SunSmart Centre.

The Centre strives to reduce the risk of skin damage and promote skin protection among children, staff and families through the following Policy and Procedures:

- Parents are asked on the enrolment form to give permission for sunscreen to be applied. If a child has an allergy to the sunscreen provided by the Centre, parents and guardians must complete a Health Care plan and send their child’s own sunscreen, clearly labelled with their name, to the Centre each day they attend.
- Information about the importance of sun protection will be available to parents. Parents are reminded of this policy in the newsletter.
- There is ongoing education within the programme to teach children about sun safety.
- Parents, guardians, volunteers, and children attending Playgroup are strongly encouraged to wear appropriate hats and support the Centre policy.
- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer.
- Personal responsibility for and decision making about skin protection.
- Awareness of the need for environmental changes in our centre to reduce the level of sun exposure.

**Ultraviolet radiation (UV) is generally at or above a Level 3 from 1st September through to 30th April, so during this high risk period the following measures will be in place:**

- Parents are requested to apply sunscreen to their child before their arrival at the Centre.
- Sunscreen of at least 30+ SPF (supplied by the Centre) is applied to each child 20 minutes before going outside. Older children are encouraged to apply their own sunscreen. Staff assist or apply sunscreen to younger children and staff clean their hands in-between applications to each child.
- Parents are asked to provide their own sunscreen clearly labelled if their child has sensitive skin. A list of children with an allergy to sunscreen is displayed in kindy and childcare.
- Babies can be at risk of sunburn even when they are in the shade, so they are covered up when under the shade. If infants are kept out of direct sun or well protected from UV radiation by clothing, hats and shade, sunscreen need only be used occasionally on very small amounts of their exposed skin.
- Children must wear either a legionnaire style / broad brimmed bucket hat when outside. Caps should not be attached to hats as they present a choking hazard. Legionnaire style / bucket hats can be purchased for a minimal cost from the Centre.
- Children must wear appropriate clothing (e.g. polo shirt) that covers as much skin as possible. Tank tops/singlets are not acceptable. T-shirts with collars are encouraged.
- A ‘no hat, no outside play’ policy will apply. Children with no sun smart hat will be restricted to play under the verandah or similar full shade areas (e.g. the big playground or cubby house.) Hats may not be borrowed, however Centre sunsmart clothing (if available) will be loaned to children dressed inappropriately.
- Please name all your child’s belongings.

**Outdoor activities** will be restricted to shaded areas on high risk days (when ultraviolet radiation is level 3 or above).

**Strategies, Practices and Procedures:**
- Use the shade of trees, pergolas, umbrellas and tents
- Sunscreen will be reapplied every 2 hours if outdoors
- Babies will be kept out of direct sunlight as much as possible and always be protected by shade and sun smart clothing
- Skin cancer prevention will be included in the curriculum
- Staff will be encouraged to keep up to date with new information on sun safety
- The Centre’s Sun Protection Policy will be provided to staff, students and families on enrolment / induction and where necessary.
- Staff will be role models by wearing broad brimmed bucket hats, sunscreen and appropriate clothing, as will parents accompanying children on excursions.

As the UV level drops below 3 in May through to September, staff may relax the Centre’s Sun Protection Procedures. This means that children and staff can be outdoors without sun smart hats and sunscreen on days when the UV Level for Balaklava is Below 3.

**HOT WEATHER Policy & Procedures:**
Balaklava Community Children's Centre strives to maintain effective cooling systems and will pay particular attention to strategies to reduce the risk of heat stress in young children by maintaining a comfortable temperature indoors at all times, providing an environment where children can learn, and staff can work at or above quality standard.

**Strategies, Practices and Procedures:**
- In extremes of weather, educators may decide to limit children’s access to part of the learning environment eg the outdoors, if they believe it poses a safety issue for children and/or staff.
- All outdoor experiences provided will be set up in shaded areas and conducted at the safest time of the day.
- Staff will encourage children to stay in shaded areas and not in direct sunlight.
- Staff will set up a minimum of play equipment in the outdoor learning environment during excessively hot weather. Water play will be set up (in the absence of bees).
- No play will be allowed on the rubber play surfaces in direct sunlight (e.g. mound areas.)
- Sun Protective clothing, including footwear and hats must be worn.
- Sunscreen will be applied according to our Sun Protection Policy.
- Drinking water will be accessible or frequently offered to children and staff.
- Ice may be placed in water containers.
- The Centre will provide refrigerated air conditioning during hot weather periods.
- Blinds and curtains may be drawn to reduce heat and sun entering the building
- Staff will share outside duties during excessively hot weather.

In extenuating unforeseen circumstances (eg staff are unable to provide a comfortable environment that meets DECD requirements due to blackouts or the breakdown of the cooling systems), where the forecast is 36 degrees Celsius or above, staff may contact families of children who are in Childcare, OSHC or Preschool advising them of
the situation and encouraging early collection. Children who cannot be collected will be kept as comfortable as possible.

**Clothing Procedures:**
Balaklava Community Children’s Centre recognises the importance of children being comfortable and appropriately dressed to maximise their participation and enjoyment in the range of play-based experiences offered. Both Childcare and Preschool learning environments encourage children to learn through hands on and interactive play. The Centre therefore encourages parents to dress their children in clothing appropriate for the learning environment, weather and in keeping with our Sun Protection Policy & Procedures.

**Strategies, Practices and Procedures:**
- Children should attend the Centre with a suitable change of named clothing so that staff can ensure children are adequately dressed at all times in the case of accidents, sudden weather changes or learning experiences which soil or wet clothing.
- The Centre will also maintain additional supplies of clothing that may be used as a backup and then washed and returned to the Centre.
- Staff will ensure children are comfortably dressed for sleep. Hair accessories and bulky clothing will be removed.
- Children and staff must wear safe, appropriate footwear. Shoes / slides should be supportive and well fitted. Unfitted thongs and shoes with elevated heels are not acceptable.
- Parents will be encouraged to dress children in clothes ‘they don’t mind getting dirty’ in preference to ‘good clothes’.
- Smocks may be provided to protect children’s clothing for activities such as painting.
- Children over the age of 2 and those who are toilet trained, including those attending Preschool will keep their bag and belongings in the lockers available for easy access.
- Baby’s bags and those children who are toilet training will be kept in the childcare bathroom on the hooks above the children’s sinks.
- Information about the weather, seasons and appropriate clothing will be included in the curriculum to develop children’s ability to make their own appropriate clothing choices eg knowing if they are too hot or too cold and remove or seek help to remove or put on their jumper.
- Staff are required to wear the uniform as provided by the Centre. A laundry service is also provided.

**Supporting Resources:**
- BCCC Water Safety Policy and Procedures
- DECD Early Childhood Outdoor Learning Environments Vision and Values
- DECD Policy-Water Supply for Schools and Preschools
- DECD Preschool Water Safety Procedure & Camps and Excursions for Schools and Preschools

**Sources:**
- The Cancer Council Australia website
- Cancer Council SA-Sunsmart www.sunsmart.org.au
- DECD Health and Safety Services Unit 8226 1440 - UV Radiation/Sun Protection Procedures; Heat Stress
- DECD: Guidelines to developing a Hot Weather Policy & Sample Skin Protection Policy & Guidelines
- DECD Child and Student Wellbeing – Interagency Health Care
- DECD Aboriginal, Student and Family Services: Sports, Swimming and Aquatic website
- DECD Early Childhood Development Strategy and Programs: DECDECSupport@sa.gov.au

**BCCC is a SunSmart Centre and is due for review by the Cancer Council of SA in August 2014**

**Policy last reviewed:** Term 2 2013

**Policy review due:** Term 2 2014

**Approval Signature:** [Signature]

Page 3 of 3
WATER SAFETY Policies & Procedures

Rationale:
Our Centre recognises that water, whilst being a great resource for play and learning can pose a significant hazard to young children, as only a few centimetres of water can result in a child drowning.

Strategies, Practices and Procedures:
- The Centre staff will provide and supervise water play experiences and ensure the experiences are safe and hygienic for all children involved.
- Therefore, at the conclusion of outdoor play or activities involving water by either Childcare or Preschool children, all containers of water will be emptied and not left unsupervised.
- When cleaning toys, containers of water will not be left unattended or accessible to children.
- If excursions are planned involving water play or near water, the DECD Excursion Risk Management Plan will be used to strategically plan for safe experiences, and the adequate supervision ratios. A Consent Form will be used to notify parents and guardians and gain their consent for their child/ren to participate in the excursion.

Supporting Resources:
- DECD Preschool Water Safety Procedure & Camps and Excursions for Schools and Preschools
- BCCC Sun Protection & Hot Weather Policy and Procedures
- DECD Early Childhood Outdoor Learning Environments Vision and Values
- South Australia Work Health and Safety Act 2012

Sources:
- DECD Human Resources and Workforce Development, Work Health & Safety Unit: 8226 1440
- DECD Aboriginal, Student and Family Services: Sports, Swimming and Aquatic website
- DECD Early Childhood Development Strategy and Programs: DECDECsupport@sa.gov.au

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