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|  | Management Area: Children's Services | Version No: 6.0 Pages: 7 |
| | Category of Procedure: Operational | Approval Date: 12/07/2023 Procedure Approver: Head of Children's Services |
| Procedure Title: Sun Protection Procedure | | Author: Head of Children's Services |

YMCA SOUTH AUSTRALIA

Sun Protection Procedure

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1. Purpose

A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun's UV can cause sunburn, skin, and eye damage. Sun exposure in the first 10 years of a child's life is also a major factor in determining future skin cancer risk. Conversely, too little UV from the sun can lead to low vitamin D levels, which are essential for healthy bones and muscles, and general health.

The Sun Protection procedure has been developed to balance these requirements. It includes guidelines and recommendations outlined by the Cancer Council. The Sun Protection procedure guides all YMCA Children's Services to provide a healthy and safe environment to all children and staff.

The goals of the Sun Protection procedure is to:

- Ensure all children and staff have some UV exposure for vitamin D.
- Encourage children and staff to use a combination of sun protection measures whenever UV index levels reach 3 and above.
- Ensure a safe outdoor environment that provides shade for children and staff at appropriate times.
- Assist children to be responsible for their own sun protection.
- Ensure that families and new staff are informed of the service's SunSmart measures and Sun Protection policy and procedure.
- Encourage safe UV exposure whenever UV Index levels are below 3.

2. Scope


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

3. Procedures

SUN PROTECTION

Shade

- A shade audit is conducted whenever there is a variation to available shaded areas to determine the current availability and quality of shade.
- Management ensures there are enough 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 actively encouraged by educators to use available areas of shade when outside.

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- 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.

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 clothing which has their shoulders exposed, such as a singlet top or dress, they are to wear a t-shirt/ shirt over the top before going outdoors. Rash tops or t-shirts will be required over bathers for outdoor swimming activities.

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. Children not wearing appropriate hats or clothing will be asked to play in shade.

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.


Sunscreen

- SPF 30 or higher broad-spectrum, water-resistant sunscreen is available for staff and children's use.
- Sunscreen is applied based on the instructions on the product. This will usually be 20 minutes before going outdoors and reapplied every two hours if remaining outdoors or after towel drying if involved in water-based activities.
- All children are encouraged to apply their own sunscreen under the supervision of staff.

Staff WHS and Role Modelling

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

- Wear sun protective hats and clothing when outside (sunglasses optional).
- 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 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.

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Planned Experiences

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

Communication

All YMCA service's will:

- Display the Sun Protection procedure for parents/carers and discusses it with the children.
- Regularly reinforces SunSmart behaviour through correspondence with families via the notice board and displays, and through children and family activities, and staff meetings.
- Ensures information about the Sun Protection procedure is included in parent handbooks, vacation care booking forms, and other important documentation sent to families.
- Programmed activities will include age-appropriate skin cancer protection education at least every second year.


From May to August

When average UV index levels are below 3. To help maintain winter vitamin D levels, sun protection measures are not used from May until August unless the UV index level reaches 3 and above.

The YMCA Sun Protection procedure acknowledge the significant contribution from parents and guardians in ensuring organisational compliance. To assist the YMCA in meeting best practice standards, upon enrolment, families are:

- Asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. that covers the shoulders and chest, upper arms, and legs.) Singlet tops do not offer enough protection and are therefore not recommended.
 - Asked to provide consent for their child to utilise the YMCA-supplied SPF 30 or higher broad-spectrum, sunscreen for their child on the enrolment form.
 - If this is not possible due to sensitive skin condition or other medical reasons, the family are asked to bring their suitable sunscreen.
 - Encouraged to practice SunSmart behaviours themselves when at the service.
- ELC Only - Asked to apply sunscreen to the child before entering the service.

The Responsible Person will:

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Check the daily UV alert and ensure Sun Protection procedure is implemented for days above 3.


Ensuring all staff are educated in all aspects of first aid for a variety of situations including heat exhaustion and exposure and operate at all times with preventative measures.

Special note regarding infants (ELC)

Our SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. For those small areas of exposed skin not protected by clothing or hats, we apply approved sunscreen to infants six months and older.

4. Roles and Responsibilities

| Department / Area | Role / Responsibility |
|--------------------------------|---|
| Children's Services Management | <p>Is responsible for the development, monitoring, and review of the procedure and related systems, ensuring content meets all legislated requirements.</p> <p>To facilitate procedure awareness to all educators on the appropriate implementation and use of the procedure.</p> |
| Responsible Persons | <p>Nominated supervisor/service management will oversee the implementation and service adherence of the procedure.</p> <p>Nominated supervisor/person with management and control will seek individual community feedback and facilitate an active consultation process with service users as appropriate.</p> <p>Is responsible for addressing any instance of non-compliance with this procedure and implementing strategies to help prevent non-compliance with this procedure.</p> <p>Responsible for ensuring suitable resources and support systems to enable compliance with this procedure.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the procedure.</p> |

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| All employees, volunteers & students | Responsible for meeting the requirements outlined in this procedure. Responsible for raising concerns or complaints in accordance with this procedure. |
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5. Key Relevant Documents


- Education and Early Childhood Services (Registration and Standards) Act 2011
- Education and Care Services National Regulations (2011 SI 653)
- 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 2012
- National Cancer Foundation
- Cancer Council
- SunSmart
- Bureau of Meteorology - About UV Index
- Sun Protection Policy

6. Monitoring Evaluation and Review

This procedure will be reviewed every two years or earlier for reasonable cause or upon the request of the YMCA South Australia Board.

7. Version History

| Version | Date | Description of changes | Effective Date | Review Date |
|---------|------------|---|----------------|-------------|
| 2.0 | 07/07/2016 | Updated legislation. | | |
| 3.0 | 05/08/2019 | Converted to procedure. | | |
| 4.0 | 20/08/2021 | Updated procedure. | | |
| 5.0 | 12/07/2023 | Updated procedure wording. Updated shade, clothing, and sunscreen sections. Removed duplicate information. Updated responsible person information. | 12/08/2023 | July 2025 |

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| | | Updated legislative and industry requirements. Updated document name. Added policy reference. | | |
| 6.0 | 26/05/2025 | Updated scope. Updated references. Added ELC section. | | |