

# SUN SMART POLICY

## 1. AUTHORISATION.

The Preston Neighbourhood House Committee of Management has endorsed this policy.

## 2. REVIEW DATE

This policy shall be reviewed on or before June 2010.

## 3. SCOPE

*To whom does it apply and when?*

This policy will apply to all

- Staff
- Children
- Students
- Volunteers
- Participants in the Childcare program

This policy will apply at all times the centre is open and during any centre organised events.

## 4. DEFINITIONS

Words that are special to the policy or procedure that might be unfamiliar or misinterpreted.

- Hats/ Head coverings are required to provide shade to the face, back of the neck and ears. IE: Legionnaires Hat or Broad-brimmed Hat.
- Minimum clothing required is a t-shirt with sleeves or equivalent.
- Skin protection is SPF30+ broad-spectrum water-resistant sunscreen.
- Shade is an area sheltered from direct sunlight eg a large tree, canopy, or artificial cover.

## 5. POLICY

### VALUES

*Guiding principles of this centre.*

- This centre is committed to ensuring protection from harmful effects of exposure to the sun and ultraviolet radiation during all aspects of the program and at any events organised by the centre.
- The centre believes in a duty of care and education regarding the harmful effects of the sun's ultraviolet radiations.
- As an organization, we are committed to the Sunsmart principles and operate within the guidelines of the Victorian Charter of Human Rights.

### PURPOSE

*Australia is acknowledged to have the highest incidence of skin cancer in the world, particularly among the young adult population. This has been found to be due to harmful exposure to ultraviolet rays in infancy.*

## **6. OUR POLICY IS THAT:**

- Each child and staff member will be required to have a **LEGIONNAIRE'S HAT OR BROAD BRIMMED HAT** (This hat has a front peak and a neck cover) at the centre during their attendance. This is to be worn every day, when outside the centre from beginning of October to end of April and when the temperature exceeds 19 c.
- By wearing hats, the staff will provide a role model for the children and they will encourage parents and others to also provide appropriate role models.
- The centre program will reflect the sun smart policy and outdoor activities will, where possible be planned to take place before 11.am or after 2.00 pm throughout summer, to avoid prolonged exposure to the sun's ultraviolet rays during harmful hours.
- If children do not have their own hat they will be provided with one from the Centre.
- The committee of management will ensure that there are a sufficient number of sheltered areas or shade trees in the Centre grounds.
- Parents will be encouraged to apply sunscreen at home so that children come to the centre wearing sunscreen.
- SPF 30+ broad-spectrum, water-resistant sunscreen will be provided for staff and children's use as is necessary.

## **7. PROCEDURES**

- The sun smart policy will be included in the centre information given to each parent upon his or her child's enrolment.
- Educative information about the sun smart policy requirements and the harmful effects of expose to ultra violet rays, will be reinforced in a positive way through parent newsletter, informal contact and preschool noticeboards during the times of greatest risk (usually terms one and four).
- At relevant times the teacher will include sun smart education in the program planned for the children.
- The staff will ensure that children, staff and participants within the program wear a hat outdoors at all times during October through to April and when the temperature exceeds 19C.
- Appropriate clothing and footwear to be worn by children and staff at all times. T-Shirts and dresses, which cover the chest, back and shoulders, are to be worn.

### **IMPLEMENTED SUPPORT**

## **8. COMMITTEE STRUCTURES**

The Office Manager will be responsible to work with the staff to ensure this policy is implemented in the centre.

## **9. KEY RESPONSIBILITIES AND AUTHORITIES**

**It is the responsibility of the Committee of Management to ensure that all staff and parents are aware of this policy and that it is implemented within the centre.**

- **The policy may be viewed in the centre Policy Book that is kept at the centre and it will be include in the centre information book, which is given to all parents prior to their child entering the program.**
- **Staff are responsible for the day-to- day implementation of this policy.**
- **The Committee of Management or their delegated representative is responsible for contacting the Anti-Cancer Council of Victoria at 1 Rathdowne Street, Carlton South 3053. Ph: (03) 9279 1148, Fax (03) 9279 1260 on an annual basis. This should be prior to the policy review to ensure the most up to date information that may impact on the centre policy is available.**
- **The Committee of Management must formally approve any alterations to the policy after review.**

#### **10. TRAINING**

Training for this policy is not required provided the centre is aware of any new developments in this area that will affect the policy.

#### **11. IMPLEMENTATION OF RESOURCES**

Any information received at the centre relevant to the sun smart policy will available through the parent library or on request.

#### **12. CIRCULATION PLAN**

- All parents will receive a copy of the policy in their childcare information handbook provided upon enrolment.
- There will be a copy of the policy in the centre policy book.
- Sun smart information will be in the centre newsletter and on the centre noticeboard at the relevant times.

### **EVALUATION**

#### **13. CRITERIA**

- Are any children staff or participants in the centre program suffering from exposure to the harmful ultraviolet rays of the sun?
- Is information about the Sun smart Policy available if requested?
- Does the noticeboard provide sun smart information at the most relevant times?
- Does the parent newsletter provide sun smart information at the most relevant times?
- Does the centre environment provide sufficient shady areas during the times of high risk of exposure to the suns ultraviolet rays especially between the hours of 11.00am and 2.00pm?

#### **14. METHOD**

- **Informal enquiries by office Manager to the users of the centre.**
- **Feedback from the staff regarding the policy and its implantation at staff meetings and/or Committee of Management meeting.**

