



SUN AND WATER SAFETY POLICY

Australia has one of the highest rates of skin cancer in the world with two in three Australians developing some form of skin cancer before the age of 70. 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 (Cancer Council Australia).

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
2.2.2	Incident and emergency management	Plans to effectively manage incidents and emergencies are developed in consultation with relevant authorities, practised and implemented.

EDUCATION AND CARE SERVICES NATIONAL LAW	
167	Protection from harm and hazards

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
101	Conduct of risk assessment for excursions
100	Risk assessment must be conducted before excursions
113	Outdoor space natural environment
114	Outdoor space shade
115	Premises designed to facilitate supervision
122	Educators must be working directly with children to be included in ratios
126	Centre based services-general educator qualifications
168	Education and care service must have policies and procedures
168 (2)(a)(ii)	Sun Protection



274	Swimming pools (NSW)
-----	----------------------

RELATED POLICIES

Health and Safety Policy Physical Environment Policy	Work Health and Safety Policy
---	-------------------------------

PURPOSE

To protect all children and staff from the harmful effects of ultraviolet (UV) radiation from the sun. To ensure the outdoor environment provides shade for children, educators and staff to minimise unsafe UV exposure. To ensure the safety and supervision of children in and around water. This includes water play, excursions near water, hot water, drinking water and hygiene practices with water in the Service environment.

SCOPE

This policy applies to children, families, staff, management, and visitors of the Service.

IMPLEMENTATION

Our Service will work in compliance with the National SunSmart Early Childhood Program to ensure children's health and safety is maintained at all times whilst at the Service. This policy applies to all activities on and off site.

MANAGEMENT/NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL:

- complete risk assessments that identify and assess risks associated with any water hazards and water-based activities
- ensure water hazards and water play are always highly supervised including:
 - direct and constant monitoring of children
 - careful and intentional positioning of educators
 - scanning and moving around the environment
 - observing play and anticipating behaviour
 - ensuring higher adult to child ratios
- provide direction and education to educators, staff and families on the importance of children's safety and supervision in and around water.
- ensure health and safety practices incorporate approaches to safe storage of water and water play.
- ensure premises adjacent to or providing access to any water hazards that are not able to be adequately supervised at all times (e.g. dams, swimming pool) are to be isolated from children by a child resistant barrier or fence
- ensure there are no items near fencing that children could climb up onto to gain access to a water hazard (pot plants, boxes, chairs)



- conduct a risk assessment in accordance with the requirements prior to taking children on an excursion which is near water
- ensure at least one Educator who holds a current approved first aid qualification is in attendance at all times
- display a Cardiopulmonary Resuscitation (CPR) guide near any swimming pool, wading pool, or body of water
- ensure water hazards and water play are always highly supervised
- ensure hot water is inaccessible to children.

EDUCATORS WILL:

- supervise children near water at all times
- never leave children alone near any water
- ensure children in a bath (if required) are directly supervised at all times
- ensure fish / frog ponds and water features that are not able to be adequately supervised at all times and/or pose an unacceptable risk to children are guarded or effective barriers are in place
- complete a daily Safety Inspection of premises to ensure that all hazards are known and minimised. When a hazard or potential hazard is detected, Educators will complete a risk assessment to address any concerns and children will be excluded from the area until the hazard has been rectified.
- utilise water activities in appropriate weather as part of the planned program
- allow the children the opportunity to experiment with water, sand, and mixing materials
- monitor all taps on the premises that children have access to and ensure they are turned off securely when not in use
- safely cover or make inaccessible to children all water containers, e.g. nappy buckets.
- empty wading pools immediately after every use and store to prevent the collection of water, e.g. upright
- check for and empty any water that has collected in holes or containers after rainfall or watering gardens
- ensure water troughs are not used without a stand to keep it off the ground
- ensure children remain standing on the ground whilst using the water trough
- ensure buckets of water for soaking toys or clothing are inaccessible to children
- ensure water troughs or containers for water play are filled to a safe level and emptied into the garden areas after **each** use
- children will be discouraged from drinking from these water activities



- ensure laundry, storerooms and Educator areas are to have **Staff only** signs on doors to remind adults to close doors behind them
- teach children about staying safe in and around water
- ensure wading pools are hygienically cleaned, disinfected and chlorinated appropriately:
 - ✓ on a daily basis remove leaves and debris, hose away surface dirt and scrub inside with disinfectant.
 - ✓ wash away disinfectant before filling pool
 - ✓ add Chlorine to pool before children used the pool
 - ✓ check chlorine levels frequently
 - ✓ children with diarrhoea, upset stomach, open sores or nasal infections should not use the pool
 - ✓ all children should wear appropriate swimwear / bathers, go to the toilet before entering the pool, and follow correct toilet hygiene practices while in the pool
 - ✓ remove all children immediately, empty and disinfect the pool should a child pass a bowel motion whilst in the pool

OPERATIONAL SAFETY

- Water tanks will be labelled with “Do Not Drink” signage and the children will be supervised in this area to make sure they are not accessing this water for drinking.
- Educators will discuss with the children the use of water tank water and how it differs from drinking water.
- Hot water accessible to children will be maintained at the temperature of **45.C°** which will be tested annually. Australian standard AS 3498
- Water for pets at the Service must be changed daily and only be accessible to children when educators are present.

Important: Parents will be notified as soon as practicable but within 24 hours if their child is involved in an incident/accident at the Service or while under Service care. Details of the incident/accident will be recorded on an Incident, Injury, Trauma and Illness Record.

Important: If the incident/accident, situation or event presents imminent or severe risk to the health, safety and wellbeing of the child or if an ambulance was called in response to the emergency (not as a precaution) the regulatory authority will be notified within 24 hours.



MONITORING UV LEVELS

Sun protection is required when UV levels reach level 3 or above. Our Service will monitor the UV levels daily through one or more of the following methods:

- using the smartphone SunSmart app available at iTunes App Store and Google Play store
- using the SunSmart widget on the Service's website available at www.cancer.org.au
- viewing the Bureau of Meteorology website www.bom.gov.au
- visiting www.myuv.com.au

WATER HAZARDS

The National Regulations make reference to 'water hazards' however the term is not expressly defined.

In this policy, a water hazard is defined as anything that can hold 5cm of water and fit a child's nose and mouth and a 'water hazard' may include:

- swimming pools, portable pools, spas
- fishponds
- sinks, basins
- water feature, such as a wishing well
- containers for feeding animals
- water troughs, containers for paddling- clam shells
- dams, creeks, river or pooling water
- beach

OUTDOOR ACTIVITIES

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times, when the UV Index is 3 or above. The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, a combination of sun protection is recommended for all skin types.

The Services will use a combination of sun protection measures (see below) **whenever UV Index levels reach 3 and above**. Care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible.

South Australia: Sun protection measures are required during the daily sun protection times, from 1 August to 30 April, and whenever the UV is 3 and above at other times.

SHADE

Management will ensure:

- sufficient natural, portable, or man-made shade will be provided, particularly in high use areas
- shaded areas will be used for play experiences
- play experiences will be monitored throughout the day and moved as required to remain in the shade
- regular risk assessments and reviews will be made of the outdoor area to assist in planning for further shade requirements



BAY ISLAND Early Learning & Care

- children will still be required to wear hats, protective clothing, and sunscreen if playing under natural or portable shade
- children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.

HATS

Educators, children, and visitors are required to wear sun safe hats at all times they are outdoors. Cancer Council Australia describes sun safe hats as:

- hats that protect a person's face, neck, and ears, which include:
 - a legionnaire hat – the flap should cover the neck
 - a bucket hat with a deep crown and brim size of at least 5cm for children and at least 6cm for adults and must shade the face, neck, and ears
 - a broad brimmed hat with a brim size of at least 6cm for children or 7.5cm for adults. The brim should provide shade for the whole face

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.

- Children without a sun safe hat will be asked to play in an area protected from the sun or can be provided with a spare hat.

CLOTHING

- When outdoors, staff and children will wear sun safe clothing that covers as much of the skin as possible. Cancer Council Australia recommends clothing that:
 - covers the shoulders, back and stomach
 - is loose fitting such as loose-fitting shirts and dresses with sleeves and collars or covered neckline, or longer style skirts, shorts and trousers.
- Children who are not wearing sun safe clothing can be provided with spare clothing or will be required to play under shade or in an area protected from the sun or provided with spare clothing.
Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

SUNSCREEN

As per Cancer Council Australia recommendations:

- Staff and children will apply SPF30 or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours or more frequently if washed or wiped off.
- Permission to apply sunscreen is included in the service enrolment form.
- Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen. Cancer Council Australia recommends usage tests before applying a new sunscreen.
- 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, dry place and the use-by-date monitored.

BABIES

Recommendations for babies from the Cancer Council Australia include:

- Babies under 12 months will not be exposed to direct sun when the UV Index is 3 or above
- Physical protection such as shade, clothing and broad-brimmed hats are the best sun protection measures.



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.

RISKS OF SUMMER PLAY

Australia has a hot climate and inevitably playground equipment and surfacing can heat up rapidly and retain heat. Many playground surfaces and equipment can exceed temperatures greater than 50°C and if young children come into contact with these surfaces, they can be burned severely within seconds.

The Approved Provider, Nominated Supervisor and educators will:

- ensure risk assessments are conducted to identify any potential hazards to children during summer months that could cause harm or injury to children. Risk minimisation control measures will be put in place to protect children. Potential hazards could include:
 - hot equipment- slides, poles, guardrails, any metal surfaces
 - hot surfaces- rubber and synthetic grass, walkways, concrete surfaces
 - sun burn
 - access to bodies of water (filled water troughs/containers/trays/pools)
- use a thermometer or their hand to test surface temperature and make an informed decision about permitting children to play on equipment or in the outdoor space. If the surface temperature is determined to be too hot or is recorded as at or above 50°C it is recommended by Kidsafe Australia that children do NOT play on the surface
- ensure children wear shoes when playing in the outdoor area

MODELLING AND WORK HEALTH AND SAFETY

Cancer Council Australia acknowledges that children are more likely to develop sun-safe habits if they are role-modelled and demonstrated by adults around them. Occupational UV exposure is also a WH&S issue. All educators, staff at the Service will therefore be required to role model appropriate sun protection behaviours by:

- wearing a sun safe hat (see Hats)
- wearing sun safe clothing (see Clothing)
- applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- using and promoting shade
- wearing sunglasses that meet the Australian Standard 1067 (optional)
- families and visitors are encouraged to role model positive sun safe behaviour
- monitoring the UV Index and Daily Sun Protection times throughout the day
- regularly monitoring and reviewing the effectiveness of the *Sun Safety Policy*
- submitting the Sun Safety Policy to the Cancer Council every three years to maintain SunSmart status (optional).

EDUCATION AND INFORMATION

- Sun protection will be incorporated regularly into learning programs
- Sun protection information will be promoted to staff, families and visitors
- Educators & staff are encouraged to complete free Cancer Council Generation SunSmart online PL learning modules
- Further information is available from the Cancer Council website www.cancer.org.au/preventing-cancer/sun-protection/
- The *Sun Safety Policy* will be made available to all Educators, Staff, Families, and Visitors of the Service to ensure a comprehensive understanding about keeping sun safe.
- When enrolling their child/ren to our Service, parents will be required to give permission for educators to apply sunscreen to their child
- Information about Sun Safety will be included in our Parent Handbook



Sun safety Procedures

Australia has one of the highest rates of skin cancer in the world. Young children and babies are particularly at risk of skin damage from sunburn due to their sensitive and thin skin. The risk of developing skin cancer later in life is also increased when there is high exposure to UV radiation levels in the first fifteen years of life (Cancer Council Australia).

Outdoor activities, where possible, are planned outside of the daily peak UV periods of 10am to 3pm. Additional strategies educators take to maximise sun protection include:

1. SUNSCREEN

- APPLICATION PROCEDURE:
 - Children are to be encouraged to apply their own sunscreen through:
 - Modelling (educators are encouraged to apply sunscreen and the same time as children)
 - Verbal guidance
 - Physical support
 - When educators need to physically support children in applying their own, hygiene and cross contamination is minimised through:
 - Wearing a PLASTIC glove (fresh one for each child) **OR**
 - Using a cotton ball (fresh one for each child)
- WHEN TO APPLY:
 - On arrival at centre (as first outdoor play is usually occurring as children are arriving)
 - Parent / authorised contact persons are encouraged to help their child apply sunscreen as part of the settling in routine
 - 20 mins prior to outdoor play and reapply every 2 hours
 - If a child is unable to have sunscreen applied light cotton long sleeved t-shirt is to place on the child for outside play.

2. HATS

Educators, staff and children are encouraged to wear sun safe hats that protect their face, neck and ears. Children without a hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or can be provided with a spare hat.

- Actively encouraging parents to bring a 'sun safe' (broad brimmed or legionnaire) hat for their child on each day of their child's attendance
- Providing a 'centre hat' for each child who doesn't bring their own hat. Hat is to be labelled and logged out to child as per (*Centre Hats and Sheets* (WHS.011))
- Ensuring there are interesting activities set up on all veranda areas so that any child who doesn't want to wear a hat, for whatever reason, does not feel punished through being limited to 'veranda play only'.
- When hats are not being used are stored in a hygienic manner)

3. SETTING UP ACTIVITIES

Educators will, where possible plan outdoor activities outside of peak UV times. Outdoor activities will be avoided around the midday hours when UV levels are highest. Sun protection is required at all times children are outside.



SOURCE

Australian Children's Education & Care Quality Authority. (2014).
Bureau of meteorology. Home page (for UV Index): <http://www.bom.gov.au/uv/>
Cancer Council. (2019). UV alert: <https://www.cancer.org.au/preventing-cancer/sun-protection/uv-alert/>
Cancer Council. Home page: <https://www.cancer.org.au/>
Cancer Council. Preventing cancer: Sun protections: <https://www.cancer.org.au/preventing-cancer/sun-protection/>
Children's Services Act 1996
Early Childhood Australia Code of Ethics. (2016).
Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011)
Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).
Guide to the National Quality Standard. (2017).
Kidsafe NSW [Playground Safety](#) .(2020).
Occupational Health and Safety Act 2004
Revised National Quality Standard. (2020).

REVIEW

Note: Our Sun Safe Policy has recently been reviewed by Australia's Cancer Councils in each state and adjusted accordingly to meet Sun Smart services criteria. (17-02-2020)

March 2020	<ul style="list-style-type: none">• Additional regulation re: risk assessments• Additional section for Risks of Summer Play• Parent permission to apply sunscreen added• Additional sources• additional section re: 'water hazards'• risk assessment measures added• hot water temperature edited re: Australian Standards• minor edits• sources checked for currency• additional sources added	
SEPTEMBER 2019	<ul style="list-style-type: none">• Revision and re-write re: Cancer Council recommendations	SEPTEMBER 2020
MAY 2019	<ul style="list-style-type: none">• Latest updates have been made to comply with the latest recommendations by the Cancer Council of Australia and the SunSmart program.	SEPTEMBER 2019
SEPTEMBER 2018	<ul style="list-style-type: none">• Latest updates include terminology and grammar improvements.• Added the section displaying related policies on page 1.	SEPTEMBER 2019
OCTOBER 2017	<ul style="list-style-type: none">• Updated the references to comply with the revised National Quality Standard	SEPTEMBER 2018
AUGUST 2017	<ul style="list-style-type: none">• Minor changes made to comply with being a Sun Smart Service	SEPTEMBER 2018