

# CURIOSITY

## Early Learning Centre

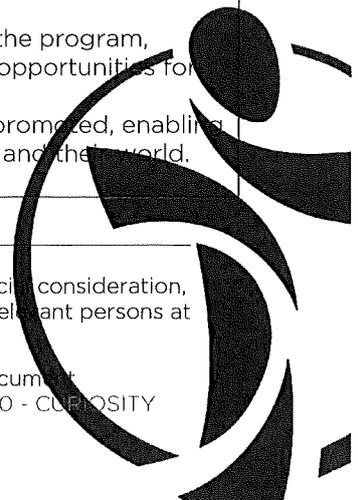
### Sun Smart (UV) Policy

Publication Date:	Jan 2020
Review Date:	September 2022
Policy Officer:	Jacqui Gliddon - ELC Director
Related to National Quality Framework (Law and Regulations & National Quality Standards)	<p>Section 167 – Protection from harm and hazards.</p> <p>Children’s Services Act (2009)</p> <p>Children’s Services National Law (Act 2010)</p> <p>Education and Care Services National Regulation 77(2a) – The nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at the service implement adequate health and hygiene practices.</p> <p>Education and Care Services National Regulation 100-102 – The approved provider of an education and care service must ensure a risk assessment is carried out in accordance with regulation 101 before an authorisation is sought under regulation 102 for an excursion.</p> <p>Education and Care Services National Regulation 113 – The approved provider of an education and care service must ensure that the outdoor spaces provide at the education and care service premises allow children to explore the natural environment.</p> <p>Education and Care Services National Regulation 114 – The approved provider of a centre-based service must ensure that outdoor spaces provided at the education and care services premises include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.</p> <p>Education and Care Services National Regulation 168 – The approved provider of an education and care service must ensure that the service has in place policies and procedures in relation to the matters set out in sub regulation (2a) Sun Protection.</p> <p>Education and Care Services National Regulation 171 – The approved provider of an education and care service must ensure that copies of the current policies and procedures required under regulation 168.</p> <p>National Quality Standard 1 – Educational Program and Practice</p> <p>1.1.1 – Approved learning program – Curriculum decision-making contributes to each child’s learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.</p> <p>1.1.3 – Program learning opportunities – All aspects of the program, including routines, are organised in ways that maximise opportunities for each child’s learning.</p> <p>1.2.3 – Child directed learning – Each child’s agency is promoted, enabling the to make choices and decisions that influence events and the world.</p>

GOOD SHEPHERD LUTHERAN SCHOOL PARA VISTA

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	<p><b>National Quality Standard 2 – Children’s Health and Safety</b>  2.1 – Health – Each child’s health and physical activity is supported and promoted.  2.1.2 – Health practices and procedures – Effective illness, injury management and hygiene practices are promoted and implemented.  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.</p> <p><b>National Quality Standard 3 – Physical Environment</b>  3.1 – Design – the design of the facilities is appropriate for the operation of a service.  3.1.1 – Fit for purpose – Outdoor and indoor spaces, building, fixtures and fitting are suitable for their purpose, including supporting the access of every child.  3.2 – Use – The service environment is inclusive, promotes competence and supports exploration and play-based learning.  3.2.1 – Inclusive environment – Outdoor and indoor spaces are organised and adapted to support every child’s participation and to engage every child in quality experiences in both built and natural environments.</p> <p><b>National Quality Standard 4 – Staffing Arrangements</b>  4.1.1 – Organisation of Educators – The organisation of Educators across the service supports children’s learning and development.</p> <p><b>National Quality Standard 5 – Relationships with Children</b>  5.1.1 – Positive Educator to child interactions – Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.  5.2.1 – Collaborative learning – Children are supported to collaborate, learn from and help each other.</p> <p><b>National Quality Standard 6 – Collaborative Partnerships with Families and Communities</b>  6.1.1 – Engagement with the service – Families are supported from enrolment to be involved in the service and contribute to the service decisions.  6.1.3 – Families are supported – Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.</p> <p><b>National Quality Standard 7 – Governance and Leadership</b>  7.1.2 – Management systems – Systems are in place to manage risk and enable the effective management and operation of a quality service.  7.1.3 – Roles and responsibilities – Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.</p> <p>Occupational Health and Safety Act (2004)  Work, Health and Safety Regulations (2013)</p>
<p><b>Related Policies, Guidelines, Standards and Frameworks</b></p>	<p>Early Years Learning Framework  Learning Outcome 1 – Children Have a Strong Sense of Identity  1.2 – Children develop their emerging autonomy, inter-dependence, resilience and sense of agency.  * Children increase their awareness of making informed choices about Sun protection and to engage with these practices with greater independence.</p>

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	<p>Learning Outcome 3 – Children Have a Strong Sense of Wellbeing  3.2 – Children take increasing responsibility for their own health and physical wellbeing.  * Show increasing independence and competence in applying sunscreen and knowing where their hat and glasses are always.  * Identify areas where outside play can be sustained to extend opportunities to engage with activities in the shade.</p> <p>Learning Outcome 4 – Children Are Confident and Involved Learners  4.2 – Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating.  * Children have the freedom to make informed choices about where to play based on their experiences of playing in the sun.  * Children make predictions and generalisations about their daily activities in their natural environments.</p> <p>CURIOSITY ELC Children’s Health, Hygiene and Safety Policy  CURIOSITY ELC Excursions Policy  CURIOSITY ELC Extreme Weather Policy  CURIOSITY ELC Headlice Policy  CURIOSITY ELC Staffing Arrangements Policy  CURIOSITY ELC Work Health and Safety Policy</p> <p>Good Shepherd School – Safety  Good Shepherd School – First Aid Administration  Good Shepherd School – Sun Safe Policy</p>
Policy Officer Phone:	8264 7966
Policy Sponsor:	David Wilksch (GSLs, School Principal)
Applies to:	CURIOSITY Early Learning Centre at Good Shepherd Lutheran School, Para Vista
Key Words:	Ultra violet radiation (UV), sunscreen, glassware, clothing, shade, Sun Smart UV Widget, times of exposure, UPF.
Definitions:	<p>NQS – National Quality Standards  EYLF – Early Years Learning Framework  ELC – Early Learning Centre  GSLs – Good Shepherd Lutheran School  Staff Team – All rostered Educators and volunteers  SunSmart – The name of the program conducted by The Cancer Council  UPF 15 – Ultraviolet protective factor 15+ fabric.  UPF 50 – Ultraviolet protective factor 50+ fabric.  UV Index Level – Scales that describes the intensity of solar UV radiation; the higher the level the greater the potential for damage to your skin and eyes. When the SunSmart UV Alert indicates that the UV index level is expected to be 3 or higher, damage can be caused to skin and eyes.</p>
Status:	Endorsed
Version	1.1
Policy Approved:	<p>Approved by:  GSLs Council Representative Name:  <u>DAVID WILKSCH</u></p> <p>Signature: <u></u></p>

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	CURIOSITY ELC Management Name: <u>Jacqui Glendon</u> Signature: <u>Jacqui Glendon</u> Date: <u>30.04.2020</u>
Review Period:	3 Years

## Version Control

Version	Action:	Date:
Policy .v1	Endorsed	10/01/2020
Policy .v1.1	Endorsed	28/04/2020

## Policy Statement

This policy is in place to ensure that our staff can meet the National Quality Standards in the area of sun and UV safety at CURIOSITY ELC in accordance with sun safe practices set by The Cancer Council.

A balance of ultraviolet (UV) radiation exposure is important for health however, too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first ten years of life is a major factor in determining future skin cancer risk. Too little UV radiation from the sun can lead to low vitamin D levels that is essential for healthy bones and muscles, and for general health. No one sun protection strategy is 100% effective against ultraviolet (UV) radiation, so a combination of sun protection procedures (clothing, sunscreen, hats, shade and sunglasses) are recommend whenever the UV radiation level is 3 and above.

CURIOSITY ELC is a SunSmart Centre that regularly attends to risk assessments each day to ensure that optimal sun safety considerations are in place for our staff, children and families. We value the children's engagement in play based outdoor sensory experiences so believe that it is our duty to ensure the protection of our children as they engage in their outdoor learning opportunities. Outside play areas are regularly monitored and assessed for opportunities for natural shade and to ensure that sustained outside play is catered for with suitable covering and managed with the correct sunscreen, clothing and glassware considerations.

The Sun Smart (UV) Policy is consistent with the Cancer Council's SunSmart recommendations for outdoor environments, clothing, sunscreen, scheduling of activities and ongoing education for the children, families and staff at the Centre.

At CURIOSITY ELC, we value the partnership that we have with families as we appreciate that they are children's most influential teachers and have a knowledge about their child that can contribute to the routines and needs of the children in our care. Therefore, we regularly check in with parents about their child's understanding of Sun Safety and ways in which we can support this at home.

## Aim

CURIOSITY Early Learning Centre aims to ensure that all children, employees and visitors attending the service are protected from skin and eye damage caused by harmful ultraviolet radiation from the sun.

This policy aims to:

- Provide direction in relation to ensuring that all children and staff are protected from damaging levels of ultraviolet (UV) radiation from the sun.
- Inform staff of Sun Smart strategies to promote safe practices within the Centre and while on excursion.

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- Educate the children and families in our care of the importance of protecting themselves against the harms associated with UV exposure.

The Education and Care Services National Law Act 2010 requires that approved provider/nominated supervisor/co-ordinators take reasonable care to protect children from foreseeable risk of harm, injury and infection. Therefore, this policy applies to staff, parents and children of CURIOSITY Early Learning Centre.

## **Implementation Responsibilities**

### **Responsibilities of the Nominated Supervisor**

To promote children's and staff's safety and wellbeing during times outside in the sun, the Nominated Supervisor will ensure:

- Sun protection is incorporated into the learning and development programs and promoted to families through the front communication board and iNewsletters.
- That an accurate UV reading is observed from the SunSmart web page by 8am each morning to check for the times when sun protection is required and to notify the staff team, families and children via the front communication board.
- On days where the temperature is 36 degrees or above, the nominated supervisor will advise the staff team that the Extreme Weather Policy will take effect.
- That the staff team can access the SunSmart Widget on their devices to check throughout the day.
- 50+ Sunscreen (water resistant, broad-spectrum and low allergy) is made available and in date to everyone on the staff team, children and their families.
- Training is given to staff team and children in regard to how to apply sunscreen to all exposed areas of the body including arms, legs, neck, ears and face,
- Educators are supporting children in ensuring that their programming allows for change in intermittent weather.
- Identify within the perimeter of the outdoor play areas that adequate shade is provided for the children to engage in.
- Consultation with families is a priority when considering alternative sunscreen, clothing or sunscreen for children unable to use of wear the Centre's compulsory items.
- On enrolment that parents are aware of the SunSmart policy of the ELC and comply in writing for their child to have the appropriate clothing and permission for sunscreen to be applied by the Educators.
- Uniform design gives children the optimal protection with consideration to Australian Standards for Sunglasses which should meet Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category 2, 3 or 4). Hats provide face, back, neck, eyes and ear coverage, with 50% of the areas covered by UV.
- Care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times, where possible.
- A combination of sun protection measures are considered when planning outdoor activities such as excursions and water based activities.

### **Responsibilities of the Educators and Volunteers**

To ensure children's safety and wellbeing during active periods outside, Educators and volunteers will:

- Promote the SunSmart motto of 'Slip, Slop, Slap, Seek and Slide' within the Centre at all times through dialogue with children and their families.
- Model for the children in their care and for Work Healthy and Safety, follow SunSmart practices of the Centre including wearing sun protective clothing, appropriate hats, sunscreen and sunglasses (if desired) and seek shade when outdoors.
- In consultation, create a Sunscreen station within the Centre to promote independence in applying sunscreen.
- Ensure that children are accessing a combination of 5 SunSmart measures to reduce the risk of sun exposure including that hats do not have cords.
- Always implement the SunSmart practice, with the only exception based on written authorisation from a child's doctor where an alternative plan will be in place.
- Ensure that fresh water is available for all children to access throughout the day and that each child has a hygienic drink bottle.

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- Consider alternative play activities when the Extreme Weather policy is activated.
- Offer spare CURIOSITY ELC hats to those children without a hat so that their play is not limited.
- Ensure that spare CURIOSITY ELC hats are returned and laundered after each use to reduce head lice exposure.

### **Responsibilities of the Families**

To support the safety and wellbeing during active periods outside, a parent or guardian must:

- Disclose any information that may affect their child's participation in outdoor play opportunities relating to current needs, such as allergies to fabrics or sunscreen.
- Disclose any medical condition which prevents Educators from following these procedures. For example if the child cannot wear a particular sunscreen or the ELC polo top due to eczema an alternative approach must be agreed upon and written as part of the child's Medical Conditions, Risk Minimisation and Communication Plan.
- Purchase the ELC's bucket hat and polo tops to provide sun protection for their child.
- Apply sunscreen to their child on arrival to the Centre if the UV rating has been promoted as being 3 or above for the day.
- Be willing for their child to have 50+ sunscreen applied to their child throughout the day.

## **Procedures – SunSmart Practices**

### **Monitoring UV Index Levels**

When the UV level is 3 and above, a combination of sun protection measures (broad brimmed hat, sun protective clothing (UPF15 or UPF50), SPF 50+ broad-spectrum water-resistant sunscreen, sunglasses and shade) is recommended when outdoors.

In South Australia, the UV is 3 and above from the 1<sup>st</sup> of August until the 30<sup>th</sup> of April. During the other times it is usually below this which allows for Vitamin D production to be increased as children play outdoors without their hats or sunscreen. However, the UV level should be checked daily to ensure that the index is not above 3.

The Sun Smart (UV) Policy is in place during terms 1, 3 and 4 and when the ultraviolet (UV) radiation level is 3 and above, at other times.

Each morning the nominated supervisor is responsible for checking the SunSmart Widget for Adelaide, SA and to notify staff, children and their families of the UV level on the front communication board.

When the Index level is 3 and above a combination of the following 5 SunSmart steps must be followed by children and the staff team to protect against skin damage and skin cancer.

In accordance to the GSLS Extreme Weather Policy, CURIOSITY ELC will restrict play to outside when the weather reaches 36 degrees or more. On hot and humid days the risk of heat related illness is increased and as such the staff team will use their discretion and may require indoor play.

### **Slip**

- Slip on sun protective clothing.
- As much of the child's skin should be covered with cool, loose fitting clothes.
- CURIOSITY ELC children will wear UPF 15 collared and short sleeved polo tops to protect the neck and upper arms.
- Families are encouraged to purchase shorts or skorts that are knee-length or longer to provide extra coverage.
- Children who do not have appropriate clothing with them are asked to play in areas protected from the sun.

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### Slap

- Slap on a hat.
- CURIOSITY ELC children have a bucket hat with a deep crown and angled brim that protects 50% of the child's face and neck. This is a compulsory item. Hats will not have cords attached to remove the risk of choking.
- Hats must always be worn when outside when the UV level is 3 or more.
- If children refuse to wear their hat then opportunities for them to engage in play underneath permanent shade shelters is appropriate, however guidance and support is required to build resilience in hat wearing.
- Children must never be allowed to play outside without their hats on during UV levels of 3 or above.

### Slop

- Slap on SPF 50+ sunscreen.
- CURIOSITY ELC families are asked to apply sunscreen to their child on arrival if the UV index is advertised as being 3 or above on the communications board in the entry corridor.
- Children will be modelled how to put on their sunscreen to ensure that all areas of their face, neck, arms and legs are covered evenly.
- Children are encouraged to apply sunscreen to their own bodies at the Sunscreen Station at least 20 minutes before going outdoors under supervision.
- Children will reapply their sunscreen every two hours as this is best practice.
- Where consultation and notification has been given from families with children who have dark skin, the requirement to wear sunscreen may not apply to allow for vitamin D to be absorbed.

### Seek

- Seek shade.
- Children are to be encouraged to use shaded areas for outdoor play where possible. As CURIOSITY ELC, establishes it's natural shade, shade cloth shelters will be erected to increase our shade provisions.
- Educators are to monitor the health and wellbeing of the children as they play and offer alternative spaces to play if they appear over heated. Signs of this include; red face, excessive sweating and lethargic body positioning.
- Consideration must be given to shade when planning excursions. Adequate shade must be provided to ensure children are protected from exposure to the sun.

### Slide

- If practical, children are encouraged to wear sunglasses when playing outdoors.
- Sunglasses must meet Australian Standards AS/NZS 1067.1:2016, with lens category 2, 3, or 4.
- Sunglasses should be marked with the eye protection factor (EPF 10)
- Sunglasses must have soft elastic to keep them in place.

### Hydration

- Children are encouraged to access their drink bottles when outside playing. Drink bottles are to stay located on the drinks trolley as to not be introduced as a play resource.

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## References

ACECQA National Quality Standards Website - <https://www.acecqa.gov.au/nqf/national-quality-standard>

ACECQA Guide to the National Quality Framework Resource - <https://www.acecqa.gov.au/sites/default/files/2019-10/Guide-to-the-NQF.pdf>

AS 4174:2018 Knitted and woven shade fabrics

AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles

AS/NZS 4399:2017, Sun protective clothing - Evaluation and classification

AS/NZS 2604:2012 Sunscreen products - Evaluation and classification

Australian Government Department of Education and Training, BELONGING, BEING & BECOMING, The Early Years Learning Framework

Cancer Council Victoria - Be SunSmart, Play SunSmart Early Childhood Resource, 2017, accessed 12/11/2019 <https://www.sunsmart.com.au/downloads/communities/early-childhood-primary-school/resources/be-sunsmart-play-sunsmart.pdf>

Kidsafe SA - Shade in Playspaces, 2019, accessed 12/11/2019 <https://kidsafesa.com.au/wp-content/uploads/2019/08/Kidsafe-SA-Shade-in-Playspace-Info-Sheet-2019.pdf>

Product Safety Australia

Safe Work Australia: [Guidance Note - Sun protection for outdoor workers](#) (2016)

South Australia - Education and Early Childhood Services (Registration and Standards) Act 2011, version 1 July, 2018, accessed, 11/11/2019 <https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div1/reg81>

Sports Medicine Australia - Beat the Heat - Playing and Exercising Safely in Hot Weather Fact Sheet, 2008

SunSmart online Widget for Adelaide - <https://www.sunsmart.com.au/uv-sun-protection/uv/uv-widget>

SunSmart Early Childhood Program, <http://www.sunsmartnsw.com.au/programs/programs-ech/> accessed 12/11/2019

SunSmart Shade Comparison Check, accessed 12/11/2019 <https://www.sunsmart.com.au/shade-audit/>

The Australian Human Rights Commission and Early Childhood Australia - Supporting young children's rights statement of intent (2015-2018).

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

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## **CURIOSITY Early Learning Centre Standard Collection Notice**

1. CURIOSITY Early Learning Centre (ELC) collects personal information, including sensitive information, about children and parents or guardians before and during a child's enrolment at the ELC. The primary purpose of collecting this information is to enable the ELC to provide educational services for your child that meet National Quality Standards. Allied to this, information will also be used for enrolment and administrative purposes.
2. Some of the information we collect is to satisfy the ELC's legal obligations, particularly to enable the ELC to discharge its duty of care.
3. Laws governing or relating to the operation of ELC's require that certain information be collected. These include relevant Public Health and Child Protection laws.
4. Health information about children is 'sensitive information' within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act*. We may ask you to provide medical information and reports about your child to inform our practice and ensure your child's medical needs are met to the best of our ability.
5. The ELC, as required, either by law or as appropriate for proper discharge of our duties, will disclose personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, medical practitioners and people providing services to the ELC, including specialist visiting teachers, sports coaches and volunteers and counsellors.
6. Personal information collected from children is regularly disclosed to their parents or guardians. On occasions, information and photos regarding learning journey's and other achievements, activities and similar information is published in the ELC iNewsletters, online platforms such as Storypark, Good Shepherd Lutheran School iNewsletters, website and, magazines. The ELC will obtain separate permissions from the children's parent or guardian prior to publication of photographs or other marketing avenues through the School Enrolment Form.
7. The ELC may store personal information in 'the cloud' which may mean that it resides on servers which are situated outside of Australia.
8. Parents or guardians may seek access to personal information collected about them by contacting the Director of the ELC. There will, however, be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the ELC's duty of care to the student, or where children have provided information in confidence.
9. The ELC's Privacy Policy also sets out how you may register a complaint about a breach of privacy and how the School will deal with such a complaint.
10. The ELC also, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the ELC's fundraising activities solely for that purpose. We shall not disclose your personal information to third parties for their own marketing purposes without your consent.
11. If you provide the ELC with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the ELC and why. The ELC does not usually disclose this information to third parties unless permission is granted.

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