



YMCA Geelong – Sun & UV Protection in Children's Services Policy

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| Policy Number | Date Approved | Date Last Amended | Status |
|---------------|---------------|-------------------|----------|
| YG 147-O | 11/02/2025 | 11/02/2025 | APPROVED |

1. SUN & UV PROTECTION IN CHILDREN'S SERVICES POLICY

2. INTRODUCTION

Our Sun & UV Protection policy has been developed to ensure all students, staff, parents and visitors attending YMCA programs are protected from skin damage caused by harmful ultraviolet (UV) radiation from the sun.

This policy provides guidelines to:

- ensure all participants and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for participants and staff;
- ensure participants are encouraged and supported to develop independent sun protection skills to help them be responsible for their own sun protection;
- support duty of care requirements; and
- support appropriate WH&S strategies to minimise UV risk and associated harms for staff and visitors.

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 for general health.

The Sun & UV Protection Policy has been developed to balance these requirements. It includes guidelines and recommendations outlined by the Cancer Council and meets the Health and Safety requirements stipulated under the Education and Care Services National Regulations (2011). The Sun Protection Policy guides all YMCA Children's Services to provide a healthy and safe environment to all children and staff.

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Legislation and Standards

- [Education and Care Services National Law Act 2010](#):
- Section 167: Protection from harm and hazards
- [Education and Care Services National Regulations 2011](#)

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| Part 4.2: Children's health and safety | |
| Req 100 | Risk assessment must be conducted before excursions |
| Part 4.3: Physical Environment | |
| Req 113 | Outdoor space: natural environment |
| Req 114 | Outdoor space: shade |
| Part 4.7: Leadership and service management | |
| Req 168 | Policies and procedures: Sun protection |
| Req 170 | Policies and procedures to be followed |
| Req 171 | Policies and procedures to be kept available |
| Req 172 | Notification of change to policies or procedures |

3. POLICY

All YMCA Children's Services use a combination of sun protection measures for all outdoor activities from **September to the end of April** and whenever UV levels reach 3 and above, the level that can damage skin and eyes.

The Y's Sun and UV protection procedures will consist of the Cancer Council endorsed five key steps: Seek Shade, Sun – Protective Clothing, Hats, Sunscreen, Sunglasses.

3.1 Seek Shade

- 3.1.1 Management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area particularly in high-use areas.
- 3.1.2 The availability of shade is considered when planning all outdoor activities.
- 3.1.3 Children are encouraged to choose and use available areas of shade when outside.
- 3.1.4 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.
- 3.1.5 Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.

3.2 Clothing

- 3.2.1 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.
- 3.2.2 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 a singlet top or shoestring dress, they will be asked to choose a t-shirt/shirt to wear over this before going outdoors. Rash vests or t-shirts are used for outdoor swimming and water activities.

3.3 Hats

- 3.3.1 All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats. *Baseball, peak cap, visors are not considered a suitable alternative.*
- 3.3.2 Children without a sun protective hat are provided with one where possible.
- 3.3.3 Children who refuse to wear hats From October- March will be required to play in shaded areas. If there are not shade available for the group, Parents will be notified by phone call from the Responsible Person to collect the child.

3.4 Sunscreen

- 3.4.1 SPF 30+ broad spectrum, water resistant sunscreen is available for staff and children's use.
- 3.4.2 Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply every two hours, or more frequently if sweating or swimming).
- 3.4.3 With parental consent, children with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.
- 3.4.4 From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff.
- 3.4.5 Strategies are in place to remind children to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- 3.4.6 Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.
- 3.4.7 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, or the child encouraged to play in the shade.
- 3.4.8 Families ensure sunscreen is applied prior to attending vacation care.
- 3.4.9 Cancer Council recommends usage tests before applying a new sunscreen
- 3.4.10 If a child refuses to apply sunscreen at the 2 hours intervals they will be required to play in the shaded areas only.
- 3.4.11 Staff will ensure regular checks are undertaken as to the expiry dates on each bottle of sunscreen. Any sunscreen that has expired will immediately be disposed of.
- 3.4.12 Staff will ensure to keep up to date with any public safety warnings around particular brands of sunscreen.

3.5 Sun glasses [OPTIONAL]

- 3.5.1 Children and staff are encouraged to wear close fitting, wrap-around Sun glasses that meet the Australian Standard 1067 (Sun glasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

3.6 Staff and Role modeling

- 3.6.1 As part of OHS UV risk controls and role-modeling, when the UV is 3 and above staff:
- wear sun protective hats, clothing and sunglasses when outside
 - apply SPF 30+ 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
- 3.6.2 Families, parents 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.
- 3.6.3 In addition; all staff are educated in First Aid including heat exhaustion/exposure and actively care and educate for children to prevent heat related illness from occurring.

3.7 Planned experiences

- 3.7.1 UV radiation exposure is considered as part of a service's risk management and assessment for all outdoor events and activities on and off-site.
- 3.7.2 Responsible Persons are required to utilise the Service Phone to review the UV levels through the day using the UV widget on the Y Geelong Website .
- 3.7.3 Sun protection and vitamin D are incorporated into the learning and development program
- 3.7.4 The Sun and UV Protection policy is reinforced through staff and children's activities and displays
- 3.7.5 Staff and families are provided with information on sun protection and vitamin D through family newsletters, noticeboards and the service's website.

3.8 Communication

All YMCA services will:

- 3.8.1 Display the Sun and UV Protection policy for parents / carers on site and on our website- Policy Library, and discuss it with the children
- 3.8.2 Regularly reinforce SunSmart behaviour through correspondence with families via the notice board and displays, and through planned children and educator activities
- 3.8.3 Ensures information about the Sun Protection policy is included in parent handbooks, enrolment form and other important documentation sent to families
- 3.8.4 Acknowledge the significant contribution from parents and guardians in ensuring policy compliance and actively collaborate with families to ensure the provision of SunSmart clothing, hats, sunglasses (optional) and sunscreen for children is suitable and meets both the service and family needs.

3.9 From May to August

When average UV Index levels are below 3:

3.9.1 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.

3.9.2 Sun protection measures are only required when in alpine regions, near highly reflective surfaces such as snow or outside for extended periods.

3.9.3 The Nominated Supervisor and/or delegate will check the daily UV alert and ensure the Sun Protection policy is implemented for days above UV alert 3.

3.10 Training and Development

3.10.1 Y People are provided training and development module- Sun Smart in Education and Care Services and OSHC

<https://www.generationsunsmart.com.au/get-sunsmart/education-care-services/>

4 DEFINITIONS

UV- Ultra- Violet Radiation

5 SCOPE

This policy applies to all employees, volunteers and contractors of YMCA Geelong Inc. and associated clubs.

6 ROLES AND RESPONSIBILITIES

| Department/Area | Role/Responsibility |
|---|---|
| Families | <ul style="list-style-type: none">• Be aware of and follow the service's Sun protection policy and procedures• Send children to the service in appropriate clothing that offers sun and UV protection. |
| Operations/staff Responsible Persons and Educators | All Educators/ Camp Staff/ Program Staff are responsible for the daily implementation of the policy when directly supervising children. Completing the required training and development modules for Sun and UV protection Implement the Sun protection policy and procedures, ensuring all action plans that are in place are carried out <ul style="list-style-type: none">• monitor the UVI daily, identify when and how any sun protection changes need to occur, and communicate this to educators and staff• promote sun safe practices with all children, families, educators and staff within the service. |

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| | <p>monitor the impact of sun on play equipment and surfaces that children will be touching and using such as soft fall mats, artificial surfacing, etc.</p> <ul style="list-style-type: none"> • role-model sun safe practices • communicate with families about sun safe practices in general and specific expectations within the service (e.g. wearing protective clothing). |
| Co-ordinator | <p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p> <p>Is responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.</p> <p>Facilitate annual policy training to Children's Services Educators on the appropriate implementation and use of policy.</p> <p>Ensure that obligations under the Education and Care Services National Law and National Regulations are met</p> <ul style="list-style-type: none"> • take reasonable steps to ensure that the nominated supervisor, educators and staff follow the policy and procedures • centre-based services: ensure adequate shading over areas for both active and passive outdoor play • ensure access to an adequate supply of in-date sunscreen for children, educators and staff • ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection • notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> • affect the fees charged or the way they are collected or • significantly impact the service's education and care of children or significantly impact the family's ability to utilise the service. |
| CEO | <p>Policy Approval and compliance reporting</p> <p>Ensure Approved Provider Obligations are met as outlined in Co-ordinator responsibilities.</p> |

7 MONITORING, EVALUATION AND REVIEW

The Sun Protection Policy will be reviewed every 3 years.

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The ongoing monitoring and compliance to this policy will be overseen by Centre Manager/Service Co-ordinators. Each program will ensure risk assessments are checked against this policy and the legislated standards from which it was drawn.

The evaluation of the policy will be facilitated by the Co-ordinator using local stakeholder feedback to drive continuous improvement and reflect service users' comments where practical.

8 SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

Resources for Educators:

- [Sunsmart Early Childhood and Schools Resource: Be SunSmart, Play SunSmart by Anne Stonehouse](#)
- [Create your own SunSmart poster with your children as the star](#)
- [SunSmart UV Alert](#)
 - NB: Also specified in weather section of newspapers and at the [Bureau of Meteorology](#) website.
- [Online Shade Audit Tool](#)

Relevant Documents / Links

- [Australian Professional Standards for Teachers](#) (APST) – Standard 4.4 and 7.2
- ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
- Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (2019)
- AS 4174:2018 Knitted and woven shade fabrics
- AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
- AS/NZS 4399:2020, Sun protective clothing - Evaluation and classification
- AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)
- AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection

[National Quality Standards](#)

- Quality Area (QA) / Standard (S) / Element (E)

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| QA 1 | Educational program and practice |
| S 1.1 Program | The Educational program enhances each child's learning and development. |
| E 1.1.1 | 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. |
| E 1.1.3 | All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning. |

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| S 1.2 Practice | Educators facilitate and extend each child's learning and development. |
| E 1.2.2 | Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback. |
| E 1.2.3 | Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world. |
| QA 2 | Children's health and safety |
| S 2.1 Health | Each child's health and physical activity is supported and promoted |
| E 2.1.1 | Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation. |
| E 2.1.2 | Effective illness and injury management and hygiene practices are promoted and implemented. |
| E 2.1.3 | Healthy eating and physical activity are promoted and appropriate for each child. |
| S 2.2 Safety | Each Child is protected |
| E 2.2.1 | At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard. |
| QA 3 | Physical environment |
| S 3.1 Design | The design of the facilities is appropriate for the operations of a service |
| E 3.1.1 | Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child. |
| S 3.2 Use | The service environment is inclusive, promotes competence and supports exploration and play-based learning. |
| E 3.2.1 | 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. |
| QA 5 | Relationships with children |
| S 5.2 Relationships between children | Each child is supported to build and maintain sensitive and responsive relationships |
| E 5.2.1 Collaborative learning | Children are supported to collaborate, learn from and help each other. |
| QA 6 | Collaborative partnerships with families and communities |
| S 6.1 Supportive relationships with families | Respectful relationships with families are developed and maintained and families are supported in their parenting role. |

Approved by: CEO

Meeting number and date: 30/03/2016

Review date: 11.02.2025

Policy Owner: Community Programs Co-ordinator

Contact Details policy_ownershp.geelong@ymca.org.au

Amendment history:

| Version | Date | Author | Change Description |
|---------|------------|---------------------------------|---|
| V1 | July 2011 | Kimberley Maher | Policy drafted |
| V2 | 04/04/2014 | Shona Eland | Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses. |
| V3 | 30/03/2016 | Kimberley Maher/ Shona Eland | Clause 3.5.5- If a child refuses to apply sunscreen inserted Clause 3.8.1 inserted that the Sun Protection Policy is also available on the YMCA Geelong policy library on the website. |
| V4 | 15/03/2017 | Kimberley Maher | Update procedures – 3.1.6, 3.2.2, 3.5.6, 3.5.7 |
| V5 | 11/02/2025 | Shona Eland | Changed Policy Named from Sun Protection to Sun & UV Protection Policy Updated Clause 1. – Sun and UV Protection included legislation and Standards Updated Clause 3- from Policy to Procedure Updated Clauses 4-8 |

As adopted by the YMCA Geelong on 11/02/2025



Chief Executive Officer YMCA Geelong Inc