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# POLICY AND PROCEDURE

Document Name:	Sun and Heat Safety
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Approved By:	Executive Director
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## SUN AND HEAT SAFETY

### 1. POLICY STATEMENT AND PURPOSE

Catholic Early Learning & Care (CELC) is committed to protecting children and staff from the harmful effects of the sun and heat.

CELC has identified four strategies to manage heat and sun risks:

- Building and outdoor play space designed to increase shade and reduce heat.
- Planning/programming outdoor activities
- Standards for hats, clothing, and sunscreen
- Educational and engagement programs for heat and sun safety

### 2. APPLICATION

This policy and procedure apply to all Catholic Early Learning and Care Services in the Diocese of Cairns. This policy and procedure apply to all service events on and off site. CELC recognises that winter sun also contributes to skin damage and heat illness. This policy and procedure will therefore be implemented throughout the year.

### 3. PROCEDURE

#### **Building and outdoor play space designed to increase shade and reduce heat.**

New and refurbished buildings will consider shade and heat reduction requirements in the design stage of the project. Examples of heat and sun protection include insulation of buildings to reduce radiant heat emissions; where possible, fitting a shade to outdoor equipment; using fans or air conditioning to increase air flow, etc.

#### **Shade**

A shade assessment is conducted every two years as part of the WHS audit. The audit is used to determine the current availability and quality of shade. Management will use this information to ensure there is enough shelters and trees providing shade in the outdoor area particularly in high-use areas.

#### **Planning/programming outdoor activities**

Nominated Supervisors are responsible for programming activities for services. Nominated Supervisors will consider the following when programming activities:

#### **UV index:**

- The service will use a combination of sun protection measures whenever UV index levels reach 3 and above. [Daily UV Index](#) can be obtained from the [Bureau of Meteorology](#) website or by accessing various multimedia applications for mobile devices such as phones and iPad.

### **Times of day:**

- Plan outdoor experiences to reduce, as far as practicable, time spent by children and staff in the sun/heat between 10am and 3pm (or when the UV index is above 3). Where possible, outdoor activities should be conducted in shaded areas.
- Children are kept under shade/indoors if the temperature is 36°C or above
- Length of experiences:
- Rotating tasks that involve sun exposure or high heat (e.g. educator supervising an outdoor inflatable device/soccer game) to ensure children and educators rotate through experiences that involve sun/heat exposure and those that do not;
- Personal protection:
- Wearing appropriate personal protection including hat, sunscreen, sunglasses and suitable clothing.
- Enforcing standards for hats, clothing and sunscreen when UV index is above 3 or temperature is above 30 degrees Celsius.

### **Excursions:**

- When planning excursions consider outdoor times, types of experiences, weather forecasts, shade, standards of clothing, sunscreen reapplication as part of the risk assessment.
- Consider including a provision that states the excursion won't go ahead if the temperature is over a certain temperature. These are decided on each specific excursion/outdoor experience according to age of children, how much walking is involved, destination, time of day of excursion.
- Include the provision of adequate drinking water in the excursion risk assessment.

### **Shade:**

- All outdoor experiences will be planned to occur in shaded areas. Where possible active outdoor sun safe play is encouraged throughout the day.
- Individual requirements (staff and children)
- Screening workers/children for heat tolerance and being aware of the special needs of individuals in relation to heat tolerance.
- Following a doctor's advice before working in hot conditions if educators or children are on medications such as sedatives, tranquilisers, antidepressants, amphetamines, antispasmodics, diuretics or medication affecting blood pressure.
- Identification of heat/sun related illnesses
- Having a plan in place for identifying and treating heat affected educators and children.
- Drink breaks/rest times
- Provide regular rest and drink breaks.
- Encourage children and staff to stay hydrated throughout the day.

### **Standards for hats, clothing, sunscreen and drinking water.**

#### **HATS:**

Sun and heat safe hats include:

- Bucket hats with a deep crown and brim size of at least 5cm (adults 6cm)
- Broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm)
- Legionnaires style hats

Baseball caps or visors are not sun-safe hats.

Children without a sun-safe hat are required to play in an area protected from the sun (e.g. under shade, veranda or indoors) or will be provided with a spare hat.

**HATS AND WATER SAFETY** hats are not permitted to be worn by children swimming in deep water.

**CLOTHING:**

Sun and heat safe clothing includes:

- Loose fitting, lightweight shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers
- Sunglasses with side protection (look for the code AS 1067 Sunglasses and Fashion Spectacles);
- Safety glasses designed to minimise UV radiation exposure to the eye;
- Garments with a UV protection factor (look for this on the label).
- During outdoor water play children are required to wear t-shirts, rash-vests or swimwear which fully covers their trunk.

Midriff, crop or singlet tops are not sun-safe clothing.

Children without sun-safe clothing are required to play in an area protected from the sun (e.g. under shade, veranda or indoors) or will be provided with spare clothing.

Services keep a supply of clothing for weather changes.

**SUNSCREEN:****Sunscreen in services:**

- All CELC services supply SPF 30 or higher broad-spectrum, water-resistant sunscreen for staff and children's use.
- Sunscreen is stored in a cool, dry place and the expiry date is monitored.
- Strategies are in place to remind children to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies, sunscreen rolls).
- Children/staff who are unable to use the service sunscreen, are required to provide a labelled sunscreen to the service.
- Written permission from Parents/Guardians forms part of the enrolment documentation.
- Sunscreen will not be applied to children unless written permission from parents/guardians has been received.
- Management of children not permitted to wear sunscreen will be dealt with on a case-by-case basis

**Applying sunscreen**

- Broad Spectrum 30+ Sunscreen should be applied 20 minutes (where possible) before being exposed to the sun and reapplied every 2 hours.
- Where possible children from 3 years are encouraged to apply their own sunscreen under supervision
- Apply sunscreen liberally – at least a teaspoon for each limb, front and back of the body, and half a teaspoon for the face, neck and ears.

**Sun protection and babies:**

It is important to ensure infants are well protected from the sun. Childhood sun exposure contributes significantly to your lifetime risk of skin cancer, and babies' skin is sensitive and can burn easily. Daily experiences are planned to minimise time outside during the middle hours of the day during the summer period when UV levels are at their strongest. Whenever UV Index levels reach three and above, Cancer Council Australia recommends using the following sun protection measures:

- **Slip** on clothing that covers as much of the infant's skin as possible.
- **Slop** on broad-spectrum water-resistant sunscreen with a sun protection factor (SPF) of 30 or above to any small areas of skin that cannot be protected by clothing.
- **Slap** on a broad-brimmed, bucket or legionnaire style hat so the infant's face, neck and ears are protected.
- **Seek** shade. Make use of any available full shade and provide shade for the infant's pram, stroller or play area.
- **Slide** on some sunglasses, if practical, to protect the eyes.

There is no evidence that using sunscreen on babies is harmful, although some babies may develop minor skin irritation and may require alternative sunscreen for sensitive skins, which will be provided by families. (Therapeutic Goods Act TGA reviews sunscreen formulas to assess risk factors) Services supply adequate SPF 30+ broad spectrum sunscreen. Parents/Guardians may supply sunscreen of their choice for their child.

## Drinking Water

- Children and educators will always have access to clean drinking water.
- Water will be available in the following ways:
  - Drinking fountains.
  - Individually labelled water bottles filled throughout the day.
  - Educators and children are made aware of the signs of dehydration. Educators and children information posters will be prominently displayed at the service.

## Educational programs/engagement

### Engagement

Educators, staff and families are provided with information on sun and heat protection through family newsletters, service handbooks, noticeboards and the service website

When enrolling their children, families are:

- Informed of the services sun and heat safety policy
- Asked to provide suitable protective heat and clothing for their children.
- Encouraged to practice sun and heat smart behaviours themselves when at the service.

As part of the sun and heat risk controls and role-modelling, educators, staff and visitors:

- Wear a suitable hat, clothing and, if practical, sunglasses when outside
- Apply sunscreen.
- Seek shade whenever possible.

### Education

Sun and heat protection are incorporated into the learning and development program for each service. This policy and procedure is reinforced through educator and children's activities and displays.

It is recommended that ALL services become [Sun Smart services](#).

## 4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

## 5. ENQUIRIES

Catholic Early Learning and Care Executive Director - [admin@cclc.catholic.org.au](mailto:admin@cclc.catholic.org.au)

## 6. RELATED DOCUMENTS

### Legislation

- Education and Care Services National Regulations 2011
- Regulation 114,167, 168 2 (a)
- The National Quality Standards for Early Childhood Education and Care 2009
- Work Health and Safety Act 2011
- National Health and medical Research Council ([www.nhmrc.gov.au](http://www.nhmrc.gov.au))
- Cancer Council Queensland (<http://www.cancerqld.org.au/> )
- Therapeutic Goods Administration (TGA) Review of Sunscreen Formulas
- Duty of Care
- [www.sunsafetyforkids.org](http://www.sunsafetyforkids.org)

- National Quality Standards Area: 1.1.1,1.1.2,.1.1.3,1.1.5,1.1.6, 2.1.1; 2.3.2;3.1.1,3.1.3,3.2.1 4.2.1,5.1.2, 6.1.1, 6.1.3; 6.2.2,6.3.1, 7.1.2,7.3.5

## 7. APPENDIXES

- Sun Safety Poster
- WHS Heat Related Illnesses Department of Health

## 8. SEE ALSO

- Enrolment and Orientation
- First Aid & Medical Conditions
- Nutrition and Menu Planning
- Risk Management

## 9. APPROVAL



Vicki Bell  
Executive Director  
Catholic Early Learning and Care

**Date: 19/11/2021**