

## POLICY AND PROCEDURE

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| Document Name: | Sun and Heat Safety |
| Review Dates:  | April 2025          |
| Review Cycle:  | 3 yearly            |
| Approved By:   | Director            |
| Approval Date: | 1/04/2025           |

## SUN AND HEAT SAFETY

### 1. POLICY STATEMENT AND PURPOSE

Catholic Early Learning & Care (CELIC) is committed to protecting children and staff from the harmful effects of the sun and heat. CELIC 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 applies to all Catholic Early Learning and Care Services in the Diocese of Cairns and all service activities, on and off site.

CELIC 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.

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

Nominated Supervisors and their delegates 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 [www.bom.gov.au](http://www.bom.gov.au)

#### **Times of day:**

- Outdoor experiences will be planned to reduce, as far as practicable, time spent by children and staff in the sun/heat between 10.00am and 3.00 pm. 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:**

Tasks and activities that involve sun exposure or high heat (e.g. educator supervising an outdoor inflatable device/soccer game) will be rotated with experiences that do not, to ensure the safety and well-being of children and educators.

**Personal protection:**

Appropriate personal protection including hat, sunscreen, sunglasses and suitable clothing will be worn.

**Excursions:**

- When planning excursions, CELC staff will consider outdoor times, types of experiences, weather forecasts, shade, standards of clothing, sunscreen reapplication as part of the risk assessment.
- The provision of adequate drinking water will be included in the excursion risk assessment.
- Excursions will be cancelled or postponed if the weather is extreme. Nominated Supervisors will seek advice from their Operations Manager or Director in regards to this.

**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):**

- 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.
- Providing regular rest and drink breaks.
- Encouraging children and staff to stay hydrated throughout the day.

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

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|------------------|--|
| <b>HATS:</b>     | <p>Sun and heat safe hats include:</p> <ul style="list-style-type: none"> <li>• Bucket hats with a deep crown and brim size of at least 5cm (adults 6cm)</li> <li>• Broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm)</li> <li>• Legionnaires style hats</li> </ul> <p>Baseball caps or visors are not sun-safe hats.<br/>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.</p> <p><b>HATS AND WATER SAFETY</b> – hats are not permitted to be worn by children swimming in deep water.</p> |
| <b>CLOTHING:</b> | <p>Sun and heat safe clothing includes:</p> <ul style="list-style-type: none"> <li>• Loose fitting, lightweight shirts and dresses with sleeves and collars or covered neckline</li> <li>• Longer style skirts, shorts and trousers</li> <li>• Sunglasses with side protection (look for the code AS 1067 Sunglasses and Fashion Spectacles);</li> <li>• Safety glasses designed to minimise UV radiation exposure to the eye;</li> <li>• Garments with a UV protection factor (look for this on the label).</li> </ul>  |

- 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.

## 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 checklists).
- 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 the 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:*

- *Cover as much of the child's skin as possible with loose-fitting clothes made from tightly-woven fabrics.*
- *Slap on a broad brim, bucket or legionnaire style hat that protects the face, ears and back of the neck. Hats are available for babies that crumple easily when they put their head down.*
- *Provide shade for prams and strollers.*
- *Plan the day's activities to reduce children's exposure to the sun, especially between 10am and 2pm.*
- *Stay in the shade as much as possible. Even in the shade, use other forms of sun protection to reduce exposure from reflected UV radiation from surfaces such as sand or concrete.*
- *Apply SPF50 or higher, broad-spectrum and water-resistant sunscreen on any exposed areas of skin*

Cancer Council recommends protecting babies and children's skin with physical barriers such as wraps, clothing, hats and using shade as much as possible. If a baby or child is going to be exposed to the sun, apply sunscreen to those small areas of skin not covered by wraps, clothing and a hat.

Babies aged under 6 months have highly absorptive skin and the Australasian College of Dermatologist recommends minimising use of sunscreen. Always usage test any product first on a small area of the baby or child's skin for any negative reactions and apply sunscreen to those areas of exposed skin that can't be covered with hats and clothing.

From [Sun protection for babies and children | Cancer Council NSW](#)

#### **DRINKING WATER:**

Children and educators will have access to clean drinking water at all times. 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.

### **Educational programs / engagement**

#### **Engagement:**

Educators, staff and families are provided with information on sun and heat protection through OWNA Posts, Facebook posts and displays at the service.

When enrolling their children, families are:

- Informed of CELC's 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.

## **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**

## 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/>
- Cancer Council NSW [Sun protection for babies and children | Cancer Council NSW](#)
- 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. SEE ALSO

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

## 8. APPROVAL



Alison Forster  
Director  
Catholic Early Learning and Care

**Date: 01/04/2025**