



**YMCA WA**  
**SUN PROTECTION POLICY**  
**ELC OSHC FDC**

<b>Procedure Number</b>	EYL-ELCOSHCFDC-04-15-POL		
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<b>Business Division Owner</b>	Education Youth and Leisure (EYL)		
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v4.1	EM EYL	05/07/2024	19/07/2024



## VERSION CONTROL

Version	Description of Revision	Date Effective	Owner
v1.0			EM SD
v2.0		22/05/2017	EM SD
v3.0	Review following Introduction of YMCA Sun Protection Policy: Removal of policy level content Moved to current template and restructured information.	08/08/2019	EM SD
v3.1	8.0 Definition of Terms - Sunscreen updated to SPF 50+ or higher.	19/08/2019	EM SD
v4.0	Reviewed and updated	30/11/2023	EM EYL
v4.1	Reviewed for Xplor implementation project. Retires YMCA Australia Sun Policy SD-ELCOSH-04-04-POL v1	19/07/2024	EM EYL

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## 1 PURPOSE

Y WA Sun Protection Policy has been developed to ensure that all children, employees and visitors attending a Y WA Service are protected from skin damage caused by the sun's harmful ultraviolet radiation (UVR). This procedure is to be implemented throughout the year.

The Y WA works towards providing a safe outdoor environment at their services, that includes adequate shaded areas to protect children, young people and educators from overexposure to ultraviolet (UV) radiation from the sun.

## 2 SCOPE

This procedure applies to all Y WA Early Learning Centres, and Out of School Hours Care services (OSHC), Family Day Care FDC and their educators, volunteers, students/visitors and parents accessing ELC and OSHC centres.

Y People SunSmart measures are contained in OHS policies.

## 3 DEFINITIONS

Term	Definition
Educator	Family Day Care Educator. Educators employed by Y WA OSHC and ELC Services.
Nominated Supervisor/ Responsible Person	The person with delegated responsibility for the task or decision. A person referred to in section 162(1)(a) to (c) of the Law: (a) a person with management or control of a service, or (b) a nominated supervisor of the service, or (c) a person in day-to-day charge of the service.
Parent	Parent or Guardian or Authorised Person - The people listed on the child's enrolment form as having approval to make decisions about the child's health, emergencies, transport, and other day-to-day matters.  Includes a person named in the child's enrolment record as a person to be notified of in case of an emergency if the parent of the child cannot be immediately contacted

Term	Definition
Shade	An area sheltered from direct or indirect sun, such as a large tree, canopy or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%.
Sun Protection Factor (SPF)	SPF numbers on a package can range from as low as 2 to as high as 100. These numbers refer to the product's ability to screen or block out the sun's burning rays.
Sunscreen	A cream or lotion rubbed on to the skin to protect it from the sun. SPF 50+ or higher, broad spectrum, water resistant sunscreen. Sunscreen should be reapplied every 2 hours. Monitor expiry date and store in a cool dry place.
Ultraviolet (UV)	Unlike sunlight and infrared radiation (heat), the sun's UV radiation can't be seen and can't be felt. It is the part of the sun that can cause skin and eye damage and skin cancer.
Y WA Children Services Management	OSHC Area Coordinator, OSHC Manager, ELC Area Manager, General Manager and Health and Safety Advisor, and FDC Area Coordinator.
Y People	All Y WA staff, volunteers, students, contractors or anyone acting in that capacity.

## 4 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities
Nominated Supervisor  /Responsible Person	<ul style="list-style-type: none"> <li>Oversee the implementation and service adherence of the policy</li> <li>Address any instance of non-compliance with this procedure and implement strategies to help prevent non-compliance with this procedure.</li> <li>Ensure suitable resources and support systems to enable compliance with this Procedure.</li> </ul>
Educators	<ul style="list-style-type: none"> <li>Meet the requirements outlined in this Procedure.</li> </ul>

	<ul style="list-style-type: none"> <li>• Raise concerns or complaints in accordance with this Procedure.</li> <li>• Inform children, families, visitors, volunteers and educators of the service’s SunSmart measures and Sun Protection Policy.</li> <li>• Are encouraged to access the local sun protection times via the free SunSmart app or via the website <a href="http://www.sunsmart.com.au">www.sunsmart.com.au</a>, or the Bureau of Meteorology website <a href="http://www.bom.gov.au">www.bom.gov.au</a></li> </ul>
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## 5 PRINCIPLES

1. Too much of the sun’s ultraviolet radiation (UVR) can cause sunburn, skin and eye damage. Sun exposure during childhood and adolescence is also a major factor in determining future skin cancer risk. Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to low levels of melanin and a thinner stratum corneum (the outermost layer of skin).
2. The Y WA and Y People assist children to develop independent sun protection skills with awareness of cultural considerations.
3. All Services will use a combination of sun protection measures for all outdoor activities whenever UV levels reach 3 and above, the level that can damage skin and eyes. At these levels, sun protection is recommended for all skin types.
4. Encourage safe UV exposure whenever UV Index levels are below 3 so that children and young people and educators obtain safe UV exposure for vitamin D production.
5. Educators may allow brief periods of unrestricted outdoor play during intervals of fine weather on an otherwise cold or wet day, or at a time when some fresh air is needed for a few minutes.

## 6 ENROLMENT REQUIREMENTS

Y People at the service will, on enrolment, inform the Parent of:

- The Y WA Sun Protection Policy and Procedure.
- the brand and type of sunscreen provided by the Centre

Parents will:

- provide a suitable hat (see 8 below) for their child's use.
- sign the enrolment form consenting to educators applying sunscreen.
- supply an alternative sunscreen for their child if the supplied sunscreen is not suitable for their child.
- be encouraged to practise sun protective behaviours themselves.

## 6.1 No authorisation

Exceptions regarding sun protection will only be considered after the Nominated Supervisor has received written notification from the parent explaining the reason for not applying sunscreen to their child.

Where a Parent does not consent to their child wearing a hat, and/or does not consent to sunscreen being applied to their child:

- the non-consent to apply sunscreen, or wear a hat, must be provided to the Nominated Supervisor and filed in the child's enrolment file.
- the Nominated Supervisor is to decide in consultation with the parent, whether the child will be allowed to play outside.
- consideration will be given to the level of shade in the outdoor play space, the type of clothing and the level of supervision available.

The Y WA's duty of care to the child will be covered by alerting the parent in writing of the recommended precautions against harmful UV rays.

## 7 HATS AND SUNSMART CLOTHING

### 7.1 Hats

Y WA requires children and Educators to wear hats whenever they are outside.

Children's Hats should protect the face, neck and ears, i.e. legionnaire style or broad brimmed hats, or bucket hat.

To reduce the risk of choking, cords should be removed from hats.

To minimise the spread of infection such as head lice, impetigo and ring worm. Hats should not be shared.

Children who do not have their hats with them must only play in an area protected from the sun.

If a child refuses to wear a hat the child's behaviour should be managed appropriately and the Child must only play in a shaded area.

## 7.2 SunSmart clothing

Y WA recommends that for outdoor activities Children and Educators wear:

- loose fitting clothing that protects as much of the skin as possible
- We will provide adequate shaded areas to prevent overexposure to UV radiation from the sun.
- shirts that cover the shoulders have collars and at least elbow length sleeves.
- longer style skirts and shorts  
darker colours that are less likely to reflect UVR on to the skin.

## 8 SHADE

Y WA will provide adequate shaded areas to prevent UV radiation

## 9 RESTRICTED AND UNRESTRICTED OUTDOOR PLAY ASSESSMENT

UV levels are not directly related to temperature. The Cancer Foundation advises that 70% of the UV radiation for the day occurs between 10am and 3pm when UV levels are highest.

All educators must check the UV index daily via the free SunSmart app or via the or via the website [www.sunsmart.com.au](http://www.sunsmart.com.au), and Bureau of Meteorology website [www.bom.gov.au](http://www.bom.gov.au), and take steps to provide activities appropriate to the temperature and UV index.

The daily UV index will be recorded on the Daily UV Chart: [SS mini poster A3 \(sunsmart.com.au\)](#)

All educators and children must take full Sun Protection Measures when playing outdoors when the day's UV index is above 3,.

## 10 SUNSCREEN

SPF 50+ broad spectrum water resistant sunscreen will be provided for staff and children.

### 10.1 Applying sunscreen

Children are to be encouraged to apply their own sunscreen, if developmentally capable to do so. 20 mins prior to outside play.

Where required, educators must wear gloves when applying sunscreen to children and young people. Gloves must be changed for each child.

## 11 SUNSMART EDUCATION

The Sun Protection Policy will be reinforced in a positive way through parent newsletters, noticeboards and meetings.

Children and Young People learnings about skin and ways to protect skin from the sun will be incorporated into programmed activities.

Educators will keep themselves informed about current trends, recommendations and legislation that impacts on Sun Protection Policy by participating in industry networking groups, maintaining regular contact with relevant resource agencies.

## 12 FEEDBACK

Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

The Document Owner is responsible for maintaining the currency of this document.

## 13 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Regulations 2012
Education and Care Services National Law (WA) 2012
Guide to the National Quality Standard
Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)
Work Health and Safety Act 2011
SunSmart Resources
Bureau of Meteorology is utilized for UV rating

## 14 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
Safe Work Australia:	<u><a href="#">Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)</a></u>
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
Daily UV Chart:	<u><a href="http://sunsmart.com.au">SS mini poster A3 (sunsmart.com.au)</a></u>

## 15 CONSIDERATIONS

Legislative requirements this policy must be consistent with, and refer to, legislative requirements for sun protection. Examples include, but are not limited to:

Section/regulation	Description
Section 167	Offence relating to the protection of children from harm and hazards
Regulation 100	Risk assessment must be conducted before excursion Regulation
Regulation 113	113 Outdoor space – natural environment (centre-based services)
Regulation 114	Outdoor space – shade (centre-based services)
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures