

# KOONUNG COTTAGE COMMUNITY HOUSE INC.

## CHILD CARE SUN PROTECTION POLICY AND PROCEDURES

### Policy

Koonung Cottage Community House is committed to protecting staff, volunteers and children from damaging exposure to UV radiation by implementing the following procedures from beginning of September to the end of April each year.

### Procedures

- The Committee will ensure that shade protection is provided outdoors.
- Children, staff and volunteers will wear hats that protect the face, neck and ears whenever they are outside. Acceptable hats are broad-brimmed (minimum 6cm brim), legionnaire or bucket hat (deep crown and minimum 5cm brim). Please note: Baseball caps do not offer enough protection and are not recommended.
- Children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow length sleeves and collars and knee length or longer style shorts and skirts are best. Please note: a singlet top or shoestring dress are not recommended. If a child is not wearing sun-safe clothing they will be required to stay indoors or play outside in shaded areas only.
- All children will be encouraged to use available areas of shade for outdoor play activity. Children who do not have their hats with them will be restricted to the shaded areas or loaned a hat (these will be washed regularly).
- Babies under 12 months are kept out of the direct sun.
- The availability of shade will be considered when planning all outdoor activities.
- The use of wrap around sunglasses that meet Australian Standard 1067 (sunglasses-category 2, 3 or 4) is encouraged.
- SPF30 (or higher) broad spectrum, water resistant sunscreen is supplied by the service and/or families.
- Sunscreen is applied at least 20 minutes (where possible) before going outdoors and reapplied every two hours.
- Staff, volunteers and parents will act as role models by:
  - Wearing appropriate hats and clothing outdoors.
  - Using SPF30 (or higher) broad spectrum water resistant sunscreen for protection, which will be provided by Koonung Cottage.
  - Seeking shade wherever possible.

- Appropriate learning about sun protection will be incorporated into programmed activities.
- Parents are required to:
  - Supply a suitable hat (with name on it)
  - Make sure that their child(ren) wear protective clothing that covers as much skin as possible.
  - Apply SPF30 (or higher) broad spectrum, water resistant sunscreen, prior to the child's attendance at Koonung Cottage Community House.
  - Provide SPF 30 broad spectrum, water resistant sunscreen
  - Permission will be given to the childcare staff to apply the sunscreen.

**Adopted by the Committee of Management**

**Signature:** 

**Name and Position:** Chair

**Date:** 14.9.18

**Review Date:**