



Kaitiaki Kindergartens

Operational Policies

7.21 Sun Smart Policy

Classification: Health and Safety

Date: February 2023

Applies to: All Employees

Review Date: July 2024

Approved by: General Manager

Purpose:

- To prevent harm and long term damage to children's skin
- To increase child and adult awareness of the harmful effects of the sun.
- To ensure effective procedures are in place to promote SunSmart practice.
- To encourage the development of individual responsibility for skin protection.
- To ensure the provision of shade is incorporated into service site planning.

References:

- Licensing Criteria for Early Childhood Education and Care Centres 2008.
- Education (Early Childhood Services) Regulations 2008
- NZ Cancer Society – SunSmart
- Ministry of Health, Nga Kupu Oranga Healthy Messages A health and safety resource for early childhood services
- Consumer: www.consumer.org.nz/articles/sunscreens

Definition:

- Kaitiaki Kindergartens – is referred to as 'The Association'
 - Head Teachers and Centre Managers – are referred to as Service Leaders
 - Kindergartens and Early Learning Centres – are referred to as services
 - All teaching and non-teaching employees – are referred to as employees
 - Ultraviolet Index – is referred to as UVI
-

Policy

1. The Association takes its duty of care very seriously when it comes to ensuring that children are protected from the harmful effects of the sun.
 2. The Association is guided by the recommendations established in the Cancer Society's SunSmart programmes as recommended by the Ministry of Education and the Ministry of Health's guidelines.
-



Kaitiaki Kindergartens

3. All employees of the Association shall implement, promote and model SunSmart practice.
4. The General Manager will work in good faith with services to ensure outdoor environments provide teachers and children with adequate protection from the harmful effects of the sun.
5. Opportunities will be made available to teachers to ensure that they can gain knowledge about matters related to sun safety.

Procedures

1. Each service will provide details of how it complies with this SunSmart policy. This must have been approved by the General Manager (GM) and be clearly displayed within the service.
2. The SunSmart policy and procedures **MUST** be implemented between 1st September and 30th April (even on cloudy days) as this is the time when the UVI is highest in NZ.
3. The services SunSmart procedures will also apply at any time during the year when the UVI is 3 or greater. If in doubt, the teachers should apply the policy and procedures.
4. The SunSmart policy can be reinforced through staff and children's activities, displays and sharing information about sun protection so that the children learn about the ways to protect their skin from the sun. Teachers will encourage "SunSmart" behaviour within the programme of teaching and learning.

If children are being encouraged to self-apply sunscreen, they must be supervised to ensure effective application of the sunscreen

5. Babies under 12 months should not be exposed to direct sunlight as their skin is thin, extremely sensitive and can burn easily.
6. Any instances of sunburn to either a child or an adult during service hours must be reported to the General Manager and must be made through the Association's online Health and Safety System.

Hats

1. Children are required to wear hats when playing outside Children refusing to wear a hat during this time must be limited to inside play or play only where there is sufficient shade to protect them.
2. Hats should be of a design that protects the face, neck and ears, ie. legionnaire, broad-brimmed or deep crown bucket hats are strongly recommended. Please note: Baseball caps do not offer enough protection and are therefore not recommended.



Kaitiaki Kindergartens

Clothing

3. When a child is offered a place at a service, parents/caregivers will be given information about our SunSmart policy. They will be advised that they will need to provide a suitable hat for their child to wear and notified of our clothing requirements to keep their child safe in the sun.
4. When outside, the Association endorses the SunSmart recommendations that children wear clothing that covers as much skin as possible. Cotton polo shirts are recommended as they have collars to protect the neck and sleeves that cover the shoulders. T shirts also offer a great option although they do not offer the same protection of the neck.
5. If a child arrives at the service with unsuitable clothing, i.e. spaghetti string straps or clothing that exposes a large amount of the child's skin, the parent/caregiver will be respectfully reminded about our SunSmart policy requirements and asked to change their child's clothing.
6. If they do not have something suitable, the service will provide suitable clothing for the child to wear from their service supply of spare clothing.

Sunglasses

1. A good hat significantly reduces the level of UVR reaching the eyes. However, if parents want their children to also wear sunglasses, these should be close fitting and cover as much of the eye area as possible. Sunglasses should meet the Aus/NZ Standard 1067.

Sunscreen

1. The service will provide a good quality SPF50+ broad spectrum water resistant sunscreen for use by children and employees. The service will consult current consumer recommendations and ratings to make their decision on which sunscreen to use to ensure that they are choosing an effective product. <https://www.consumer.org.nz/articles/sunscreens>.
2. Parents must provide written authorisation for its use on their enrolment form. Parents may provide a specific sunscreen for their child if they should require a different brand/SPF. This will be clearly labelled for sole use of that child.
3. Parents are required to apply sunscreen to their children on or prior to arrival at the service.
4. Sunscreen will then be re- applied throughout the day, according to the manufacturer's recommendations of the sunscreen that is being used and in consideration of children's activity and length of exposure to the sun.
5. Any child's individual sunscreen will be applied in accordance with the manufacturers recommendations. Note: this may require re-application more frequently than the services product and this should be noted.



Kaitiaki Kindergartens

6. A system of ensuring all children have had their sunscreen re/applied must be developed by the service and be approved by the GM as part of their SunSmart policy compliance. This should include systems to ensure that individual sunscreen application variances are efficiently adhered to.
7. Employees are expected to model SunSafe practices at all times. However, between September and April (even on cloudy days), all **employees are required** to wear hats, sunscreen, protective clothing and where possible sun glasses while working outside.
8. As part of their commitment to model SunSafe practice, it is expected that employees will consider the suitability of their clothing and ensure that it is in line with the expectations being placed on children, i.e no spaghetti string straps.
9. Employees and The Association will collaborate to ensure planning for adequate shade. The Cancer Society has prepared detailed guidelines for shade planning and design. These guidelines will assist in determining if services have sufficient natural shade cover.
10. As with all of the Association's policies and procedures, we welcome parent/guardian feedback on the development and review of our documentation. If a parent/guardian has concerns or questions about any elements of this policy and its requirements and recommendations, they should
 - In the first instance, have a conversation with the Service Leader.
 - If further consultation is required, they should be advised to contact the Professional Practice Leader or General Manager.

Signed:

General Manager

Date: 28/9/23

Endorsed by

Signed:

President of the Board

Date:

28/9/23