

## CEEC HS POL SUN PROTECTION POLICY

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Related policy documents	Archdiocese Of Brisbane Health And Safety Policy CEEC HS First Aid Policy CEEC HS Medical Conditions Policy
Related legislation	Education And Care Services National Law Act 2010 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework Work Health And Safety Act 2011 Work Health And Safety Regulations 2011 Work Health And Safety - Codes Of Practice

### PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline the commitment of Catholic Early EdCare to the promotion, adoption and implementation of sun safety practices to all staff members, volunteers, students and children in the care of Catholic Early EdCare to protect all from the harmful effects of ultraviolet radiation from the sun and reduce their risk of developing skin cancer.

### SCOPE

This policy applies to staff members as defined in the Education and Care Services National Law.

### 1. POLICY STATEMENT

1.1 It is the policy of Catholic Early EdCare that all Services will -

- Promote sun safety practices to staff members and children in the care of Catholic Early EdCare
- Acknowledge that child care services can contribute to reducing the lifetime risk of skin cancer for children by teaching good sun protection habits from an early age and implementing best-practice sun protection measures
- Implement procedures to protect staff members, volunteers, students and children from heat related illness
- Minimise the risks associated with exposure to the sun
- Communicate with Parents/Carers about suitable clothing requirements of Catholic Early EdCare and any specific requirements for participation in activities at the Service
- Adhere to the recommendations provided by the Cancer Council Queensland or New South Wales (where relevant)
- Plan all outdoor activities to occur in shaded areas (when available). Play activities shall be set up in the shade and moved throughout the day to take advantage of shade patterns
- Provide and maintain adequate shade for outdoor play. Shade options can include a combination of portable, natural and built shade
- Undertake regular shade assessments to monitor existing shade structures and assist in planning for additional shade
- Ensure sunscreen supplies are available at all times to staff members, volunteers, students and children
- Sunscreen will be made available for communal use, and -
  - Is to be applied at least twenty minutes prior to sun exposure and reapplied following water activities and at a minimum, every two hours
  - To be stored in a cool place
  - Shall be replaced prior to the expiry date
- Accommodate specific requests from Parents/Carer to apply sun screen to their child, including the application of specific brands/products provided by the Parent/Carer
- Provide information to Parents/Carers upon enrolment on sun protection
- Ensure all staff members and children in the care of Catholic Early EdCare wear hats when playing outdoors
- Provide access to the Dress Standards Policy of the Archdiocese of Brisbane (AOB) to all staff members, volunteers and students upon commencement of employment and monitor the ongoing compliance with these policies
- Ensure staff members, volunteers, students and children in the care of Catholic Early EdCare do not engage in outdoor activities without hats and sunscreen application
- Staff and children are required to wear sun-safe hats that protect their face, neck and ears. Recommended sun-safe hats include legionnaire, bucket hat with a deep crown and brim size of at least 5cm (adults 6cm), broad-brimmed hat with a brim size of at least 6cm

(adults 7.5cm). Baseball caps or visors do not provide enough sun protection and therefore are not recommended

- Services may maintain a supply of 'spare' hats for adults and children. This decision is at the discretion of individual Services
- Avoid exposing babies under the age of 12 months to direct sunlight

1.2 Staff members, volunteers and students are required to –

- Understand that Australia has the highest rate of skin cancer in the world and research has indicated that young children and babies have sensitive skin that places them at particular risk of sunburn and skin damage. Exposure during the first 15 years of life can greatly increase the risk of developing skin cancer in later life. Catholic Early EdCare Services can play a major role in minimising a child's UV exposure as children attend during times when UV radiation levels are highest
- Act as role models and demonstrate sun-safe behaviour by wearing a sun-safe hat, clothing, promoting shade and wearing sunglasses (optional) that comply with Australian Standard AS1067
- Dress appropriately to promote sun safety practices. Clothing should be relevant to the role performed, the work environment and determined by sun exposure potential
- When outdoors, staff, volunteers, students and children will wear sun-safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing loose fitting shirts and dresses with sleeves and collars or covered neckline, longer style skirts, shorts and trousers. Midriff, crop or singlet tops do not provide enough sun protection and therefore should be avoided
- Apply SPF30 plus (or higher) sunscreen throughout the day
- Ensure children are appropriately dressed at all times (both indoors and outdoors)
- Monitor the water intake of children throughout the day to promote hydration
- Monitor the health and wellbeing of other staff members, volunteers, students and children to identify and respond to signs of a heat illness
- Set limits of exposure to the sun between the hours of 10am and 3pm
- Rotate tasks and activities involving direct sun exposure for staff members, volunteers, students and children to minimise sun exposure. Use trees, building and temporary shelters as shade as much as possible when outside

1.3 Parents/Carers are requested to –

- Apply sunscreen to their child/children prior to arrival or upon arrival at the Service
- Provide personalised (labelled) sunscreen products for their child/children if they prefer a particular product other than the Service supplied sunscreen
- Ensure their child/children are dressed appropriately and in accordance with the requirements of Catholic Early EdCare and the recommendation of the Cancer Council Queensland or New South Wales (where relevant)

- All Catholic Early EdCare Staff members are encouraged to maintain an awareness of heat illness, regularly discuss at team meetings and respond to any signs or symptoms of a heat illness commensurate with their level of first aid training in this area. Heat illness includes –
  - Heat Discomfort
  - Heat Exhaustion
  - Heat Strain
  - Heat Stress
  - Heat Stroke

## SUPPORTING DOCUMENTS

N/A

## COMPLIANCE

Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

## IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

## DEFINITIONS

Staff Member	In relation to an education and care service, means any individual (other than a volunteer) employed, appointed or engaged to work in or as part of an education and care service, whether as an Educator Director/Coordinator Nominated Supervisor; Or otherwise.
Heat Discomfort	Factors which cause discomfort without having adverse health effects
Heat Exhaustion	The result of excessive loss of body fluid through perspiration. Symptoms of heat exhaustion include but is not limited to fatigue, nausea, dizziness, headaches and clammy skin
Heat Strain	A series of physical responses to heat. This may vary from discomfort to heat exhaustion and heat stroke
Heat Stress	The combination of environmental and physical factors which combine to provide a heat load on the body

Heat Stroke	Occurs when the body heat regulating mechanism fails. Early recognition and medical attention is essential. Signs and symptoms include confusion, irritability, seizures and hot dry skin
Ultraviolet radiation	Ultraviolet radiation (UV) is found in sunlight and is invisible to the human eye. Overexposure to UV radiation can cause eye damage, skin damage, freckles, sun spots, sunburn and skin cancer

## 2. RECORD KEEPING

- 2.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 2.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 2.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 2.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 2.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 2.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.