



## Clayfield College

### Early Childhood Accreditation

#### **Sun Protection Policy (Pre-Prep)**

<b>Policy Statement</b>	<p>Clayfield College is committed to providing a safe working environment for all our students, workers and visitors.</p> <p>It is our policy to:</p> <ul style="list-style-type: none"><li>• increase student and community awareness about skin cancer and sun protection</li><li>• encourage and require the entire College community to use a combination of sun protection measures when UV levels are 3 and above</li><li>• work towards a safe College environment that provides shade for students, staff and the College community</li><li>• assist students to be responsible for their own sun protection</li><li>• ensure that families and new staff are informed of this policy</li></ul>
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	<ul style="list-style-type: none"><li>• support student duty of care requirements</li><li>• support appropriate workplace safety strategies to minimise UV risk and associated harms for staff and visitors.</li></ul>	
<b>Background</b>	<p>The Education and Care Services National Regulations require policies and procedures to be in place in relation to sun protection.</p> <p>Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin damage and increases the risk of skin cancer. Sun exposure during childhood and adolescence contributes significantly to the lifetime risk of developing skin cancer. Australia has one of the highest rates of skin cancer in the world. Skin cancers account for 80% of all new cancers diagnosed in Australia each year. Melanoma is the most common cancer diagnosed for 15 – 29 year olds.</p> <p>The World Health Organisation has cautioned that 'children's UV exposure should be carefully limited because they are in a dynamic state of growth and therefore more susceptible to environmental threats than adults. Many vital functions such as the immune system are not fully developed at birth, and unsafe environments may interfere with their normal development' (<a href="http://www.who.int/health-topics/ultraviolet-radiation#tab=tab_2">www.who.int/health-topics/ultraviolet-radiation#tab=tab_2</a>).</p>	
<b>Legislative Requirements</b>	<b>Section/Regulation</b>	<b>Description</b>

	Section 167	Offence relating to protection of children from harm and hazards
	Regulation 100	Risk Assessment must be conducted before excursion
	Regulation 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
<b>Principles</b>	<ul style="list-style-type: none"><li>• The safety, health and wellbeing of children is our number one priority. Our educators and staff implement policies and procedures to protect children from</li></ul>	

	<p>UV radiation from the sun, as well as burns from exposure to surfaces heated by the sun.</p> <ul style="list-style-type: none"><li>• Outdoor play experiences are an important part of our children's healthy growth, learning, wellbeing and development. We ensure that the outdoor environment offers the required shade and other sun protection measures are implemented by the staff.</li><li>• We create opportunities for children to learn and develop, and this includes incorporating sun protection awareness into the program.</li><li>• Our staff role model quality educational practices, including sun safe practices.</li><li>• We encourage involvement by families in our educational program and see them as valuable partners in promoting the importance of sun protection.</li></ul>
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## Key Terms

Term	Meaning	Source
<b>ACEQA- Australian Children's Education and Care Quality Authority</b>	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to	<a href="http://www.aceqa.gov.au">www.aceqa.gov.au</a>

	<p>support the sector to improve outcomes for children.</p>	
<b>Risk Assessment</b>	<p>Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.</p>	<p><a href="http://www.acecqa.gov.au/media/29421">www.acecqa.gov.au/media/29421</a></p>
<b>Sun Protection Times</b>	<p>Sun protection measures are recommended when the UVI is 3 and above. This is typically all year in Queensland.</p>	<p><a href="#">Bureau of Meteorology UV Index</a> <a href="#">Cancer Council UV Index</a></p>
<b>Sun protection factor (SPF)</b>	<p>The Australian standard for sunscreen, the SPF indicates the level of protection provided against UVR.</p>	<p><a href="#">Australian Radiation Protection and Nuclear Safety Agency - Sun Protection using sunscreens.</a></p>
<b>Ultraviolet Index (UVI)</b>	<p>A measure of the level of UVR. The higher the UVI, the greater the potential for damage to the skin and eyes, and the less time it takes for harm to occur. Sun protection measures are recommended when the UVI is 3 and above.</p>	<p><a href="#">World Health Organisation - UV Index</a> <a href="#">Bureau of Meteorology UV Index</a> <a href="#">Cancer Council UV Index</a></p>
<b>Ultraviolet radiation (UVR)</b>	<p>The portion of the electromagnetic spectrum between 100 nanometers (nm) and 400nm:</p>	<p><a href="#">Australian Radiation Protection and Nuclear Safety Agency - Ultraviolet Radiation</a></p>

	<ul style="list-style-type: none"><li>· ‘UVA’ – UVR in the range 315nm to 400nm is thought to contribute to premature aging and wrinkling of the skin and has been implicated as a cause of skin cancer.</li><li>· ‘UVB’ – UVR in the range 280nm to 315nm is more dangerous than UVA and has been implicated as the major cause of skin cancers, sunburning and cataracts.</li><li>· ‘UVC’ – UVR in the range 100nm to 280nm is extremely dangerous but does not reach the earth’s surface due to absorption in the atmosphere by ozone.</li></ul>
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## Strategies

Clayfield College has developed the following sun protection strategies:

<b>General</b>	<ul style="list-style-type: none"><li>• Staff are to check the daily local sun protection times. The sun protection times are a forecast from the Bureau of Meteorology for the time of day that UV levels are forecast to reach three or above. At these levels, sun protection is recommended for all skin types.</li><li>• All students and staff use a combination of sun protection measures throughout the day whenever UV levels are three or</li></ul>
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	<p>above to ensure they are well protected at the appropriate times.</p> <ul style="list-style-type: none"><li>• UV levels are typically 3 and above all year. Wherever practicable, outdoor activities should take place before 10am and after 3pm, when UV levels are lower. Check daily sun protection times and UV levels to ascertain when sun protection is required outside of peak UV periods.</li></ul>
<b>Shade</b>	<ul style="list-style-type: none"><li>• The College makes sure there is sufficient shelter and trees providing shade in the College grounds particularly in areas where students congregate (e.g. lunch areas, outdoor lesson areas and popular play areas).</li><li>• Shade provision is considered in plans for future buildings and grounds.</li><li>• Playgrounds should be designed with areas of effective summer shade from either trees or built elements, or both. Playgrounds which comply with Australian Standard AS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation, are encouraged but optional. For more information, refer to <u><a href="#">Playground Supervision &amp; Inspection</a></u>.</li><li>• The availability of shade is considered when planning excursions and outdoor activities.</li><li>• Students are actively encouraged to use available areas of shade when outside. Students who do not have</li></ul>

	<p>appropriate hats or outdoor clothing are asked to stay in an area protected from the sun.</p>
<b>Hats</b>	<ul style="list-style-type: none"><li>• Students and staff should wear sun-safe hats that protect their face, neck and ears whenever they are outside.</li><li>• Recommended sun-safe hats include legionnaire, broad-brimmed and bucket hats with a deep crown and angled brim.</li><li>• Students who do not have an appropriate sun protective hat will be asked to stay in shaded areas only.</li></ul>
<b>Sunscreen</b>	<ul style="list-style-type: none"><li>• The College supplies SPF50 (or SPF50+) broad-spectrum, water-resistant sunscreen for staff and student's use. Sunscreen is stored in the Pre-Prep building and is applied by staff in accordance with the manufacturer's directions, and at least 20 minutes before going outdoors. Sunscreen should be reapplied at least every two hours, and more frequently when participating in sport, sweating or swimming, and after towel drying.</li><li>• Time will be allocated for sunscreen application prior to outdoor activities.</li><li>• Parents are asked to record on the Daily Attendance Sheet whether or not they have applied sunscreen to their child prior to signing them in for the day.</li></ul>
<b>Sunglasses</b>	<ul style="list-style-type: none"><li>• Close-fitting wrap-around sunglasses that comply with Australian Standard AS/NZS 1067.1 2016, Eye and face protection - Sunglasses and fashion spectacles, Part 1: Requirements (Sunglasses: lens</li></ul>

	<p>category 2, 3 or 4) and cover as much of the eye area as possible are encouraged but optional.</p>
<b>Role-Modelling</b>	<ul style="list-style-type: none"><li>• Staff act as role models by using a combination of sun protection measures as outlined above when the UV level is 3 or above.</li><li>• Families and visitors are also encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses and sunscreen) when participating in and attending outdoor College activities.</li></ul>
<b>Curriculum</b>	<ul style="list-style-type: none"><li>• Sun protection and skin cancer awareness programs are incorporated into appropriate areas of the curriculum.</li><li>• Students are encouraged to be involved in initiatives to promote and model sun protection measures to the whole College community.</li><li>• Sun safe behaviour is regularly reinforced and promoted to the whole College community through newsletters, College public website, parent meetings, staff meetings, College assemblies, student and teacher activities and on student enrolment.</li></ul>
<b>Uniform</b>	<ul style="list-style-type: none"><li>• Sun protective clothing is included in the College uniform/dress code and sports uniform. This includes clothing with:<ul style="list-style-type: none"><li>• elbow length sleeves</li><li>• shirts and tops that cover shoulders, with a collar that sits close to the neck, above the collarbone</li><li>• appropriate hats</li></ul></li></ul>

	<ul style="list-style-type: none"><li>• appropriate gloves and other accessories (where required for the activity)</li><li>• appropriate sunglasses (optional)</li><li>• other appropriate sun protective clothing.</li></ul>
<b>Scheduling and Planning</b>	<ul style="list-style-type: none"><li>• Sun protection is considered when planning all outdoor events (e.g. assemblies, camps, excursions and sporting events).</li><li>• Before commencing an excursion, the organising staff will check the daily local sun protection times of the location and continue to monitor these times for the duration of the excursion. For more information, refer to the <a href="#">Excursions Policy</a>.</li></ul>
<b>Links to Other Policies</b>	<ul style="list-style-type: none"><li>• <a href="#">Providing a child safe environment (Pre-Prep)</a></li><li>• <a href="#">Enrolment and orientation (Pre-Prep)</a></li><li>• <a href="#">Excursions (Pre-Prep)</a></li><li>• <a href="#">Governance and management (Pre-Prep)</a></li><li>• <a href="#">Interactions with children (Pre-Prep)</a></li><li>• <a href="#">P-12 Student Duty of Care: Sun Protection (Students)</a></li><li>• <a href="#">P-12 Student Duty of Care: Excursions Policy</a></li><li>• <a href="#">Work Safe Policies: Heat Stress</a></li><li>• <a href="#">Work Safe Policies: Adverse Weather</a></li></ul>
<b>Induction and Ongoing Training</b>	All staff have access to the Sun Protection Policy (Pre-Prep) and all related Sun Protection Policies for P-12 and Staff through the College's Policy Connect site.

	<p>In addition to regular training and awareness of issues relating to skin and safe sun exposure for all staff through the Clayfield College training platform, teachers are encouraged to complete Cancer Council's free <a href="#"><u>Generation SunSmart online teacher PL modules</u></a>.</p>
<b>Implementation</b>	<p>This policy is implemented through:</p> <ul style="list-style-type: none"><li>• effective notification procedures</li><li>• effective communication procedures</li><li>• effective record keeping procedures</li><li>• initiation of corrective actions where necessary.</li></ul>
<b>Policy Review</b>	<p>This policy was reviewed and updated: 7 March 2025 Next review: Due 1 March 2026 by the Primary Leadership Team. Changes made: Update to review date only - nil other changes</p>

## Pages in this Section

- [Sun Protection Procedure \(Pre-Prep\)](#)