

## **SA Montessori Pre-schools Policies**

### **Sun Protection Policy**

#### **Statement**

SA Montessori Pre-Schools aim to ensure the protection of children and adults from overexposure to harmful UV radiation from the sun. SA Montessori Pre-schools will incorporate the expert advice of Cancer Council SA and SunSmart guidelines in creating and reviewing the Sun Protection Policy and Procedures. This policy applies to all Centre events on and off-site.

#### **Rationale**

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a critical factor in determining future skin cancer risk. Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

#### **Objectives**

This sun protection policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe outdoor environment that provides shade for children and staff at appropriate times
- assist children to be responsible for their own sun protection
- ensure families and new staff are informed of the Centre's sun protection policy.

#### **Procedures**

Staff are encouraged to check the daily sun protection times each morning using the SunSmart Global UV app, or [myuv.com.au](http://myuv.com.au) or [bom.gov.au/uv/index.shtml](http://bom.gov.au/uv/index.shtml) to assist with the implementation of this policy. We use a combination of sun protection measures for all outdoor activities from 1 August to 30 April and whenever UV levels reach 3 and above at other times. Extra care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible, or in the shade. A combination of sun protection measures are considered when planning outdoor activities such as excursions and water based activities.

#### **Clothing**

When outside, children are required to wear loose fitting clothing that cover as much skin as possible. Clothing made from cool, closely woven fabric is recommended. Tops with collars or higher necklines and elbow length sleeves, and knee length or longer style shorts, skirts and dresses are recommended. If a child is wearing a singlet top or midriff top which exposes their upper arms or midriff, they are required to wear a shirt/t-shirt over the top before going outdoors. Children who do not have appropriate sun protective clothing are asked to play in the shade or a suitable area protected from the sun.

## **Sunscreen**

- The centre supplies SPF 50+ broad spectrum, water resistant sunscreen for staff and children's use.
- Families who have a preference for a particular brand of sunscreen, for instance if their child has sensitive skin, are encouraged to supply their own SPF 50+ broad spectrum, water resistant sunscreen.
- Families are encouraged to apply sunscreen to their child before arriving at the centre.
- Families who are concerned about their child's vitamin D requirements are encouraged to speak to their GP or paediatrician.
- Sunscreen is applied at least twenty minutes before going outdoors and reapplied every two hours if remaining or returning outdoors.
- Where adults apply sunscreen, disposable gloves will be worn.
- Children, once old enough, are encouraged to apply their own sunscreen under the supervision of staff.

## **Hats**

All children and staff are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.

## **Shade**

- Staff are to use available areas of shade for outdoor activities as much as possible and actively encourage children to play in the shade.
- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management ensures there is a sufficient number of shelters, portable shade structures and/or trees providing shade in the outdoor area.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have SunSmart hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

## **Sunglasses (optional)**

Where practical, children and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard AS/NZS 1067:1.2016 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended

## **Babies**

All babies under twelve months should be kept out of direct sunlight as much as possible when UV radiation is 3 and above. Babies should be protected by using shade, clothing and hats. Sunscreen should be applied to small areas of exposed skin not protected by clothing or hats, for infants 6 months and older.

## **Enrolment and information for families**

When enrolling their child, families are:

- informed of the centre's Sun Protection Policy
- asked to provide a suitable hat for their child
- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. covering the shoulders, chest, upper arms and legs)
- made aware that the brand of sunscreen available at the centres will vary and therefore parents who are worried about their child's skin sensitivity should provide their own named, SPF50+ broad spectrum, water resistant sunscreen.
- required to give permission for staff to apply sunscreen to their child

Families and staff are regularly reminded of our Sun Protection Policy and related resources to protect their children in the centre and at home.

Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the Centre.

## **Staff WHS and role modelling**

As part of WHS UV risk controls and role modelling, from 1 August to 30 April and when the UV radiation is 3 and above, staff:

- wear sun protective hats, clothing and sunglasses (optional) when outside
- apply SPF50+ broad spectrum, water resistant sunscreen
- seek shade whenever possible.

## **Education**

- Sun protection is incorporated into the learning and development program.
- This policy is reinforced and promoted to the whole centre community, including staff, volunteers, families and children through displays, activities, family newsletters, noticeboards and the centre's website.

## **Training and awareness**

This Policy will be accessible through the SA Montessori staff Onboarding and Ongoing Development course to ensure staff are knowledgeable about its principles, contents and requirements.

## **Policy review**

Management and staff monitor and review the effectiveness of the sun protection policy and revise the policy. Sun and skin safety awareness will be promoted to adults and children through the brochures, posters and activities within the program. The Sun Protection Policy will be reviewed annually to ensure it meets current regulations, standards and best practice guidelines. Any updates will be communicated to relevant stakeholders, including families, staff and Cancer Council SA. Staff and families can provide feedback on Policies at any time for consideration and continuous improvement.

### **Training and awareness**

This Policy will be accessible through the SA Montessori staff Onboarding and Ongoing Development course to ensure staff are knowledgeable about its principles, contents and requirements.

### **Linkage to other policies:**

Clothing Policy  
Workplace Health & Safety Policy

### **Sourcing:**

Legislation: This policy relates to the following National Law and Regulations:

*Education and Care Services National Law Act 2010*  
Section 167 – Protection from harm and hazards

*Education and Care Services National Regulations 2011*  
Regulation 100 – Risk assessment must be conducted before excursion  
Regulation 113 – Outdoor space–natural environment  
Regulation 114 – Outdoor space–shade  
Regulation 168: Policies and procedures (2)(a)(ii)–sun protection.

Cancer Council SA, SunSmart Early Childhood Program Policy Guidelines.

### **Development date:**

01/06/07

### **'SA Montessori' Definition:**

For the purposes of these Policy documents the term 'SA Montessori' refers to a collective of centres functioning as a professional network with shared management through 'MMM'. These documents have been developed by MMM with intellectual property rights retained. By accepting these Policy documents, the company directors, approved providers and/or persons with management or control (PMCs) of each entity acknowledge that these policies do not release them from their responsibilities, obligations, or liabilities.

### **SA Montessori Pre-school centres include:**

Cedars Montessori Pre-school  
Chancery Lane Montessori Pre-school  
Echoes Montessori  
Jescott Montessori Pre-school  
Lilliput Village Montessori  
Little Oxford Montessori  
Rosemont House Montessori

### **Review date**

All SA Montessori Policies will be reviewed at least annually by MMM. In addition to the annual review, individual policies may be adjusted at any time in the event of community feedback, changes to guiding documents or legislative updates.

**Review history:**

<b>Date</b>	<b>Policy satisfactory</b>	<b>Policy amended</b>	<b>Comments</b>	<b>Next review due</b>
26/6/10		√	ADD- Updated information regarding seasonal requirements for hat wearing	6/11
26/5/11	√			6/12
11/4/12		√	Reviewed and changed from JSC Montessori 4/13 Pre-schools to SA Montessori Pre-schools	4/13
17/4/13		√	Add to source: 4/14 National Regulations: Regulation 168	4/14
3/4/14	√			4/15
2/4/15		√	Add new centres to SA Montessori listing	4/6
18/4/17	√			4/18
26/4/18		√	Amended the name Babthorpe Montessori Preschool to reflect the new Centre's name being Lilliput Village Montessori.	4/18
14/9/18		√	Policy updated in accordance with Cancer Council SA Early Childhood policy guidelines.	4/19
5/4/19		√	Added new centre, Little Oxford Montessori, to SA Montessori listing	4/20
4/4/20	√			4/21
1/6/21		√	Remove reference to parental consent regarding sunscreen.  Add reference to reminding families of our Policy.	6/22
4/8/21		√	Added dates and reference to annual review period.	8/22
6/8/21	√			8/22
16/11/21		√	Added new centre, Echoes Montessori, to SA Montessori listing.	11/22
10/5/22	√			4/23
27/4/23	√			4/24

23/5/24		√	Slight language adjustments to align with current Cancer Council Policy Checklist. Sunscreen changed from 30+ to 50+	5/25
6/7/24		√	Addition of Training and Awareness, SA Montessori Definition & Review Date	7/25
5/3/25	√		End of consultation period for all Policies following significant updates in 2024. Feedback incorporated as needed, no further changes required as of March 2025.	3/26