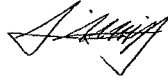
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: STAFF : SUN PROTECTION		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

We aim to ensure that all children attending the centre will be protected from harmful rays of the sun. All staff is to model appropriate sun protection behaviour and enforce the sun protection policy.

The YMCA of Sydney will ensure that staff and volunteers are protected by:

- Educating staff and management on the importance of being "sun smart"
- Providing shade and encouraging its use
- Encouraging the wearing of sun protective clothing and sunscreen (30+) SPF.


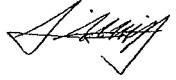
The workplace is an important setting for sun protection programs for the following reasons:

- Outdoor workers are at higher than average risk of carcinoma because of their exposure to UV Rays over a long period of time.
- Indoor workers are at higher than average risk of melanoma because of their intermittent exposure to the sun (mainly through recreational and holiday activities)
- Exposure to UVR in the first 18 years of life is a major contributor to an individual's lifetime risk of skin cancer. At least 50% of lifetime sun exposure is estimated to occur before the age of 18.
- Workplaces facilitate access to high risk and hard to reach groups.
- Existing Occupational Health and Safety policies and practices provide integrated and established frameworks through which to implement sun protection interventions.
- Workplaces offer opportunities to implement structural changes to workplace environments that have long lasting effects.

In addition to this, Occupation Health and Safety Acts state that employers have a duty of care towards employees to ensure their health, safety and welfare. As UVR exposure has been identified as a major hazard in the workplace, employers are required to protect employees from exposure by implementing control measures. Once an employer provides appropriate measures the employee must then cooperate.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Daily routine policy
- 3.2. First aid policy
- 3.3. Occupation Health and Safety policy
- 3.4. Outdoor environment policy

 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: STAFF : SUN PROTECTION		Author: CHILDCARE TASKFORCE

4. Responsibilities & Delegations

- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. Cancer Council recommendations regarding protection from the sun.

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.


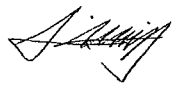
PROCEDURES

The YMCA of Sydney will ensure that staff and volunteers are protected by:

- Educating staff and management on the importance of being "Sun Smart"
- Providing shade and encouraging its use
- Encouraging the wearing of sun protective clothing and sunscreen
- Incorporating sun protection for staff into your sun protection policy.

If you are provided with a broad-brimmed hat and sunscreen, it is important that you use them. If you don't both you and your employers could be fined or your employer could/ may take disciplinary procedures.


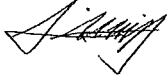
- Children and staff should wear protective clothing when outside such as hats that protect their face, ears and neck, and shirts that cover their shoulders and necks.
- Staff will direct children to wear hats for outdoor play.
- Children who do not have a hat must play in a sheltered area. Staff are to enforce the "no hat, play in the shade" rule.
- Children will not share hats. Children's hats should not be stored in the same container. Where the centre's spare hats are used they are to be used only by one child. All spare hats must be washed before use by anyone else.
- An SPF 30+, broad spectrum, water resistant sunscreen will be made available in the centre and applied to staff and children when exposed to the sun. However, it is highly recommended that parents provide their own sunscreen that caters to the child's individual needs and can be used throughout the school day.
- Staff and children are encouraged to apply sunscreen 20 minutes before going outside and children to re-apply every 2 hours when outside.
- Parents will be informed of the sun protection policy on enrolling their child in the centre.

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: STAFF : SUN PROTECTION		Author: CHILDCARE TASKFORCE

- During vacation care parents are encouraged to apply a sunscreen to their child prior to attending the centre, and reminded to supply a suitable hat.
- Where children have allergies or sensitivity to the sunscreen, parents will be asked to provide an alternative sunscreen, and the child encouraged to play in the sheltered areas.
- The sun protection message should be reinforced throughout the program.
- Staff will encourage children to use available area of shade for outdoor activities.
- Staff and parents encouraged to act as role models by practicing Sun Smart behaviour.
- Activities are to be planned to avoid exposure to the sun between the hours of 11am and 3pm.
- Outdoor activities will be held in shaded areas whenever possible.
- Where shade is considered inadequate, Management should be approached to provide additional shade cover.
- The centre will incorporate sun and skin protection awareness activities in the program and provide notices and posters about the topic.
- All sun protection practices will be maintained while walking to and from school and on any excursions.
- Staff to display the sun Smart Policy in the centre for parents and discuss it with the children.
- Regularly reinforce Sun Smart behaviour in a positive way through correspondence with parents, via the notice board and displays, and through children and staff activities.
- Ensure the Sun Smart Policy is reflected in planning of outdoor excursions and events.
- Consider including games, activities and play experiences that incorporate the Sun Smart message.
- The co-ordinator of the program is responsible for monitoring the implementation of this policy and ensuring that it is followed.

7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

 YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: STAFF : SUN PROTECTION		Author: CHILDCARE TASKFORCE

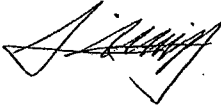
I endorse the Sun Protection Policy.

Name: *Maryann Rupnik*
Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
Group Manager

Signature: 

Date: 7 December 2009