

	Policy
	Policy Category: HEALTH AND SAFETY
	Updated: January 2025
	Policy Name: Sun Protection Policy

Procedure

Criteria for use of personal sun protection methods

During summer months (Nov-March), days where the UV index (or forecast) is high, families are expected to bring their children to Grow pre-sun screened (or screen on arrival). Sunscreen is available at reception on arrival. If during the day the UV is 4/5 or above sunscreen will be re-applied (earliest reapplication: after morning tea time, most likely after lunch as children are inside from 11:15 Nest, 11:45 Matua). Outside of 'summer months' teachers will monitor UV index and apply sunscreen if required.

Shaded areas

Grow has shade sails over key outdoor areas i.e. shade sails or tree planting. The sandpit areas, swings and some outdoor play areas will be shaded. During months of November-March, teachers will be mindful of setting up play spaces that are easily shaded.

Clothes and hats

Sun Smart clothing must be worn outside. Shoulders and backs to be covered (no 'singlet' sleeve), togs to include covered sleeve and back (and where possible, upper leg). Staff to ensure children will wear centre provided wide brim hats (to fully protect top of head, neck, face and ears) whilst outside during a 'sun-unsafe' day.

Sunscreen

Parents/caregivers to apply sunscreen to children prior to bringing them to Grow. Staff will ensure children's faces and exposed limbs are protected whilst outside during a 'sun-unsafe' day. Our sunscreen is waterproof and immediately active 4hour sunscreen, children are protected from sun exposure as soon as applied. Grow will re-sunscreen children when UV is at 4 or above after lunch time (approx. 12.30pm), and if required, approx. 4pm. Children who arrive at 730am may need earlier re-application (teacher discretion). Children who have an afternoon sleep will be screened when they wake. If UV is 3 or below teachers will monitor the UV index as sunscreen would not have been reapplied. If UV increases to 4 then reapplication will occur, with an additional later reapplication potentially not being necessary.

Scheduled outdoor activity times

Where possible outdoor activities should be scheduled for limited times (e.g. 30 minutes) during 'sun-unsafe days' or alternatively in areas of shade,

Promotion of SunSmart habits

SunSmart habits are promoted and explained in formal curriculum as well. Damage by and effects of the sun's radiation is explained and demonstrated. This includes examples of SunSmart behaviours in the wider world (at home and away), e.g. beach and on boats. Staff should provide role models for SunSmart practice.

Staff Safety

All staff should consider the long exposure to direct sun in terms of health and safety hazard policy and take necessary action and precautions (such as use of clothes, hats and sunscreen) and consider shorter rostered times outside. Staff are provided with named wide brimmed 'Grow' hats.

Implementation

Sunscreen reminders will be added to the October newsletter annually.

SunSmart Reminders

Having sunscreen on is only a part of the Sun Protection required over the summer months in New Zealand. Playing in the shade, wearing clothing that provides protection from the sun and being aware of UV index ratings all help to reduce the risk of sun damage that could cause skin cancer.

1. **Swimming Bags: Send your child in with a separate bag that contains a named towel and SunSmart swimwear.** If you'd like for your child to be making the most of the wonderful learning opportunities available to them with water outside in the summer months, the best thing is to ensure that they come to Grow with a separate swim bag. We can then manage water play, SunSmart requirements and the logistics of drying and changing a large group of children during the day without limiting learning.
2. **Sleeved rash tops/togs.** Sending your child with **sleeved togs to play in** is a really great idea. If you have any sleeved rash tops that have now been outgrown and are still in relatively good condition, we'd love for you to donate them to our Grow set.
3. **Please apply sunscreen to your child prior to bringing them to Grow.** For sunscreen to be effective, it needs to be applied up to 20minutes before sun exposure. **With burn times already up around 12 minutes from as early as 8am, we now ask for children to come to Grow with sunscreen having already been applied in order to limit interruption to your child's learning opportunities once here.** We will re-sunscreen children at midday (after lunch), 1230-1pm and 4pm if req.
4. **SunSmart clothing must be worn outside.** Short sleeves to cover shoulders and backs (no singlet sleeve), togs to include covered sleeve and back (and where possible, upper leg), wide brim hat when in the sun with UV times identified by Met Service (supplied by Grow).
5. **Grow Hats:** Each child has been provided with their own named, Grow hat. ***These need to stay at Grow please.*** If another child's named Grow hat has ended up at your place, please return it to Grow as there's no playing outside in the sun without it. Thank you!

We build discussions into induction procedures and staff trainings/meetings.

Review

Review annually or when there is a significant change in the area of the policy topic.

Authorised:	Vikki Cooper
Review Date:	February 2026
Consultation Undertaken:	Staff Hui, Website, Newsletter