

## **SunSmart Policy**

This policy applies to all programs and services run by Interchange Outer East; whether group services, 1:1 support services, on-site programs and off-site programs.

Note: This policy applies to participants and siblings of any age attending Interchange Outer East activities.

### **Purpose**

This SunSmart policy provides guidelines to:

- Ensure all persons attending Interchange Outer East programs are well protected from too much UV exposure, by using a combination of sun protection measures during the daily local sun protection times (issued whenever UV levels are 3 and above).
- Ensure the outdoor environment is sun safe and provides shade for all persons attending Interchange Outer East programs.
- Ensure all persons attending Interchange Outer East programs are encouraged and supported to develop independent sun protection skills.
- Support duty of care and regulatory requirements.
- Support appropriate OHS strategies to minimise UV risk and associated harms for all persons attending Interchange Outer East programs.

### **Background**

IOE provides many of its recreational services outdoors and recognises the harm caused to participants if adequate care is not taken to protect people's skin from sun. A large majority of the people supported by IOE are reliant on staff and volunteers to identify times of high risk and act appropriately to ensure people are not burnt.

### **Healthy physical environment**

#### **1. Seek Shade**

- Staff employed by Interchange Outer East are required to ensure there is a sufficient amount of shelter and trees providing shade in the outdoor area being used for the program/service. Interchange Outer East owns multiple marquees which can be used to provide shelter whilst on program.
- The availability of shade must be considered when planning all outdoor activities.
- People attending Interchange Outer East programs are encouraged to choose and use available areas of shade when outside.
- People attending Interchange Outer East programs who do not have appropriate hats or outdoor clothing will be asked to choose a shady area, or other suitable area protected from the sun.
- Staff employed by IOE must regularly assess the availability and

quality of shade, and determine whether there is a better location to move the activity to.

## Healthy social environment

### 2. Slip on sun protective clothing

- There is a preference for all people accessing IOE services to wear t-shirts, rather than singlets.
- When on swimming and beach activities, rash vests (or t-shirt) and board shorts should be worn.

### 3. Slap on a hat

- **ALL** persons attending Interchange Outer East programs are required to wear hats. SunSmart recommends legionnaire, broad-brimmed or bucket style hats to protect face, neck and ears – although this is not a requirement by IOE.

### 4. Slop on sunscreen

- SPF30+ (or higher) broad-spectrum, water-resistant sunscreen is supplied by Interchange Outer East and/or families.
- IOE ask that parents apply sunscreen to their child prior to arriving at an activity.
- Sunscreen will be applied every TWO hours during an activity.
- Staff employed by Interchange Outer East are responsible for ensuring every person in the scope of their duty of care is adequately covered by sunscreen on each and every application. This may be applied by a volunteer.
- To help develop independent skills regarding sun protection, participants supported by Interchange Outer East are given opportunities and encouraged to apply their own sunscreen under supervision of staff or volunteers; however staff maintain responsibility for ensuring adequate coverage.
- Staff and volunteers should be conscious of clothing moving when in the water, and cover areas that may inadvertently be exposed to the sun ie: possible gap between rash vest and shorts.
- Where participants have sensitive skin or allergy to creams, families are asked to provide suitable sunscreen for staff to use on their child.

### 5. Slide on sunglasses (if practical)

- SunSmart suggests that where practical, people should wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. This item is a recommendation although not a requirement of IOE.

This SunSmart policy should be reinforced through staff and volunteer modelling of appropriate sun protection techniques.

## Engaging families

When registering with Interchange Outer East, families are:

- Informed of Interchange Outer East's SunSmart policy.
- Asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child/young person.

- Asked to ensure their child is already adequately covered in sunscreen upon arrival to Interchange Outer East programs on days of UV level 3 or above.
- Advised that permission to apply sunscreen to their child/young person is implied by their acknowledgement of receipt of this policy.
- Encouraged to model SunSmart measures themselves when attending Interchange Outer East programs.

### Engaging volunteers

When registering with Interchange Outer East, volunteers are:

- Informed of Interchange Outer East's SunSmart policy.
- Asked to wear a suitable sun protective hat, covering clothing and sunscreen while on Interchange Outer East programs.
- Asked to arrive at Interchange Outer East programs already adequately covered in sunscreen on days of UV level 3 or above.
- Encouraged to model SunSmart measures themselves when attending Interchange Outer East programs.

If staff become aware that someone has been sunburnt while attending an Interchange Outer East program/service:

- Staff must assess if medical treatment is required.
- The Interchange Outer East after hours phone must be contacted as soon as practical upon noticing (or program coordinator if within business hours).
- The person's parent/s must be notified if the burn is significant/concerning.
- An incident report and/or injury log must be completed.