



MUNICIPALITY OF THE DISTRICT OF SHELburne

Policy Statement

Sun Safety

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It is the policy of the Municipality of the District of Shelburne Recreation & Parks Department that staff and junior volunteer leaders will take measures to protect program participants and themselves against the harmful effect of the sun.

Purpose

To assist in providing a sun safe environment for our participants, junior volunteer leaders and staff.

Why is this important?

Skin cancer is the most preventable form of cancer. Skin cancer is linked to sun exposure in youth and is preventable. As staff and participants often spend time outdoors during recreation programming, the Municipality of the District of Shelburne Recreation & Parks Department should work with staff, parents and participants to protect their future health by educating them about protecting their skin and adopting sun safe behaviours while outdoors. It is not the intent of this policy that the Municipality of the District of Shelburne Recreation & Parks Department eliminate outdoor activities, but rather to support them in a proactive, sun safe manner.

Procedures

Program Supervisors

- Keep a supply of non-scented hypoallergenic sun screen at program sites for those staff and participants who may have forgotten theirs or who are financially unable to provide it.
- Provide staff with a t-shirt as part of their summer uniform.
- Encourage staff and junior volunteer leaders to wear a hat of their own choosing at all times while outside. Those staff who choose to wear a ball cap as part of their uniform are to be reminded to apply sun screen to their ears and back of their neck. In instances where wearing a t-shirt would impede staff from performing duties, (ie: instructing), other methods of protection from the sun are to be employed such as a wetsuit.
- Provide training and orientation to those staff and junior volunteer leaders who will spend a significant amount of time outdoors (ie: day camp staff, coaches, lifeguards, youth volunteers, etc).
- Include an information letter along with registration materials to parents re: the policy and provide the necessary information for compliance ie: information on sun screen, suitable clothing, etc, to increase the chance that parents will follow the policy.
- Include sun safety information in summer program brochure.
- Include Department's sun safety policy and information on website, facebook and communication display boards.

- Award staff, junior volunteer leaders, and participants for their sun safety efforts through recognition and praise

Program Staff (day camp, coaches, lifeguards, junior volunteer leaders, etc.)

When designing and planning programs, outings and special events:

- Consult Environment Canada for the UV index report and adjust program plan accordingly
- Post the UV index daily at program sites
- Ensure adequate shade is provided for program participants and themselves. This can be accomplished through the provision of umbrellas or shade tents during outings, or having outdoor activities take place in well-treed areas.
- Consider the availability of shade. When natural shade is not available, consider alternate portable arrangements such as gazebos or shade tents. Perhaps a change of location is required.
- Limit the time spent in activities on or near reflective surfaces (concrete, sand, glass, snow and water).
- Post a checklist for parents at drop off locations listing recommended items – hat, sunscreen (SPF 15+), t-shirt, lip balm and sunglasses and applied sunscreen to their child in advance
- Post, if possible, sun safety signage at your public sites such as pools, trails and beaches

During programs, outings and special events:

- Provide developmentally appropriate, accurate information and activities about the practice of sun safety where and when appropriate for programs.
- Include sun safety activities in programs and look for unique ways to reinforce the sun safety message such as with tattoos, stickers and games (sun smart game and see the activity resource package)
- Send home and/or post communication recommending that participants use protective items such as clothing, hats and sun screen in programs that require them to be outdoors. Sunglasses and lip balm are encouraged.
- Make reasonable effort to the extent that it is possible to see that sun screen is applied on all program participants 30 minutes before going outside. Once outside, staff should, to the extent that it is possible, make a reasonable effort to see that sun screen is reapplied, if, in their opinion it is necessary.
- Model these sun safe practices and be ambassadors of sun safety during programs, outings and special events: protective clothing, sunscreen application and limiting long periods of sun exposure. Set a good example. If you practice sensible sun habits, the participants in your care will too.

Sun Screen application:

- Ask participants to provide their own sun screen and hat (lip balm and sunglasses encouraged). The Municipality of the District of Shelburne Recreation & Parks Department will keep a supply of non-scented hypoallergenic sun screen on site for those who may have forgotten theirs or are financially unable to provide it.
- Supervise the application of sun screen among program participants. A child may pair up with a child of the same sex for the application of sun screen.
- Request authorization from parents and/or guardians to apply sun screen on participants who are unable to apply their own sun screen.
- Apply sun screen in public, open areas, with two or more staff members present.
- Make parents and guardians aware that staff will not be applying sun screen unless assistance is required by participants, and, that it is the responsibility of the parent and/or guardian to ensure that the participants are responsible to apply it. Parents and/or guardians could assist the staff by practicing the skill at home. Starting the application of sun screen at an early age, encourages it to become a lifetime habit.

- Communicate to parents that they are to apply a liberal amount of sun screen on the program participants before they come to the program.

Clerk's Annotation For Official Policy Book

Date of Notice to Council members of Intent to Consider: March 30, 2011
(7 days minimum)

Date of Passage of Policy: April 26, 2011

Clerk

Date