

# Sun Safety Policy And Procedures

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## **Background**

Banook Canoe Club (BCC) is a non-profit family oriented recreation facility that operates summer paddling, swimming, and day camp programming. As these are outdoor programs, sun exposure is unavoidable.

## **Policy Statement**

It is the policy of the Banook Canoe Club that staff will take reasonable measures to protect program participants and themselves against harm from the sun.

## **Purpose**

To assist in providing a sun-safe environment for Banook program participants and staff.

## **Procedures for Day Camp Officials**

Day camp Officials, will provide parents/guardians of day campers with this policy along with registration materials regarding the BCC's sun safety policy and provide the necessary information (information on sun screen, suitable clothing, etc.) for compliancy, in order to increase the chance that parents will adhere to the policy. Included in this information package will be the recommendation that sun screen be applied to all participants prior to drop off. With this information, provide a form to be signed by the parent acknowledging awareness of the BCC sun safe policy and with an option to request assistance from day camp staff to assist with re-application of sun screen.

Provide day camp staff with a weekly list of those day campers requested to have assistance with sun screen re-application.

## **Procedures for Program Supervisors**

Supervisors will keep a supply of non-scented, hypoallergenic spray-on sunscreen at program sites for those staff and participants who may have forgotten theirs.

Supervisors will provide staff with a t-shirt and a brimmed hat as part of their uniform.

Supervisors will encourage staff to wear sunglasses and a hat at all times while outside. In instances where wearing a t-shirt would impede staff from performing duties, such as swim instruction, other methods of protection from the sun are to be employed.

Supervisors will post a copy of the BCC sun safe policy and procedures on the club website, Facebook page, and communication display boards.

## **Procedure for Paddle and Swim Staff**

Given the shorter duration and intermittent nature of club member paddle and swim programs, paddle and swim staff will not engage in supervision of re-application of sunscreen.

Children twelve years and under require supervision by an adult while at BCC. This adult will be responsible for monitoring their child's adherence to sun safety practices.

Remind older participants to apply sunscreen appropriately.

Paddle or swim staff will notify the appropriate adult care giver if they notice a child showing signs of adverse effects of sun exposure.

## **Procedure for Day Camp Staff**

Staff will ensure that shade is available for program participants throughout the day.

Staff will make reasonable efforts to the extent that is possible to see that sunscreen is applied appropriately to all participants. Sun screen is to be applied by parents prior to drop off. Staff will, to the extent that is possible, make a reasonable effort to see that sun screen is re-applied, if in their opinion, it is necessary. This may include before paddling programs, before and/or after swim programs and other outdoor activities.

Staff will apply sunscreen in public, open areas, with two or more staff members present.

Staff will supervise the re-application of sunscreen among day campers. A child may pair up with a child of the same sex for sun screen re-application.

Staff will not assist with re-application of sunscreen unless assistance is required and requested by the parent. It is the responsibility of the parent to ensure that the participants are responsible for sun screen application. Parents could assist the staff by practicing the skill at home. Parents requesting assistance from staff with sun screen re-application will make this request in writing at the time of registration and are asked to reinforce this request directly with staff at the time of drop off.

If staff notice a day camper is showing signs of adverse effects of sun exposure, the parent will be notified by phone and the camper will be directed to wear their hat and t-shirt and/or remain in the shade for the remainder of the day.

Parents will be contacted by phone if a day camper refuses to follow sun safe procedures.

# Sun Safety Policy And Procedures - Form

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I, the Parent/Guardian, have read and agree to follow the Sun Safety Policy And Procedures.

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Child's Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date