



## HEALTH & SAFETY:

### Sun Protection

#### PURPOSE

This policy provides clear guidelines and procedures to ensure effective sun protection for all children, educators, staff, and visitors at Essential Early Learning. We are committed to protecting everyone from harmful ultraviolet (UV) radiation and teaching children good sun protection habits from an early age to reduce their risk of skin cancer later in life.

Our service will:

- Implement comprehensive sun protection measures during times of high UV exposure
  - Provide and maintain appropriate shade, clothing, and sunscreen
  - Schedule outdoor activities to minimise UV exposure
  - Educate children about sun safety and model sun protection behaviours
  - Regularly review and update sun protection practices
- 

#### SCOPE

This policy applies to:

- All children enrolled at the service
  - The approved provider, nominated supervisor, educators and staff
  - Students on placement, volunteers and visitors
  - Families and parents/guardians
  - All outdoor activities at the service, during excursions, and related service activities
- 

#### LEGISLATIVE REQUIREMENTS

This policy is based on the following legislation and standards:

##### **Education and Care Services National Law Act 2010**

- Section 167: Protection from harm and hazards

##### **Education and Care Services National Regulations 2011**

- Regulation 113: Outdoor Space - Natural environment
- Regulation 114: Outdoor Space - Shade
- Regulation 168: Education and care service must have policies and procedures
- Regulation 168(2)(ii): Sun protection

##### **National Quality Standard**

- Quality Area 1: Educational program and practice
- Quality Area 2: Children's Health and Safety
- Quality Area 3: Physical environment
- Quality Area 4: Staffing arrangements
- Quality Area 5: Relationships with children
- Quality Area 6: Collaborative partnerships with families and communities



- Quality Area 7: Governance and leadership

#### **NSW-Specific Legislation:**

- Work Health and Safety Act 2011 (NSW)
- Work Health and Safety Regulation 2017 (NSW)

---

### **RATIONALE**

Australia has the highest rate of skin cancer in the world. Skin cancer, including melanoma and non-melanoma, is the most common cancer in Australia. Exposure to ultraviolet (UV) radiation in childhood is a major risk factor for the development of skin cancer later in life.

Sun protection times are a forecast for the time-of-day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year. UV levels are particularly high during the summer months and highest in the middle of the day.

By implementing a comprehensive Sun Protection Policy, Essential Early Learning can help protect staff and children from UV radiation and teach children good sun protection habits from an early age to reduce their risk of developing skin cancer.

---

### **KEY DEFINITIONS**

**UV Radiation:** Ultraviolet radiation from the sun that can cause skin damage and increase the risk of skin cancer.

**Sun Protection Times:** The time of day when UV levels are forecast to reach 3 or above and sun protection is recommended.

**SunSmart Hat:** Broad-brimmed hats (brim 6cm+ for children, 7.5cm+ for adults), bucket hats (brim 5cm+ for children, 6cm+ for adults), or legionnaire style hats that protect the face, neck and ears.

**SunSmart Clothing:** Loose-fitting shirts and dresses with sleeves and collars or covered necklines, and longer style skirts, shorts and trousers.

**SPF:** Sun Protection Factor - a measure of how well a sunscreen protects against UV radiation.

---

### **POLICY STATEMENT**

#### **1. Scheduling Outdoor Activities**

*Quality Area 1 – Educational program and practice*

*Quality Area 2 – Children's health and safety*

Our service will:

- Check UV levels and daily sun protection times using the SunSmart App or Cancer Council Australia's website
- Plan daily activities to ensure sun protection requirements are met



- Consider UV radiation exposure as part of risk management and assessment for all outdoor events and activities, both on and off-site
- Where possible, schedule outdoor activities outside peak UV times (typically 10am-2pm during daylight saving, 10am-3pm during standard time)
- Ensure all sun protection practices are planned, organised, understood and available when children are on excursions

## 2. Shade

### *Quality Area 3 – Physical environment*

Our service will:

- Plan all outdoor activities to occur in shaded areas
- Provide, maintain, and promote shade options to children
- Set up play-based learning activities in shaded areas
- Move activities throughout the day to take advantage of shade patterns
- Utilise a combination of portable, natural, and built shade structures
- Conduct regular shade assessments to monitor existing shade structures
- Plan for additional shade where needed

## 3. Hats

### *Quality Area 2 – Children's health and safety*

Our service requires:

- All staff and children to wear SunSmart hats when outdoors during sun protection times
- Children without a SunSmart hat to play in areas protected from the sun (e.g., under shade, veranda or indoors) or be provided with a spare SunSmart hat

#### **Acceptable SunSmart hats include:**

- Broad-brimmed hats with a brim size of at least 6cm for children (adults 7.5cm)
- Bucket hats with a deep crown and brim size of at least 5cm for children (adults 6cm)
- Legionnaire style hats

**Baseball caps and visors do not provide enough sun protection and are not acceptable.**

## 4. Clothing

### *Quality Area 2 – Children's health and safety*

Our service requires:

- Staff and children to wear SunSmart clothing that covers as much skin as possible (especially shoulders, back and stomach)
- Children without SunSmart clothing to play in areas protected from the sun (e.g., under shade, veranda or indoors) or be provided with spare clothing

#### **Acceptable SunSmart clothing includes:**

- Loose-fitting shirts and dresses with sleeves and collars or covered necklines
- Longer style skirts, shorts and trousers

**Midriff, crop, or singlet tops do not provide enough sun protection and are not acceptable.**



## 5. Sunscreen

*Quality Area 2 – Children's health and safety*

Our service requires:

- All staff and children to apply SPF30 (or higher) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- Sunscreen to be reapplied every 2 hours when outdoors
- Permission to apply sunscreen to be included in the service enrolment form
- Where children have allergies or sensitivity to sunscreen, parents to provide alternative sunscreen or the child to be encouraged to play in the shade

### **Storage and Management:**

- Conduct usage tests before applying new sunscreen
- Store all sunscreen in a cool, dry place
- Monitor sunscreen expiry dates regularly
- Replace sunscreen before expiry dates

## 6. Babies Under 12 Months (Not Applicable)

*Quality Area 2 – Children's health and safety*

Our service will ensure:

- Babies under 12 months are not exposed to direct sunlight
- Babies' clothing, hats and shade positioning are checked regularly to ensure they continue to be well protected from UV
- Prams and strollers used outdoors have appropriate sun protection covers

**Note:** The use of sunscreen on babies under 6 months is not recommended due to their sensitive skin.

## 7. Role Modelling

*Quality Area 1 – Educational program and practice*

*Quality Area 5 – Relationships with children*

As part of WHS UV risk controls and role modelling, all staff, families, and visitors will demonstrate SunSmart behaviours when outside during sun protection times, including:

- Wearing a SunSmart hat
- Wearing protective clothing
- Wearing sunglasses (optional but encouraged)
- Applying SPF30 (or higher) broad-spectrum water-resistant sunscreen
- Promoting the use of shade
- Discussing sun protection with children
- Demonstrating a positive and proactive approach to sun protection

Sun safety is everyone's responsibility. By being role models and leading the way with our own sun safety, we can inspire children to be SunSmart when they step outside.

## 8. Education and Learning

*Quality Area 1 – Educational program and practice*



#### *Quality Area 4 – Staffing arrangements*

#### *Quality Area 5 – Relationships with children*

Our service will:

- Incorporate sun protection regularly into learning programs
- Help children understand why sun safety is important
- Teach children how to take effective sun protection actions
- Encourage children to take leadership roles in managing sun protection (e.g., checking daily UV levels, hat reminders, sunscreen management)
- Promote the SunSmart App and daily UV times to guide behaviour of staff, parents, and children
- Display UV levels and sun protection times in prominent locations

Further information and resources are available from Cancer Council NSW's website at [www.sunsmartnsw.com.au](http://www.sunsmartnsw.com.au)

### **9. Information and Policy Availability**

#### *Quality Area 6 – Collaborative partnerships with families and communities*

#### *Quality Area 7 – Governance and leadership*

Our service will:

- Make this sun protection policy, procedures, requirements, and updates available to all staff, families, and visitors
- Ensure sun protection information and resources are accessible and communicated regularly to families
- Inform all parents/families of the sun protection policy on enrolment, including appropriate hat, clothing, and sunscreen requirements
- Display this policy in prominent locations at the service
- Include sun protection information in family handbooks and orientation materials
- Provide regular reminders about sun protection requirements through newsletters and notices

### **10. Implementation, Monitoring and Review**

#### *Quality Area 4 – Staffing arrangements*

#### *Quality Area 7 – Governance and leadership*

Our service will:

- Appoint a SunSmart champion to drive sun protection policy implementation and engagement
- Ensure management and the SunSmart champion regularly monitor and review the effectiveness of policy implementation
- Review this policy every three years or more frequently if required
- Update and submit sun protection policies to Cancer Council NSW every three years to maintain SunSmart status
- Consider feedback from families, educators, and staff in policy reviews

Respond to changes in legislation, regulations, or best practice guidelines



## EDUCATOR AND STAFF RESPONSIBILITIES

### Nominated Supervisor/Person in Day-to-Day Charge:

- implement the Sun protection policy and procedures, ensuring all action plans that are in place are carried out
- monitor the UVI daily, identify when and how any sun protection changes need to occur, and communicate this to educators and staff
- promote sun safe practices with all children, families, educators and staff within the service

### All Educators and Staff:

- implement the Sun Protection policy and procedures
- monitor the UVI daily and manage outdoor play and learning accordingly
- monitor the impact of sun on play equipment and surfaces that children will be touching and using such as soft fall mats, artificial surfacing, etc.
- role-model sun safe practices
- communicate with families about sun safe practices in general and specific expectations within the service (e.g. wearing protective clothing)

## FAMILY RESPONSIBILITIES

Families are responsible for:

- Providing their child with a SunSmart hat that remains at the service
- Ensuring their child wears SunSmart clothing to the service
- Providing permission for sunscreen application on enrolment
- Providing alternative sunscreen if their child has allergies or sensitivities
- Supporting the service's sun protection policy and requirements
- Modelling sun protection behaviours when at the service

---

## RELATED POLICIES AND PROCEDURES

- Incident, Injury, Trauma and Illness Policy
- Emergency and Evacuation Policy
- Excursion Policy
- Administration of Medication Policy
- Enrolment and Orientation Policy
- Work Health and Safety Policy

---

## REFERENCES AND RESOURCES

- Cancer Council NSW SunSmart Program: [www.sunsmartnsw.com.au](http://www.sunsmartnsw.com.au)
- Cancer Council Australia: [www.cancer.org.au](http://www.cancer.org.au)
- SunSmart App (available on iOS and Android)
- Bureau of Meteorology UV Index: [www.bom.gov.au/uv](http://www.bom.gov.au/uv)
- ACECQA: Guide to the National Quality Framework
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011



- National Quality Standard
  - Australian Children's Education and Care Quality Authority (ACECQA) website:  
[www.acecqa.gov.au](http://www.acecqa.gov.au)
- 

## **POLICY REVIEW**

This policy will be reviewed every three years or more frequently if required due to:

- Legislative changes
- Changes in best practice
- Feedback from families, educators or staff
- Following regulatory assessment and rating
- Updates from Cancer Council NSW

**Date policy was last reviewed:** 05/01/2026

**Date for next review:** 05/01/2029

**Reviewed by:** Director & Staff