

SUN PROTECTION POLICY

Quality Areas: NQS 2 – Children’s Health and Safety

Policy Owner: Safety



1.0 Introduction and Purpose

We are committed to providing a sun safe environment that upholds children’s rights to safety, health, and wellbeing as a paramount consideration. We ensure that all team members understand the risks associated with ultraviolet (UV) radiation exposure for both children and adults and actively promote, model, and reinforce appropriate sun safe behaviours with children, families, and colleagues.

Team members support children to develop positive, lifelong attitudes towards skin protection and to adopt healthy lifestyle practices that reduce sun damage and the potential incidence of skin cancer. Consistent with advice from Cancer Council Australia, exposure to ultraviolet (UV) radiation during childhood is a significant risk factor for the development of skin cancer later in life. By implementing and maintaining best practice Sun Protection policies and procedures, we actively minimise the risk of over-exposure to UV radiation and support the early development of lifelong sun protection habits.

2.0 Who does this policy apply to:

All team members, children, volunteers and students

3.0 What is our Policy:

Over-exposure to ultraviolet (UV) radiation in childhood is a major risk factor for developing skin cancer later in life. By teaching sensible sun protection habits from an early age and implementing best-practice sun protection measures, early childhood centres can play a significant role toward reducing the lifetime risk of skin cancer.

The safety, health and wellbeing of children (teams, families and visitors) are our number one priority. Our sun protection policy and procedures have been developed to ensure that all children, team members and visitors attending our centre are protected from skin damage caused by harmful overexposure to UV radiation from the sun.

We implement the ‘Five Ways from Skin Cancer’ Slip, Slop Slap, Seek, Slide

3.1 Sun Safe Clothing

When outdoors, all children and team members will wear sun protective clothing that protects as much of the skin as possible. Suitable clothing includes collars, elbow length sleeves and knee length or longer style shorts and skirts. All children should wear footwear while outdoors to protect feet from hot surfaces, sharp objects, and environmental hazards, and to support safe participation in play. If shoes are not worn, this must be supported by statements in a risk assessment that manage risks.

Children without appropriate clothing will remain protected from the sun.



According to Cancer Council Australia, sun safe clothing is made from closely woven fabric and covers as much of the skin as possible - especially the shoulders, back and stomach (with darker coloured materials providing slightly more protection). For example, loose fitting shirts and dresses with sleeves (at least elbow length) and collars or covered neckline and longer style skirts, shorts and trousers.

Midriff, crop or singlet tops are not sun safe clothing because they do not provide adequate coverage to protect from the sun.

3.2 Sunscreen

Any references to sunscreen mean a broad- spectrum water-resistant sunscreen with a SPF (sun protection factor) of at least 50 (or higher), is registered (with an Australian Licence AUST L number) and is within its use by or best before date.

Sunscreen needs to be stored out of direct sunlight, in a cool, dry place and expiry dates monitored. Team members will ensure that sunscreen is reapplied to the children and themselves every two hours or more frequently if it is washed or wiped off.

Permission to apply Guardian sunscreen is provided on the enrolment form. Some children may have an allergy or intolerance to particular sunscreens, parents are asked to provide an alternative that meets our sunscreen requirements e.g. is water-resistant, SPF 50 or higher, registered sunscreen. The Cancer Council recommends sensitive or toddler formulas for children and people with sensitive skin. This information is captured by completing a *Preferences Form*. For further information refer to the *Medical Conditions Policy*.

Advise families if a new brand of sunscreen is being introduced at the centre, as you will undertake a usage test to a small area to ensure there are no reactions before using the sunscreen over the body.

Applying Sunscreen to a Child

Until children can apply sunscreen independently, team members may need to assist to ensure all skin is adequately covered.

To ensure this is done safely and hygienically, the following methods are acceptable:

1. Clean bare hands (preferred method):
Assist the child using clean bare hands.

Hands must be washed thoroughly before and after assisting each child.

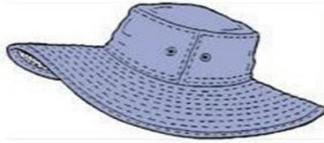
2. Gloved hands:
Use gloves only if you have broken skin on your hands.

A new glove must be used for each child.

Wash hands before putting on gloves and remove gloves by turning them inside out before disposing of them in the bin.

3.3 Sun Safe Hat

Cancer Council Australia recommends a sun safe hat that protects the whole face, head, back of neck and ears, and is made of a close weave fabric that does not allow light to get through. The styles illustrated below are considered to be sun safe. Note: Baseball caps, sun visors and beanies do not provide the necessary sun protection.



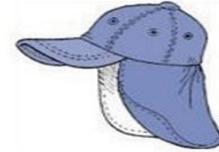
Broad Brimmed Hat

Brims should be 6cm for children and 7.5cm for adults. Brims should be proportional to the size of the child's head and provide shade for the whole face.



Bucket Style Hat

Bucket style hats should have a deep crown and sit low on the head. The brim should be at least 5cm for children and 6cm for adults, and shade the face, ears, and back of the neck.



Legionnaire Style Hat

Legionnaire style hats should have a flap that covers the neck. The side flap and front peak (brim) should meet to protect the sides of the face.

3.4 Shade

Management ensures that outdoor environments provide adequate and appropriate shade through a combination of permanent, flexible, and natural shade solutions to minimise exposure to ultraviolet (UV) radiation and support children's health, safety, and wellbeing. Shade is a key consideration in centre design, refurbishment, and upgrades to outdoor areas to ensure a variety of shade options are available across all learning environments.

Shade provision may include fixed structures such as shade sails and verandahs, flexible options such as gazebos and umbrellas, natural shade from trees, and shade created by buildings. The type and placement of shade is determined by the available space, surfaces, and layout of each outdoor area to ensure effective coverage throughout the day.

Children are actively encouraged and supported to use shaded areas during outdoor play and learning experiences. Team members intentionally plan outdoor experiences within shaded environments wherever possible, particularly during periods of increased UV exposure.

The availability and effectiveness of shade is monitored throughout the day in response to changes in sun position. Outdoor activities are adjusted or relocated as required to maintain appropriate sun protection for children and team members.

Shade availability is also considered when planning excursions and off-site outdoor experiences to ensure consistent sun safe practices beyond the service. Periodic review of shade provision as part of ongoing service planning occurs to strengthen sun safety and best practice.

3.5 Sunglasses

We encourage all children and team members, where practical, to wear close-fitting, wrap-around sunglasses that comply with Australian Standard AS 1067 (Sunglasses: Category 2, 3, or 4) and provide maximum coverage of the eye area when outdoors. Team members are encouraged to model and support the use of appropriate sunglasses, promoting sun-safe habits and protecting children's eyes from harmful UV exposure.

3.6 Special requirements for Infants

SunSmart practices consider the special requirements of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. Physical protection such as shade, clothing and broad-brimmed hats are the best sun protection measures. If babies are kept out of the sun or well



protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin.

The widespread use of sunscreen on babies under 6 months old is not recommended.

4.0 Responsibilities

4.1 Approved Provider will:

1. Children's outdoor spaces will have adequate shade. A combination of natural shade, fixed structures, and flexible shade options
2. Provide Sun Protection information to centres, as required

4.2 Centre Manager / Nominated Supervisor (NS) will:

1. Provide SPF50 broad spectrum water-resistant sunscreen for use by children, team members, students, volunteers and families
2. Ensure sun protection strategies are included in any excursion risk assessment
3. Use a combination of sun protection measures whenever the UV radiation levels reach 3 and above [Australian UV Index](#)
4. Document those children with individual sunscreen allergies and display these adjacent to the sunscreen area
5. Encourage children who choose to wear sunglasses, and where necessary, advise families of these children that a close-fitting wrap around pair, that meets the Australian Standards (AS:1067) will offer best protection
6. Have available adequate supplies of the Guardian approved sunscreen available at the centre
7. Regularly remind families to apply sunscreen to their child on arrival at the centre (or at home if they will be dropping off their children at times when they are likely to be engaged directly in outdoor play)
8. Remind team members to engage slip, slop, slap, seek, shade
9. Ensure safety data sheets for sunscreen products are current and kept in the Safety Folder
10. Monitor shade requirements and ensure that if a shade requirement is identified that this is raised with facilities
11. Monitor the outdoor environment for shade so that this can inform programming practices
12. Ensure that UV ratings are available and used to inform sun protection practices

4.3 Team Members will:

1. Check the daily sun protection times using the SunSmart app or Bureau of Meteorology website at least once a day
2. Check surface temperatures and prevent access to areas when the surface area reaches 45 degrees or more
3. Role model sunsafe behaviour by wearing a sun-safe hat, sunglasses, sun safe clothing and seeking shade when in the outdoor environment at the centre, and by applying sunscreen 20 minutes before going outside
4. Consistently encourage children and team members to wear a sun-safe hat and sun-safe clothing when in the outdoor environment and to apply sunscreen 20 minutes before going outside (following the advice of the daily sun protection times). When children are not able to apply their own sunscreen, educators should apply it for them
5. Sunscreen should be reapplied every two hours, or more frequently if it is likely to have been washed or wiped off. Children without adequate clothing, hats or sunscreen will be required to play in the shade
6. Ensure that children under twelve months of age are not exposed to the direct sun or when UV levels are 3 and above. When outdoors, these children should be dressed in sun-safe clothing,

wearing a sunsafe hat and encouraged to play in shaded areas. For children older than 6 months, sunscreen may be applied to exposed areas of skin

7. Encourage children to use available areas of shade for outdoor play
8. Encourage children who choose to wear sunglasses, and where necessary, advise families of these children that a close-fitting wrap around pair, that meets the Australian Standards (AS/NZS1067:2003) will offer best protection
9. Consider sun protection strategies when planning any excursion, detailing risk controls in the excursion risk assessment
10. Embed sun protection into the educational program through daily practices and regular discussions about sun-safe behaviours
11. Create an adequate number of sunscreen stations across the centre for children to access independently. Ensure the sunscreen station has tissues, wipes and a mirror for children to be successful in applying the cream to their face, neck, arms and neck
12. Know children who have sunscreen allergies and ensure that the correct sunscreen is available and applied
13. Consider the availability of shady areas when planning all outdoor experiences and avoid peak UV times of the day whenever possible
14. Encourage families to role model sun-safe behaviours with their children outside the centre
15. Involve children in checking the daily sun protection times whenever possible to support their understanding of when and why sun protection is needed
16. Record when sunscreen is applied

4.4 Families will:

1. Dress children in appropriate clothing (covers shoulders, back and stomach) and provide a sun-safe hat for their children to wear if the centre does not provide them
2. Apply sunscreen to their child on arrival at the centre, or in the morning before leaving home
3. Model sun-safe behaviours by wearing a sun-safe hat and clothing when outdoors at the centre and apply sunscreen 20 minutes before going outdoors. Shade should be sought as much as possible
4. Give permission for educators/team members to apply SPF 50 broad spectrum water resistant sunscreen supplied by the centre or for a child with sunscreen allergy provide a SPF 50 broad-spectrum water-resistant sunscreen with the child's full name clearly marked on the container for use at the centre and complete the preferences form
5. If a specific sunscreen is required due to an allergy that this sunscreen will be kept at the centre and it is the families responsibility to make sure there is always an adequate supply available that is within the due date

5.0 State / Territory Variations

5.1 Australian Capital Territory

This policy is implemented from the beginning of August through to the end of May, (this is when daily UV levels reach 3 and above in Canberra for part of or most of the day) and are strong enough to damage unprotected skin.

Outdoor activities and events are minimised between 11am and 3pm as much as practicably possible during the daylight saving/summer period of the year.

Cancer Council ACT states that due to Canberra's low UV levels (under 3) during June and July sun protection is generally not recommended. This is to reduce the risk of Vitamin D deficiency in the ACT region.

5.2 Queensland

Sun protection is required when the UV levels reach 3 and above. In Queensland, sun protection is



required all year, even in winter, due to consistently high UV levels. The Sun Smart Global UV app should be used throughout each day to monitor UV levels.

5.3 South Australia

This Policy is implemented from 1 August to 30 April or at other times whenever the UV level is 3 and above.

5.4 Victoria and New South Wales

Sun protection measures are used whenever UV levels reach three and above. This is typically from mid- August to the end of April in Victoria. Please check the daily local sun protection times to be sure you are using sun protection when it is required.

Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

7.0 Tools and Resources

<p>The most important documents I need are: Sunscreen Checklist Preferences Form</p>	<p>Other supporting documents will include: Heat and Play Safety Share Working Safely Using the Stanley Infrared Thermometer Self-Assessment for Sun Protection Medical Conditions Guardian Way page</p>
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8.0 Additional Information

- [Australian UV Index](#)
- [Bureau of Meteorology about UV and sun protection times](#)
- [Cancer Council](#)
- [Generation SunSmart training modules](#)

9.0 Sources

Cancer Council Australia SunSmart programs:

- [SunSmart Early Childhood Program – ACT](#)
- [SunSmart Early Childhood Program – NSW](#)
- [SunSmart Early Childhood Program – VIC](#)
- [SunSmart Early Childhood Program – QLD](#)
- [SunSmart Early Childhood Program – WA](#)

Section 167	Offence relating to protection of children from harm and hazards
Regulation 100	Risk assessment must be conducted before excursion
Regulation 113	Outdoor space – natural environment (centre-based services)
Regulation 114	Outdoor space – shade (centre-based services)
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies or procedures



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