



SUN PROTECTION POLICY & PROCEDURE

Policy Statement

Fun 4 U is committed to ensuring the health, safety, and wellbeing of all children, educators, families, and visitors by promoting and implementing effective sun protection practices. We recognise that exposure to ultraviolet (UV) radiation is a major contributing factor to skin damage and skin cancer in Australia. To minimise these risks, we will follow the recommendations of Cancer Council Australia and the National SunSmart Program. We aim to create an environment where sun safety practices are embedded in daily routines, role modelled by educators and staff, and supported through education, communication, and collaboration with families. Through consistent implementation, we will help children develop lifelong sun-safe habits while ensuring our practices align with the Education and Care Services National Law, National Regulations, and National Quality Standards. This policy has been reviewed and approved by the Schools and Early Childhood lead at SunSmart. (2024)

Background

Australia has one of the highest rates of skin cancer in the world, with two in three Australians diagnosed by the age of 70. UV radiation from the sun can cause sunburn, eye damage, premature ageing of the skin, and skin cancer. Childhood and adolescence are critical periods for sun exposure, as UV damage during these years significantly increases the risk of developing skin cancer later in life. Children are particularly vulnerable because of their sensitive skin and the amount of time spent outdoors during active play. As educators, we have a duty of care to protect children from UV exposure by implementing effective sun protection strategies, including shade, appropriate clothing, sunscreen use, education, and role modelling.

Our Service acknowledges that climate change is increasing the frequency and severity of heatwaves, which also pose risks such as dehydration, heat exhaustion, and heat stroke. Therefore, our sun protection practices not only focus on UV safety but also on managing risks associated with extreme heat conditions. By embedding sun protection measures into our daily

practices, working in partnership with families, and role modelling safe behaviours, our OSHC Service ensures that children can enjoy outdoor play in a safe and healthy environment.

The [World Health Organisation](#) has cautioned that ‘children’s UV exposure should be carefully limited because they are in a dynamic state of growth and therefore more susceptible to environmental threats than adults. Many vital functions such as the immune system are not fully developed at birth, and unsafe environments may interfere with their normal development’.

Legislative Requirements and links to the National Quality Framework

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child’s wellbeing and comfort is provided for, including appropriate opportunities to meet each child’s need for sleep, rest and relaxation.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 167	Offence relating to protection of children from harm and hazard
100	Risk assessment must be conducted before excursion
113	Outdoor space – natural environment (centre-based services)
114	Outdoor space – shade (centre-based services)

168	Education and care service must have policies and procedures
169	Additional policies and procedures – family day care services
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Definitions of Key Terms used in the Policy

TERM	MEANING	SOURCE
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	ACEQA
Risk Assessment	Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.	Risk management and management. pdf
Sun Protection Times	Sun protection measures are recommended when the UVI is 3 and above.	UV Index Cancer Council
Sun Protection Factor (SPF)	(SPF) The Australian standard for sunscreen, the SPF indicates the level of protection provided against UVR.	Sun protection using sunscreens ARPANSA
Ultraviolet Index (UVI)	A measure of the level of UVR. The higher the UVI, the greater the potential for damage to the skin and eyes, and the less time it takes for harm to occur. Sun protection measures are recommended when the UVI is 3 and above.	Study reports that sunburn can still happen, even if the UV index is below 3. ARPANSA
Ultraviolet Radiation (UVR)	The portion of the electromagnetic spectrum between 100 nanometers (nm) and 400nm: • ‘UVA’ – UVR in the range 315nm to 400nm is thought to contribute to premature aging and wrinkling of the skin and has been implicated as a cause of skin cancer. • ‘UVB’ – UVR in the range 280nm to 315nm is more dangerous than UVA and has been implicated as the major cause of skin cancers, sunburning and cataracts. • ‘UVC’ – UVR in the range 100nm to 280nm is extremely dangerous but does not reach the earth’s surface due to absorption in the atmosphere by ozone.	Ultraviolet radiation ARPANSA

Principles that inform the policy

Monitoring the UV Rating and Outdoor Activities

Sun protection is required when UV levels reach level 3 or above and are used for all outdoor activities at the centre and when on excursions. Active outdoor play is encouraged throughout the day all year provided appropriate sun protection measures are used when necessary.

Our OSHC Service will monitor the UV levels daily through one or more of the following methods:

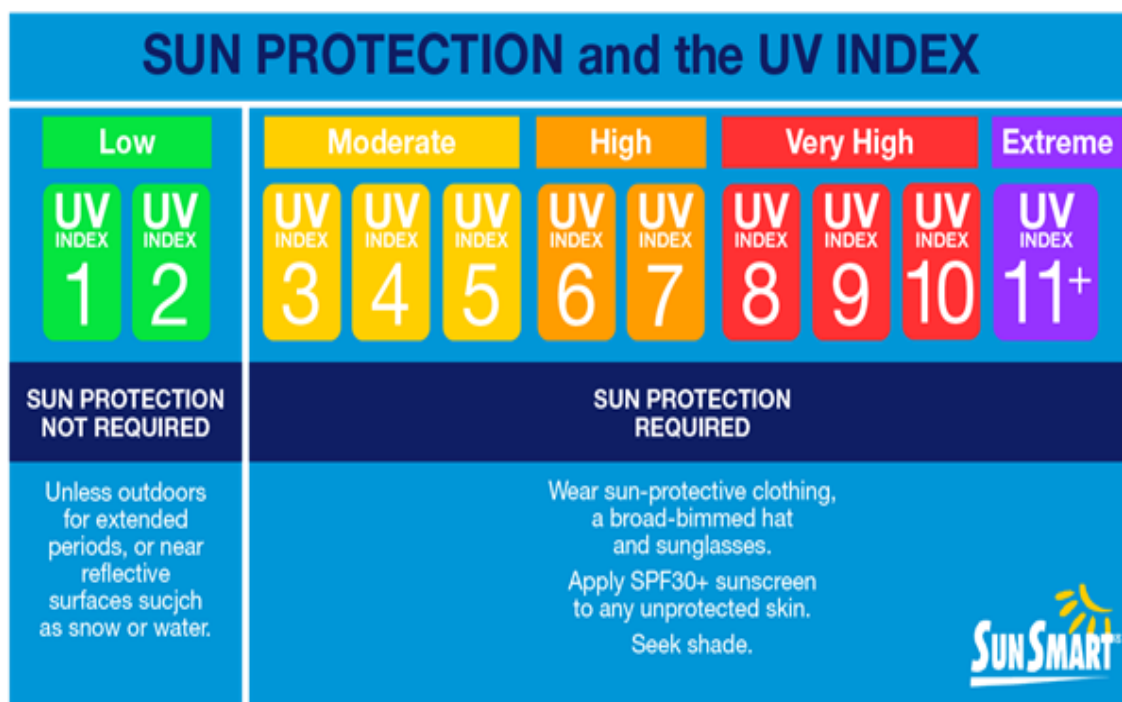
- using the smartphone [*SunSmart global UV app*](#) available at iTunes App Store and Google Play store
- using the SunSmart widget on the Service's website available at www.cancer.org.au
- viewing the Bureau of Meteorology website <http://www.bom.gov.au/>
- visiting www.myuv.com.au

Sun Protection will be made available each day and provided to the child if they ask. In conjunction with this all sun protection practices will be maintained while on all excursions and will be included in the excursions risk assessment. This will also be included in the permission form sent to parents. It is important to note excursions are only conducted during vacation care.

In NSW the Sun Protection Times - Check the UV index/forecast at your location

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

The Educators will follow the recommended precautions indicated in the UV chart below.



Ensure Shade is Provided at the Centre

The Centre utilises the outdoor structures/playground of the local school grounds which contains a combination of built and natural shade features, particularly in our high use area outside the school hall. Shade areas are prioritized for play experiences and children are directed to the appropriate shade cover when required. Shade structures are assessed annually and any maintenance required is discussed with the school. Children play outdoors at the discretion of the educators who take into account the weather and are guided by the routines and children's interests.

Hats

Educators ensure that all children are wearing a hat. Children will be able to wear their school purchased hat even though it is recommended that they wear a style of hat mentioned below. Any child who has not brought an appropriate hat will be asked to play in the shade.

- Educators, children, and visitors are required to wear sun safe hats at all times they are outdoors
- Hats that protect a person's face, neck, and ears, which include:
 - a legionnaire hat – the front peak and flap should overlap at the sides and the flap should cover the neck

- a bucket hat with a deep crown and angled brim that is at least 5cm for young children and at least 6cm for adults and must shade the face, neck, and ears
- a broad brimmed hat with a brim size of at least 6cm for children or 7.5cm for adults. The brim should provide shade for the whole face

Please note: Baseball caps or visors do not provide enough sun protection and therefore are not a suitable alternative

Clothing

When outdoors, staff and children will wear sun safe clothing that covers as much of the skin as possible. Children who are not wearing sun safe clothing will be required to play under shade or in an area protected from the sun or provided with spare clothing.

Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

Sunscreen

The service supplies 50+ broad-spectrum, waterproof sunscreen for children and staff. The sunscreen is stored in a supervised, cool, dry place and the use-by date monitored. At Fun 4 U the sunscreen is readily available on the table near our water jug or just outside the office and educators ensure that all children are made aware of its location and encourage to use. Parents are required to notify the service in writing if their child is allergic to sunscreen, and to supply an alternative that is clearly labeled with the child's name.

Educators encourage the children to liberally apply broad spectrum water resistant sunscreen with an SPF of 50+ to all exposed areas of children's skin when they arrive at the service in the afternoon. Sunscreen is applied 20 minutes before going outdoors and reapply every 2 hours or more frequently if washed or wiped off

Risks of Summer Play and Severe Heat

Many playground surfaces and equipment can exceed temperatures greater than 50°C and if young children come into contact with these surfaces, they can be burned severely within seconds. Therefore all outside areas are monitored before the child has access and during play.



Severe heat or heatwaves are periods of unusually hot weather. Climate change is resulting in more intense heatwaves in Australia and presents an extreme risk to the health and safety of children. Children -especially young children can dehydrate quickly which can cause heat-related illness including heat stroke and heat exhaustion. Active heatwave warnings are indicated within the Australian Warning System (AWS) and range from Advice to Emergency Warning. Risk management measures must be implemented and managed to ensure children remain safe and healthy during a severe heat event.

Ensure risk assessments are conducted to identify any potential hazards to children during summer months that could cause harm or injury to children. Risk minimisation control measures will be put in place to protect children. Potential hazards could include:

- hot equipment- slides, poles, guardrails, any metal surfaces
- hot surfaces- rubber and synthetic grass, walkways, concrete surfaces
- sun burn and dehydration
- access to bodies of water (filled water troughs/containers/trays/pools)
- severe heat
- bushfires and air pollution

Role Modelling and Work, Health and Safety

All staff model positive SunSmart behaviour to the children by:

- wearing broad-brimmed or legionnaire styled hats and appropriate clothing for all outdoor activities
- using SPF 50+ broad-spectrum, water resistant sunscreen
- seeking shade whenever possible
- wearing sunglasses that meet the Australian Standard (AS/NZS1067:2003)
- discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection at Fun 4 U Helensburgh.
- adapting the learning environment when severe weather events occur
- Monitoring the UV Index Levels and Daily Sun Protection Times throughout the day

Responsibilities of Parents

- To provide a hat for their child each time their child attends the service, and to ensure the hat is clearly named and kept clean.
- To dress their child in suitable clothing especially keeping in mind mufti days, when children are not required to wear their school uniform or vacation care days, including spares, each time the child attends the service.
- Children who are not wearing sun safe clothing will be required to play under shade or in an area protected from the sun
- To model positive SunSmart behaviour to the children when at the service.
- To notify the service in writing if their child is allergic to sunscreen, and to supply an alternative sunscreen that is clearly labelled with the child's name.

Sun Protection Procedures

Roles and Responsibilities of Staff

THE APPROVED PROVIDER / NOMINATED SUPERVISOR / MANAGEMENT WILL:

- Ensure obligations under the *Education and Care National Law and Regulations* are met
- The *Sun Protection Policy* is explained to parents when they enrol their child in the Centre, and their attention is specifically drawn to their responsibilities under this Policy. Sun protection policies and procedures are also included in the Parent Handbook given to all parents.
- The sun safety message is promoted and positively reinforced amongst families through notice boards, newsletters and providing them with up-to-date SunSmart materials.
- Educators promote sun safety awareness in children by including it in daily routines and intentional teaching such as role-modeling, discussions, games, and SunSmart resources.
- Use a thermometer or their hand to test surface temperature and make an informed decision about permitting children to play on equipment or in the outdoor space. If the surface temperature is determined to be too hot or is recorded as at or above 50°C it is recommended by Kidsafe Australia that children do NOT play on the surface
- Educators reapply sunscreen every two hours, in the summer months, if children are outdoors for a prolonged period, or more frequently if the children are perspiring or involved with water play. Older children apply their own sunscreen under supervision.
- Ensure children wear shoes when playing in the outdoor area

- Monitor [Bureau of Meteorology \(BOM\)](#) for severe heat weather warnings and implement procedures to ensure the health and safety of all children and staff
- Monitor bush fire activity and be aware of air quality and hazardous levels of air pollution caused by bushfires.
- Water is offered to children frequently throughout the day regardless of whether they are indoors or outdoors to prevent dehydration.
- Be aware of the signs and symptoms of heat-related illness children and implement first aid as required
- Keep children indoors during severe heat events
- Close blinds/curtains to prevent sun shining into rooms and ensure fans/air conditioning are used to help keep children cool when required.
- Ensure sunscreen purchased for the Service complies with Australian Standard AS/NZS 2604:2012.
- Submitting the Sun Safety Policy to the Cancer Council every three years to maintain SunSmart status. As Fun 4 U is a SunSmart Member

Education and Information

- Sun protection will be incorporated regularly into learning programs
- Sun protection information will be promoted to staff, families and visitors
- Severe hot weather events will be monitored through the [Bureau of Meteorology \(BOM\)](#) and risk mitigation measures implemented
- Further information and resources are available from the Cancer Council website <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety> and each state and territory SunSmart web page
See <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools> for links
- The *Sun Safety Policy* will be made available to all educators, staff, families, and visitors of the OSHC Service to ensure a comprehensive understanding about keeping sun safe including appropriate hat, clothing and sunscreen requirements
- Information about Sun Safety will be included in our Family Handbook and sun protection information and resources made accessible and communicated regularly to families.

Monitoring Evaluation and Review

At Fun 4 U, we proactively monitor updates from ACECQA and Childcare Centre Desktop to ensure our Sun Protection Policy remains current and compliant. The policy is reviewed at least annually, in consultation with families, staff, educators, and management, to reflect best practices and evolving regulatory requirements. In addition to this, our policies are made readily available to families on our Facebook page and next to our sign in and out register we have a poster with a QR code that links to all of our policies. (Reg 171 & 172)

Links to other policies/ resources

Related Polices	Child Care Centre Desktop Polices
Enrolment Policy Excursions and incursions Policy Governance and Management Policy Providing a Child Safe Environment Policy Supervision Policy Water Safety Policy and Procedure	Administration of First Aid Policy Bush Fire Policy Clothing Policy Emergency and Evacuation Policy Enrolment Policy Excursion/Incursion Policy Health and Safety Policy Physical Environment Policy Providing a child safe environment Supervision Policy Water Safety Policy & Procedure Work Health and Safety Policy

Sources

- Australian Children's Education & Care Quality Authority. (2021). [Sun Protection- Policy Guidelines](#)
- Australian Children's Education & Care Quality Authority. (2024). [Guide to the National Quality Framework](#).
- Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)
- Bureau of meteorology. Home page (for UV Index): <http://www.bom.gov.au/uv/>
- Australian Government. Bureau of Meteorology. <http://www.bom.gov.au/weather-services/severe-weather-knowledge-centre/warnings.shtml>
- Cancer Council Australia. Be SunSmart. <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart>
- Cancer Council. Home page: <https://www.cancer.org.au/>
- Cancer Council. Preventing cancer: Sun protections. <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety>
- Children's Services Act 1996
- Cancer Council. SunSmart programs <http://www.sunsmartnsw.com.au/about/>
- Early Childhood Australia Code of Ethics. (2016).
- Education and Care Services National Law Act 2010. (Amended 2018).

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- [Education and Care Services National Regulations](#). (2011)
 - Kidsafe NSW. [How Hot is Too Hot To Play?](#)
 - Occupational Health and Safety Act 2004
 - Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\) \(2019\)](#).

Record of services' compliance (Reg 167)

Date Created: April 2015

Date Reviewed by Fun 4 U: 22/09/2025

Childcare Centre Desktop Policy Update: September 2025

This Policy Follows ACEQA: [Sun Protection Policy Guidelines](#)