

SUN SMART POLICY



1.0 PURPOSE

Our service recognises the value of outdoor play and learning in a sun safe way. We are committed to ensuring all children, educators and staff are protected from ultraviolet (UV) radiation for all outdoor activities.

This includes:

- Providing shade in the outdoor environment
- Ensuring all sun protection measures are promoted and utilised
- Encouraging and supporting children to develop independent sun protection skills
- Providing learning opportunities for children, staff and families

2.0 SCOPE

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.

By implementing a best-practice Sun Protection Policy, Early Childhood Education and Care Services can help protect staff and children from UV radiation and teach children good sun protection habits from an early age to reduce their risk.

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 and the policy areas should be implemented.

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.

UV levels and daily sun protection times can be accessed via the SunSmart App or Cancer Council Australia's home page to determine sun protection requirements. At our Centre we print the UV Index that has a graph of the colours and times of the time of the UV Index to share with families from www.myuvindex.com.au

EDUCATION AND CARE SERVICES NATIONAL LAW	
167	Protection from harm and hazards

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
	Children's health and safety
100	Risk assessment must be conducted before excursions
101	Conduct risk assessment before excursion
	Physical Environment
113	Outdoor space natural environment

114	Outdoor space shade
	Leadership and Service Management
168	Education and care service must have policies and procedures
168 (2)(a)(ii)	Sun Protection
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

RELATED POLICIES

Enrolment & Orientation Policy Providing a Child Safe environment Policy Excursions/Incursions	Supervision Policy Water Safety Policy Work Health and Safety Policy
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IMPLEMENTATION

Our Service will work in compliance with Sun smart NSW to implement and follow the recommendations to ensure children’s health and safety is always maintained whilst at the Service. This policy applies to all activities on and off site.

MONITORING UV LEVELS

Sun protection is required when UV levels reach level 3 or above. Our Service will monitor the UV levels daily through one or more of the following methods:

- using the smartphone [SunSmart 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 We tend to favour this app as it has an easy-to-read print out of UV index times and colours in a graph, that is easy for the preschoolers to understand
- Late in May once the temperature drops we will sight the UV index rather than printing this out for families in the foyer.
- The OWNA ipads in the foyer also share the UV index to families when signing in.

Key terms

Term	Meaning
Ultraviolet (UV) radiation	<p>Ultraviolet (UV) radiation is a type of energy produced by the sun and some artificial sources, such as arc welders and solariums. The sun's UV is the main cause of skin cancer. Too much UV exposure also causes sunburn, tanning, premature ageing and eye damage. You can see the sun's light. You can feel the sun's heat. But you can't see or feel the sun's UV radiation. UV can reach you directly from the sun. It can also be reflected off different surfaces and scattered by particles in the air. Your senses cannot detect UV radiation, so you won't notice it is all around you and you won't immediately notice any damage.</p>
UV Index	<p>The World Health Organization's Global Solar UV Index measures UV levels on a scale from 0 (Low) to 11+ (Extreme). Sun protection is recommended when UV levels are 3 (Moderate) or higher. The UV level is affected by a number of factors including the time of day, time of year, cloud cover, altitude, location and surrounding surfaces.</p> <p>https://www.who.int/news-room/q-a-detail/radiation-the-ultraviolet-(uv)-index</p>
Sun protection times	<p>The sun protection times are a forecast from the Bureau of Meteorology showing when UV levels will be 3 and above. At this level there is a risk of skin damage for most Australians. In Moama, NSW, UV levels regularly reach 3 and above from mid-August to the end of April.</p> <p>You can find the sun protection times for your location on the free SunSmart Global UV widget and app or at sunsmart.com.au or at myuv.com.au.</p>
Shade	<p>Well-designed and positioned shade can significantly reduce direct and indirect UV exposure and create cool, comfortable spaces for outdoor learning and play. Shade can be natural (trees, shrubs or shadow cast from nearby buildings), built (pergola, shade sails, etc.), portable (shade umbrellas, marquees, etc.) or a combination of these. Ensure shade is easily accessible, aesthetically pleasing, in good condition and regularly maintained. Use surfaces that reflect less UV, e.g., natural, dark or rough surfaces such as grass, soil and tanbark. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV when outdoors. Research shows that preschool environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.</p>
Sun protective hat	<p>A hat should shade the face, neck and ears such as a wide-brimmed or bucket hat (at least 5cm brim for young children) or legionnaire hat (make sure the front peak and back flap overlap at the sides). Caps and visors do not provide enough protection and should be swapped for a UV protective hat.</p>
Sun protective clothing	<p>If you can see skin, UV can reach it. Clothing can be a great barrier between the sun's UV and your skin. Cover as much skin as possible with cool, loose-fitting clothing made from densely woven fabric like cotton. This includes tops that cover the chest, shoulders and arms and longer style shorts or skirts. If a child is wearing a singlet top or dress with thin straps, they add a t-shirt or shirt before outdoor play.</p>

Sunscreen	Sunscreen should be labelled SPF30, SPF50 or SPF50+ and be broad-spectrum and water-resistant. For all children over 6 months, apply sunscreen to any skin not protected by clothing 20 minutes before going outdoors and reapply every two hours or after water activities. Make sure it has an Australian Licence (Aust L) number and monitor the expiry date. Store sunscreen below 30 degrees and out of direct sun. Cancer Council recommends a usage test before applying a new sunscreen. The widespread use of sunscreen on babies under 6 months old is not recommended.
Sunglasses	If practical for your setting, wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.

RISKS OF PLAY IN HIGH TEMPERATURES

Australia has a hot climate and inevitably playground equipment and surfacing can heat up rapidly and retain 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.

The Approved Provider, Nominated Supervisor and educators will:

- ensure that obligations under the Education and Care Services National Law and National Regulations are met
- take reasonable steps to ensure that the nominated supervisor, educators and staff follow the sun protection policy and procedures
- ensure adequate shading over areas for both active and passive outdoor play
- ensure access to an adequate supply of sunscreen for children, educators and staff
- ensure staff dress code/uniform includes sun protective clothing and hats
- ensure that copies of the policy and procedures are readily accessible and available to nominated supervisors, coordinators, educators, staff, volunteers and families
- ensure families are aware of and agree to support the service's sun protection policy and procedure

The Nominated Supervisor will;

- implement the sun protection policy and procedures as outlined in the document
- monitor the daily sun protection times for your location
- communicate these to educators, staff and children
- support the implementation of sun protection measures during the sun protection times
- promote sun safe practices with all children, families, educators and staff within the service

Educators will;

- implement the sun protection policy and procedures as documented

- monitor the daily sun protection times for your location and manage sun safe outdoor play and learning accordingly
- monitor, and where practical, adjust outdoor learning and play experiences to minimise direct and indirect UV exposure
- utilise and role-model sun safe practices
- communicate with families about SunSmart practices in general and specific expectations within the service (e.g., wearing protective clothing, sun protective hat styles).

ROLE MODELLING AND WORK HEALTH AND SAFETY

Cancer Council Australia acknowledges that children are more likely to develop sun-safe habits if they are role-modelled and demonstrated by adults around them. Occupational UV exposure is also a WH&S issue. All educators, staff at the Service will therefore be required to role model appropriate sun protection behaviours by:

- wearing a sun safe hat (see Hats), The Preschool supplies sun smart hats for the staff
- wearing sun safe clothing (see Clothing)
- applying SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- using and promoting shade
- wearing sunglasses that meet the Australian Standard 1067:2003 (optional)
- discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the Service. Part of the curriculum is to explore sun safety with the children via songs, dances, books and experiences.
- families and visitors are encouraged to role model positive sun safe behaviour
- monitoring the UV Index Levels and daily Sun Protection times throughout the day
- regularly monitoring and reviewing the effectiveness of the *Sun Smart Policy*
- submitting the Sun Safety Policy to the Cancer Council every three years to maintain SunSmart status (required if a SunSmart member).

Families will;

- be aware of, support and follow the service's sun protection policy and procedures
- ensure children are dressed in appropriate sun protective clothing

Procedures

- To assist with the implementation of this policy, educators and children are encouraged to access, display and communicate the daily, local sun protection times.
- The sun protection measures listed below are used for all outdoor activities during the daily local sun protection times.

Environment

<p>Regs: 100, 113, 114, 116, 168</p> <p>QA2: 2.2.1, 2.1.3</p> <p>QA3: 3.1, 3.1.1, 3.2, 3.2.1</p> <p>QA7: 7.1.2</p>	<p><i>Seek shade</i></p> <ul style="list-style-type: none">• The approved provider and nominated supervisor makes sure there are enough shelters and trees providing shade in the outdoor area particularly in high-use areas.• The availability of shade (natural, built, temporary) is considered when planning all outdoor activities.• Children are encouraged to choose and use available areas of shade when outside.• Children who do not have appropriate hats or outdoor clothing are asked to choose a shady play space or a suitable area protected from the sun.• In consultation with the service's committee, shade provision is considered in future plans and upgrades.• A shade assessment is conducted regularly to determine the current availability and quality of shade.
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Behaviours

<p>Regs: 100, 113, 114, 116, 168, 170, 171, 172</p> <p>QA2: 2.2.1</p> <p>QA3: 3.1, 3.1.1, 3.2, 3.2.1</p> <p>QA7: 7.1.2</p>	<p><i>Slip on sun-protective clothing</i></p> <ul style="list-style-type: none">• Children wear loose-fitting clothing that covers as much skin as possible. Families are asked to choose tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts, skirts and dresses for their child.• If a child is wearing a singlet top or shoestring dress, they will be asked to choose a t-shirt/shirt to wear over this before going outdoors. <p><i>Slap on a sun protective hat</i></p> <ul style="list-style-type: none">• All children and educators wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style).• Caps and visors are not considered a suitable alternative.• Children without a sun protective hat are provided with a spare hat where possible. <p><i>Slop on sunscreen</i></p> <ul style="list-style-type: none">• SPF30 (or higher) broad-spectrum, water-resistant sunscreen is supplied by the service and/or families.• Sunscreen is applied at least 20 minutes before going outdoors and reapplied every two hours, or more frequently if sweating or swimming.• To help develop independent skills ready for school, children from three years of age are encouraged and given opportunities to apply their own sunscreen under supervision of staff.• Sunscreen is stored in a supervised, cool place, out of the sun. The expiry date is monitored.• Where children have allergies or sensitivities to sunscreen, parents are asked to provide an alternative sunscreen or children are encouraged to play in the shade. <p><i>Slide on sunglasses [if practical]</i></p> <ul style="list-style-type: none">• Where practical children wear close-fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.
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Learning and skills

<p>Regs: 100, 113, 114, 116, 168</p> <p>QA1: 1.1, 1.1.1, 1.1.3, 1.2, 1.2.2, 1.2.3</p> <p>QA2: 2.1, 2.1.3</p> <p>QA3: 3.2, 3.2.1</p> <p>QA5: 5.2, 5.2.1</p> <p>QA6: 6.1, 6.1.2, 6.1.3, 6.2</p> <p>QA7: 7.1.2</p>	<p>Sun protection is incorporated into the learning and development program. The SunSmart policy is reinforced by educators and through children's activities and displays.</p> <p>Educators are encouraged to complete Cancer Council's free Generation SunSmart online learning modules.</p> <p>Children are encouraged to be involved in initiatives to promote and model sun protection measures at the service including taking leadership roles in managing sun protection e.g., accessing daily sun protection times, hat reminders and supporting sunscreen application.</p> <p>Educators, staff and families are provided with information about sun protection through family newsletters, service handbook, noticeboards and the service's website and OWNA app.</p> <p>When enrolling their child, families are:</p> <ul style="list-style-type: none"> • informed of the service's SunSmart policy; • asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child; • asked to provide written authority for staff to apply sunscreen to their child; and • encouraged to use SunSmart measures themselves when at the service.
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OHS

<p>Regs: 100, 113, 114, 116, 168, 169, 170, 171, 172</p> <p>QA2: 2.2, 2.2.1</p> <p>QA7: 7.1, 7.1.2</p>	<p>As part of Occupational Health and Safety (OHS) UV risk controls and role-modelling, educators, staff and visitors:</p> <ul style="list-style-type: none"> • wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses; • apply sunscreen; and • seek shade whenever possible. <p>• Sun protection considerations and actions are included in risk assessments for excursions and excursion checklists.</p>
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<p>Regs: 100, 113, 114, 116, 168</p> <p>QA2: 2.1.2, 2.2, 2.2.1</p> <p>QA3: 3.2.1</p> <p>QA6: 6.1.2, 6.1.3</p> <p>QA7: 7.1, 7.1.2</p>	<ul style="list-style-type: none"> • All staff, including approved provider, nominated supervisor and educators, monitor and review the effectiveness of our SunSmart policy (with input from families and children where possible) and revise the policy as required. • Our service is committed to our SunSmart membership and complete a policy review and membership renewal with SunSmart at https://www.sunsmart.com.au/advice-for/schools-early-childhood/renew-your-sunsmart-membership - at least once every three years. • As registered SunSmart members, we have submitted a copy of our policy to SunSmart and commit to implementing the sun protection measures as documented. • Our SunSmart policy is available to staff, families and visitors.
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EDUCATION AND INFORMATION

- Sun protection will be incorporated regularly into learning programs
- Sun protection information will be promoted to staff, families and visitors
- Educators and staff are encouraged to complete free Cancer Council Generation SunSmart online PL learning modules
- Further information and resources are available from the Cancer Council website and each state and territory SunSmart web page. See: <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety>
- See <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools> for links.
- The *Sun Smart Policy* will be made available to all educators, staff, families, and visitors of the Service to ensure a comprehensive understanding about keeping sun safe including appropriate hat, clothing and sunscreen requirements
- When enrolling their child/ren to our Service, parents will be required to give permission for educators to apply sunscreen to their child in the confidential enrolment form. Educators will also support children to learn to apply their own sunscreen using role modelling and posters in prominent positions near sunscreen stations.
- Information about Sun Safety will be included in our Information Handbook and Staff Handbook and sun protection information and resources made accessible and communicated regularly to families.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Sun Smart Policy* will be updated and reviewed three yearly and when we move into new premises in consultation with families, staff, educators and management.

In consultation with the service's committee, shade provision is considered in the future plans and upgrades.

SOURCE

Australian Children's Education & Care Quality Authority. (2014). .

Australian Professional Standards for Teachers (APST)- Standard 4.4 and 7.2

Bureau of meteorology. Home page (for UV Index): <http://www.bom.gov.au/uv/>

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>

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).
[Education and Care Services National Regulations](#). (Dec 21)
 Guide to the National Quality Standard. (Feb 2020).
 Kidsafe NSW [Playground Safety](#) .(2020).
Occupational Health and Safety Act 2004
 Revised National Quality Standard. (2020).
 Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\) \(2019\)](#).
 Sample Sunsmart police and Procedures NSW: Anti Cancer council.

REVIEW

Note: Our Sun Safe Policy will be reviewed by Cancer Council’s SunSmart program in NSW and when used in its entirety meets SunSmart membership criteria.

Please note: Certain health conditions and medications mean some people are more sensitive to UV radiation and need to use sun protection at all times regardless of the UV levels. Please make sure your policy includes the particular needs of these children and staff at your school/service. For further information visit [Risk factors for skin cancer](#) .

POLICY REVIEWED BY	[NAME]	[POSITION]	[DATE]
POLICY REVIEWED	May 2026	NEXT REVIEW DATE	May 2026
MODIFICATIONS	<ul style="list-style-type: none"> Policy has been reviewed, with Cancer council NSW. This was due for review in May 23. 		