

1. Policy Statement

Our services recognise the value of outdoor play and learning in a sun safe way. Given that children attend our services during peak UV periods, it is crucial we have strategies in place to reduce ultraviolet (UV) radiation exposure and associated risks. We are committed to ensuring all children, educators and staff are protected from UV 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, and
- providing learning opportunities for children, staff and families.

Background

Overexposure to UV from the sun causes skin damage (sunburn, tanning, and ageing) and skin cancer. UV exposure may also increase the risk of eye diseases. Australia has one of the highest rates of skin cancer in the world. More than two in three Australians will be diagnosed with skin cancer in their lifetime.

Infants and toddlers up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

The sun's UV can't be seen or felt. Whatever the weather, it's important to use sun protection whenever UV levels are three or higher. By teaching sensible sun protection habits from an early age and implementing sun protection measures, early childhood services can play a significant role in reducing skin cancer risk.

2. Purpose

The purpose of this policy and procedure is to:

- Outline the practices St Nicholas services and employees will implement to ensure the safety of children regarding sun protection.
- Ensure families are informed of, and have access to, the service's procedures relating to sun protection.
- Support compliance with the Education and Care Services National Law and National Regulations, which require services to have policies and procedures in place regarding sun protection.

1. Procedure Direction

Step	Detail
Seek shade	- The approved provider and nominated supervisor ensures there is enough shade (natural, built, temporary) available in the outdoor area particularly in high-use areas. - The availability of shade 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. - Shade provision and UV reflective surfaces are considered in plans for refurbishments and future buildings and grounds. - A shade assessment is conducted regularly to determine the current availability and quality of shade.
Slip on sun-protective clothing	- 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.
Slap on a protective hat	- 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.
Slop on sunscreen	- SPF50 or 50+ 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 engaged in water play - 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.

Slide on sunglasses (if practical)	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.
Educational program	- Sun protection is incorporated into the learning and development program. - The Sun Protection Policy and Procedure is reinforced by educators and through children's activities and displays. - Educators are encouraged to complete Cancer Council Victoria's free online learning modules. - 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 and sunscreen reminders, and supporting them to be SunSmart. - Educators, staff and families are provided with information about sun protection through newsletters, service handbook, noticeboards and the service's website.
Enrolment	When enrolling their child, families are: - informed of the service's SunSmart policy; - asked to provide a suitable sun protective hat and covering clothing for their child - asked to provide written authority for staff to apply sunscreen to their child - encouraged to use SunSmart measures themselves when at the service.
Governance and leadership	- As part of Occupational Health and Safety (OHS) UV risk controls and role-modelling, educators, staff and visitors should: - wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses. - apply sunscreen - seek shade whenever possible. - Sun protection considerations and actions are included in risk assessments for excursions and excursion checklists.
SunSmart	- Our service is committed to our SunSmart membership and completes an online policy review and membership renewal with SunSmart at least once every five 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. SunSmart will be notified of any changes to our policy. - Our SunSmart policy is available to staff, families and visitors.

Babies	Special note regarding infants Our SunSmart practices consider the special needs of infants. All babies under 12 months are kept out of direct sun when UV levels are 3 or higher. Our service acknowledges that the best sun protection can be achieved when a combination of physical sun protection measures such as shade, clothing and hats are used. For those small areas of exposed skin not protected by clothing or hats, we apply approved sunscreen to infants six months and older.
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2. Roles and Responsibilities

Role	Responsibility
Approved Provider	• Ensure that the obligations under the Education and Care National Regulations and Law • Take reasonable steps to ensure that the Nominated Supervisor, employees and visitors follow the 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 procedures.
Nominated Supervisor	• 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, children and families. • 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	• 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).

Families	• Be aware of, support and follow the service's sun protection policy and procedures. • Ensure children are dressed in appropriate sun protective clothing.
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3. Related Documents

Policies and Procedures

- Providing a Child Safe Environment Policy and Procedure
- Enrolment and Orientation Policy and Procedure
- Excursions Policy and Procedure
- Governance and Management Policy and Procedure
- Interactions with Children Policy and Procedure (EE)
- Water Safety Policy and Procedure

Legislation

[Education and Care Services National Regulations \(2011 SI 653\) – NSW Legislation](#)

Regulations: 100, 101, 113, 114, 116, 168 (2)(a)(ii), 169, 170, 171,172

[Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 – NSW Legislation](#)

Section: 168

Other References

[SunSmart | Cancer Council NSW](#)

[SunSmart at work | Cancer Council](#)

[SunSmart: Prevent skin cancer & sunburn this summer - SunSmart](#)

[Sun protection information in different languages](#)

[Healthy Early Childhood Services Achievement Program](#) – Sun protection

United Nations. 1989. [“Convention on the Rights of the Child.”](#) Treaty Series 1577 (November): 3

National Quality Standard

- QA 1.1 Program
- QA 1.2 Practice
- QA 2.1 Health
- QA 2.2 Safety
- QA 3.1 Design
- QA 5.1.2 Dignity and rights of the child
- QA 6.1 Supportive relationships with families

4. Definitions

Term	Definition
SunSmart Hats	SunSmart hats are the following types of hats recommended by the Cancer Council: Broad-brimmed hats with a brim size of at least 6cm

St Nicholas	Name of policy: Sun Protection EE Services	Page 5
Issue Date: August 2026	Review Date: August 2027	Document Owner: Executive Director, St Nicholas

	(adults 7.5cm), bucket hats with a deep crown and brim size of at least 5cm (adults 6cm), legionnaire style hats.
Cancer Council	Australia's leading independent, non-government cancer charity and peak body, dedicated to reducing the impact of cancer through research, prevention, and patient support.
SunSmart Clothing	SunSmart clothing are the following types of clothes recommended by the Cancer Council: Loose fitting shirts and dresses with sleeves and collars or covered neckline, longer style skirts, shorts and trousers.
Ultraviolet (UV) Radiation	A type of energy produced by the sun and some artificial sources, such as solariums and tanning beds. UV can't be seen or felt. The sun's UV can reach you directly and also indirectly (reflected off different surfaces and scattered by particles in the air). At least 95% of skin cancers are caused by UV exposure.
UV Index	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.
Sun protection times	The sun protection times are a forecast from the Bureau of Meteorology for the time-of-day UV levels are predicted to reach 3 or higher (when sun protection is recommended). In Victoria, UV levels typically reach 3 or higher daily from mid-August to the end of April. Sun protection times are available for various locations across Victoria, nationally and globally on the free SunSmart Global UV widget and app or at sunsmart.com.au or at myuv.com.au.
Sun protection	A combination of strategies (clothing, hats, sunscreen, sunglasses and shade) to protect from UV.
Shade	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, rough surfaces. 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.
Sunscreen	Sunscreen should be SPF50 or 50+ broad-spectrum and water-resistant. For all children over 6 months, apply sunscreen to any skin not covered 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%.
Approved Provider	The legal entity with ultimate responsibility for the service under the National Law
Nominated Supervisor	A person with management or control of an education and care service, responsible for its day-to-day management.
Responsible Person	A Responsible Person is present at an education and care service to ensure compliance, safety, and wellbeing when the Approved Provider or Nominated Supervisor is not.
Service	Education and care service providing, or intended to provide, education and care on a regular basis to children under 13 years of age
Educator	A St Nicholas team member whose primary role is working directly with children
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children

5. Document Review

- 5.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 1 - 2 years to ensure it continues to be current and effective.

St Nicholas	Name of policy: Sun Protection EE Services	Page 7
Issue Date: August 2026	Review Date: August 2027	Document Owner: Executive Director, St Nicholas