



When used in its entirety, this policy ensures your service is following current evidence-based Cancer Council sun protection guidelines and recommendations. Any changes or adjustments to the policy may mean it no longer meets SunSmart guidelines (August 2021).

Eastwood Heights Out of school hours care SunSmart Policy

This policy applies to all OSHC events on and off-site.

Purpose

Our SunSmart policy has been developed to ensure all children, staff and visitors attending our service are protected from skin damage caused by harmful UV radiation from the sun.

This policy provides guidelines to:

- ensure all children and staff are protected from over-exposure to UV radiation;
- ensure the outdoor environment provides shade for children and staff;
- ensure children are encouraged and supported to develop independent sun protection skills;
- support duty of care and regulatory requirements; and
- support appropriate WH&S strategies to minimise UV risk and associated harms for staff and visitors.

Background

The sun's ultraviolet (UV) radiation can't be seen or felt and is most intense during the middle of the day. Whatever the weather, it's important for people of all skin types to use sun protection whenever UV levels are three or higher.

Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before age 70. UV damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer in later life.

Given children and staff attend OSHC services at times when UV levels can be damaging, services can play a major role in positively influence long-term SunSmart behaviour.

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](#)

Part 4.2: Children's health and safety	
Reg 100	Risk assessment must be conducted before excursions
Part 4.3: Physical Environment	
Reg 113	Outdoor space: natural environment
Reg 114	Outdoor space: shade
Part 4.7: Leadership and service management	
Reg 168	Policies and procedures: Sun protection
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

Procedures

To assist with the implementation of this policy, staff and children are encouraged to access and display the daily local sun protection times (available from the SunSmart widget on the service's website, the free SunSmart app, myUV.com.au or at Bureau of Meteorology).

The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach three and above.

Sun protection times

UV levels vary across Australia and throughout the year. This listing highlights when UV is typically three and above in each state / territory. There may be times UV levels are three and above outside these periods.

Please check the daily local sun protection times and UV levels to be sure you are using sun protection when it is required for your location.

- **NSW**

All year.

Extra care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible.

The sun protection measures listed are used for all outdoor activities **during the daily local sun protection times.**

1. Seek shade

- Management makes sure there is a sufficient number of shelters and trees providing shade 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.
- Play activities will be set up in the shade and moved throughout the day to take advantage of shade patterns.

2. Slip on sun-protective clothing

- Children are required to wear loose-fitting clothing that covers as much skin as possible. Clothing made from cool, densely woven fabric is recommended. Tops with elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts and skirts are best. 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. Rash vests or t-shirts are used for outdoor swimming and water activities.

3. Slap on a hat

- All children and staff are required to wear hats that protect their face, neck and ears (legionnaire, broad-brimmed or bucket style). Peak caps and visors are not considered a suitable alternative.
- Children without a sun protective hat are provided with one where possible.
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4. Slop on sunscreen

- The service supplies SPF50 broad-spectrum, water-resistant sunscreen for staff and children's use.
- Sunscreen is applied in accordance with the manufacturer's directions (which state to apply at least 20 minutes before going outdoors and reapply every two hours, or more frequently if sweating or swimming).
- Strategies are in place to remind children to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- Sunscreen is stored in a cool place, out of the sun and the expiry date is monitored.
- Permission to apply sunscreen is included in the service enrolment form. Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child encouraged to play in the shade.
- Families ensure sunscreen is applied prior to attending vacation care.
- Cancer Council recommends usage tests before applying a new sunscreen

5. Slide on sunglasses [if practical]

- Where practical, children are encouraged to 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.

Learning and skills

- Sun protection is incorporated into the learning and development program.
- The SunSmart policy is reinforced by staff and through children's activities and displays.
- Staff are encouraged to complete Cancer Council's free [Generation SunSmart](#) 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 UV levels and sun protection times, hat reminders and management of sunscreen.

Engaging children, staff and families

- Staff and families are provided with information about sun protection through family newsletters, service handbook, noticeboards and the service's website.
- When enrolling their child, families are:
 - informed of the service's <insert policy name> policy;
 - asked to provide a suitable sun protective hat, covering clothing and sunscreen for their child;
 - encouraged to use SunSmart measures themselves when at the service.

WH&S

As part of WH&S UV risk controls and role-modelling, staff and visitors:

- wear a suitable sun-protective hat, covering clothing and, if practical, sunglasses;
- apply sunscreen; and
- seek shade whenever possible.

UV radiation exposure is considered as part of a service's risk management and assessment for all outdoor events and activities on and off-site.

Monitoring and review

- All staff, including management and educators, monitor and review the effectiveness of the Sun Safe policy and revise the policy when required (or at least once every two years)
- policy updates and requirements will be made available to staff, children, families and visitors.

Next policy review: February 2026

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 service. For further information visit [Cancer Council Australia's website](#).

Relevant documents / links

[Australian Professional Standards for Teachers](#) (APST) – Standard 4.4 and 7.2
 ARPANSA [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)
 Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (2019)
 AS 4174:2018 Knitted and woven shade fabrics
 AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles
 AS/NZS 4399:2020, Sun protective clothing - Evaluation and classification
 AS/NZS 2604:2012 Sunscreen products - Evaluation and classification
 Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)
 AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection

[National Quality Standards](#)

Quality Area (QA) / Standard (S) / Element (E)

QA 1	Educational program and practice
S 1.1 Program	The Educational program enhances each child's learning and development.
E 1.1.1	Curriculum decision making contributes to each child's learning and development outcomes in relation to their identity, connection with community, wellbeing, confidence as learners and effectiveness as communicators.
E 1.1.3	All aspects of the program, including routines, are organised in ways that maximise opportunities for each child's learning.
S 1.2 Practice	Educators facilitate and extend each child's learning and development.
E 1.2.2	Educators respond to children's ideas and play and extend children's learning through open-ended questions, interactions and feedback.
E 1.2.3	Each child's agency is promoted, enabling them to make choices and decisions that influence events and their world.
QA 2	Children's health and safety
S 2.1 Health	Each child's health and physical activity is supported and promoted

E 2.1.1	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
E 2.1.2	Effective illness and injury management and hygiene practices are promoted and implemented.
E 2.1.3	Healthy eating and physical activity are promoted and appropriate for each child.
S 2.2 Safety	Each Child is protected
E 2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA 3	Physical environment
S 3.1 Design	The design of the facilities is appropriate for the operations of a service
E 3.1.1	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
S 3.2 Use	The service environment is inclusive, promotes competence and supports exploration and play-based learning.
E 3.2.1	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.
QA 5	Relationships with children
S 5.2 Relationships between children	Each child is supported to build and maintain sensitive and responsive relationships
E 5.2.1 Collaborative learning	Children are supported to collaborate, learn from and help each other.
QA 6	Collaborative partnerships with families and communities
S 6.1 Supportive relationships with families	Respectful relationships with families are developed and maintained and families are supported in their parenting role.
E 6.1.2	The expertise, culture, values and beliefs of families are respected, and families share in decision-making about their child's learning and wellbeing.
E 6.1.3	Current information is available to families about the service and relevant community services and resources to support parenting and family wellbeing.
S 6.2 Collaborative partnerships	Collaborative partnerships enhance children's inclusion, learning and wellbeing.
QA 7	Governance and Leadership
S 7.1 Governance	Governance supports the operations of a quality service.
E 7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service