



Sun Protection Policy

Policy Number	QA 2/23	Title	Sun Protection Policy
Revision	2.0	Written By	Policy Team and Nominated Supervisor
Reviewed By	EHOOSH Management Committee	Approved By	EHOOSH Management Committee
Supersedes	Version 1.0	Effective Date	March 2025

1. Policy Statement

At Eastwood Heights OOSH, we are committed to ensuring a safe and sun-smart environment that protects children, educators, staff, and visitors from overexposure to ultraviolet (UV) radiation. Our approach integrates best-practice sun protection strategies, including shade provision, appropriate clothing, sunscreen use, and education, to reduce the risk of skin damage and long-term health impacts. By supporting the safety of the children at our service, it allows them to have the time and space to play safely, supporting our philosophy. This policy aligns with national regulatory requirements and health guidelines to support the well-being and safety of all individuals in our service.

2. Background

The Education and Care Services National Regulations require policies and procedures to be in place in relation to sun protection. The sun's UV can't be seen or felt. 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 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. 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. 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.

3. Implementation

The implementation of sun protection measures ensures that children are safeguarded from the harmful effects of UV radiation, reducing the risk of sunburn, skin damage, and long term health concerns such as skin cancer. By incorporating shade provision, sun safe clothing, sunscreen application, and education, we create a safe outdoor environment where children can play and learn without excessive sun exposure. These proactive steps support their health, well-being, and lifelong sun safety habits, reinforcing our commitment to providing a protective and nurturing environment.

3.1. Outdoor Activity

Outdoor activities will be scheduled to minimise UV exposure, particularly during peak UV periods. When the UV is high, sun protection practices will be implemented to ensure the outdoor safety the children. These sun protection practices, include:

- Slip on clothing that covers as much skin as possible
- Slop on sunscreen
- Slap on a hat
- Seek shade
- Slide on sunglasses (if practical)

Relevant UV index resources will be consulted daily to guide sun safety practices. When children are on excursions all sun protection practices are planned, organised, understood and available

3.2. Shade

The service will ensure adequate shaded areas are available for outdoor activities. Shade assessments will be conducted to maintain and enhance shaded areas through natural and built structures. If there is not enough shade, the service may add built shade (Gazebos, Umbrellas, Shade sails) to compensate. Children will be restricted to use shaded areas if they refuse sun protection practices or when the UV is high.

3.3. Clothing and Hats

Educators, staff, and children must wear sun protective clothing that covers as much skin as possible, including shirts with collars or high necklines and sleeves, longer shorts, or skirts. SunSmart hats should be worn during outdoor activities. Baseball caps and visors are not considered suitable alternatives. Children without appropriate sun protection clothing or hats will be required to play in shaded areas or be provided with spare protective items.

3.4. Sunscreen

SPF 30+ (or higher) broad-spectrum, water-resistant sunscreen will be provided. Sunscreen will be reapplied every two hours or more frequently when sweating or swimming. Families must inform the service of any sunscreen allergies, and must provide alternative products where necessary. Any refusal of sunscreen without information from the family will result in educators restricting the child to shaded areas or indoor spaces. The sunscreen will be stored in a cool area and the expiry will be monitored.

3.5. Role Modelling

Educators and staff will model appropriate sun protection behaviours, including wearing hats, applying sunscreen, and using shade. The importance of sun safety will be mentioned when apply sunscreen and putting hats on. Families are encouraged to adopt sun safe practices at home.

4. Roles and Responsibilities

Approved Provider

- 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

	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • Ensure sun protection information is promoted to all staff, children, families and visitors. • Provide support and advice to all staff about the implementation of the Sun Protection Policy. • Implement the sun protection policy and procedures as outlined in the document • Monitor the daily sun protection times for your location • Support the implementation of sun protection measures during the sun protection times
Responsible Person in Charge	<ul style="list-style-type: none"> • Check the UV daily • Inform Educators on the sun protection guidelines to follow depending on weather • Open shaded areas accordingly
Educators and Support Staff	<ul style="list-style-type: none"> • Adhere to the strategies and practices of the Sun Protection Policy. • Educators and staff will act as role models and demonstrate SunSmart behaviour by: <ul style="list-style-type: none"> - Wearing a SunSmart hat - Wearing protective clothing, and sunglasses (if practical) - Applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and every 2 hours after - Using and promoting the use of shade. • Encouraging families and visitors to role model positive sun safe behaviours when at the service. • Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service.
Families	<ul style="list-style-type: none"> • Dressing their child in cool clothing that covers as much skin as possible e.g. tops that cover the shoulders, arms and chest, collared shirts, longer style shorts. • Providing a sun protective hat that shades the face, neck and ears (e.g. wide brimmed, bucket or legionnaire style). • Provide permission for educators/staff to apply SPF 30 or higher broad spectrum, water resistant sunscreen supplied by the service

to all exposed parts of my child's skin including their face, neck, ears, arms and legs. Or,

- Provide permission for educators/staff to apply SPF 30 or higher broad spectrum sunscreen (that I have supplied and labelled with my child/children's name) to all exposed parts of my child's skin including their face, neck, ears, arms and legs. I agree that this sunscreen will be kept at the service and it is my responsibility to make sure there is always an adequate supply available.
- Practicing SunSmart behaviours themselves when at the service.

5. References

5.1. Statutory Authority

- Privacy Act 1988
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Community Learning Australia (CELA)
- ACEQUA

5.2. Relevant Service Policies

- Administration and Storage of Medication Policy
- Child Safe Policy
- Excursion Policy
- Medical Conditions and Allergies Policy
- Providing a Child Safe Environment Policy
- Child Protection Policy
- Water Safety Policy

5.3. National Frameworks

- National Quality Framework (NQF)
- Early Years Learning Framework (EYLF)
- My Time, Our Place (MTOP)
- Child Safe Standards (NSW)

6. Legislative Requirements.

Education and Care Services National Regulations

Regulation 100	Risk assessment must be conducted before an excursion
Regulation 113	Outdoor space: natural environment
Regulation 114	Outdoor space
Regulation 168	Policies and procedures required
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

Revision Chronology

Version Number	Date	Reason for Change
1.0	June 2022	Creation of Policy
2.0	March 2025	Reviewed, edited and updated in new template