

Sun Safety

OSHC Policy & Procedure

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Approver: Melissa Cofre	Effective Date: 11/12/2025	Review Date: 11/12/2028
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1. Policy

1.1 Policy Statement

Australia has one of the highest rates of skin cancer in the world with more than two in three Australians developing some form of skin cancer in their lifetime. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. 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 (Cancer Council Australia). 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.

Berry Street Yooralla OSHC Service ('the OSHC Service') will work in compliance with the National SunSmart Program to ensure children's health and safety is maintained at all times whilst at the Service. This policy applies to all activities on and off site.

Our OSHC service will monitor the Australian Bureau of Meteorology for notification of severe heat events and implement risk mitigation strategies to protect the health, safety and wellbeing of children. This policy applies to all activities on and off site.

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.

Should parents not provide permission for educators to apply sunscreen to their child for medical, sensory or other reasons, the child will be required to play in an area protected from the sun (e.g. under shade, verandah or indoors) with an appropriate hat and clothing. Management can request a GP letter outlining their advice, or work in consultation with the parent or guardian to develop and sign an individualised plan to minimise overexposure to UV in other ways.

Information about Sun Safety will be included in our Family Handbook and sun protection information and resources made accessible and communicated regularly to families.

1.2 Purpose

By implementing a 'best practice' Sun Safe Policy, our OSHC Service can help to protect all children and staff from the harmful effects of ultraviolet (UV) radiation from the sun and teach children good sun protection habits from an early age to reduce their risk of skin cancer. To ensure the outdoor environment provides shade for children, educators and staff to minimise UV exposure.

Additionally, this policy provides guidance on how to protect children and young people, and staff from severe hot weather events which are becoming more prevalent in Australia resulting from climate change.

1.3 Background

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1.4 Scope

This policy applies to children, families, staff, educators, management, approved provider, nominated supervisor and visitors of the OSHC Service.

1.5 Legislation & Standards

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 needs for sleep, rest and relaxation.
2.1.3	Healthy Lifestyles	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 3: Physical Environment		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child

Education and Care Services National Regulations	
100	Risk assessment must be conducted before excursions
113	Outdoor space natural environment
114	Outdoor space shade
136	First aid qualifications
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

1.6 Key Terms

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	www.acecqa.gov.au

	outcomes for children.	
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.	https://www.cecqa.gov.au/sites/default/files/2021-05/Risk_management_and_management.pdf
Sun protection times	Sun protection measures are recommended when the UVI is 3 and above.	www.bom.gov.au/uv/ https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/uv-index
Sun protection factor (SPF)	The Australian standard for sunscreen, the SPF indicates the level of protection provided against UVR.	https://www.arpansa.gov.au/understanding-radiation/radiation-sources/more-radiation-sources/sun-protection-sunscreen
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.	www.bom.gov.au/uv/
Ultraviolet radiation (UVR)	The portion of the electromagnetic spectrum between 100 nanometers (nm) and 400nm: <ul style="list-style-type: none"> - '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. 	https://www.arpansa.gov.au/understanding-radiation/what-is-radiation/non-ionising-radiation/ultraviolet-radiation

	<ul style="list-style-type: none"> - '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. 	
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2 Procedure

2.1 Monitoring Sun Protection Times

The sun protection times are a forecast from the Bureau of Meteorology (BOM) for the time-of-day that UV levels are predicted to reach 3 or above. At these levels, a combination of sun protection is recommended for all skin types. Our Service will monitor the sun protection times 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

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times, when the UV Index is 3 or above. The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, a combination of sun protection is recommended for all skin types.

The OSHC Service will use a combination of sun protection measures (see below) whenever UV Index levels reach 3 and above.

Where it has been identified that a child has a medical condition that requires UV protection at all times this will be documented in the child's support plan and sun protection measure below will be implemented at all times for that child.

2.2 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.
- In Victoria this is generally between mid-August to the end of April.
- Active outdoor play is encouraged throughout the day all year provided appropriate sun protection measures are used when necessary.
- The sun protection measures listed are used for all outdoor activities during the daily local sun protection times. A combination of sun protection measures is considered when planning all outdoor activities such as excursions and water play.

2.3 Shade

The OSHC Service will ensure:

- sufficient natural, portable, or man-made shade is provided, particularly in high use areas
- shaded areas will be used for play experiences and children actively encouraged to play in the shade
- play experiences will be monitored throughout the day and moved as required to remain in the shade
- regular risk assessments and reviews will be made of the outdoor area to assist in planning for further shade requirements
- children who do not have appropriate hats or outdoor clothing are required to choose a shady play space or a suitable area protected from the sun and not move to unshaded areas of the playground
- children will still be required to wear hats, protective clothing, and sunscreen if playing under natural or portable shade

2.4 Hats

- Educators, children, and visitors are required to wear sun safe hats at all times they are outdoors, unless they are playing undercover. Cancer Council Australia describes sun safe hats as:
- 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 size of 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.

- Children without a sun safe hat will be asked to play in an area protected from the sun or they may be provided with a spare hat if available at the OSHC Service.

2.5 Clothing

- When outdoors, staff and children will wear sun safe clothing that covers as much of the skin as possible. Cancer Council Australia recommends clothing that:
 - covers the shoulders, back and stomach
 - is loose fitting such as loose-fitting shirts and dresses with sleeves and collars or covered neckline, or longer style skirts, shorts and trousers.
- 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.

2.6 Sunscreen

- staff and children will apply SPF50 broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours or more frequently if washed or wiped off
- where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child is encouraged to play in the shade. A record of any allergy must be provided in writing from the parent/guardian and recorded on the child's enrolment record. Cancer Council Australia recommends usage tests before applying a new sunscreen.
- sunscreen is stored in a cool, dry place and the use-by-date monitored.

2.7 Risks of Summer Play

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. Surfaces can retain heat for long periods of time and cause burns to children. Play surfaces must be monitored before children have access to the outdoor environment.

2.8 Severe Heat

- 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.

2.9 Role Modeling 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 work, health and safety issue. All educators, staff at the OSHC Service will therefore be required to role model appropriate sun protection behaviours by:

- wearing a sun safe hat (see Hats)
- 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 (optional)
- discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the OSHC Service
- regularly drinking water and encouraging children to drink extra water in hot weather
- adapting the learning environment when severe weather events occur.

Families and visitors are encouraged to role model positive sun safe behaviour.

2.10 Education and Information

- Sun protection will be incorporated regularly into learning programs. Children understand why sun safety is important and learn how to take effective sun protection, including taking leadership roles in managing sun protection e.g., accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.
- 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
- 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 <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

2.11 Roles and Responsibilities

Role	Responsibilities
Approved Provider / Nominated Supervisor / Manager will:	<ul style="list-style-type: none"> • ensure obligations under the Education and Care National Law and Regulations are met • educators, staff, students and volunteers have knowledge of and adhere to this policy • new employees, students and volunteers are provided with a copy of the Sun Safe Policy and procedure as part of their induction and are advised on how and where the policy can be accessed • 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: <ul style="list-style-type: none"> ○ 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)

	<ul style="list-style-type: none"> ○ severe heat ○ bushfires and air pollution • regularly monitoring and reviewing the effectiveness of the Sun Safety Policy
Educators will:	<ul style="list-style-type: none"> • use a 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. It is recommended by Kidsafe Australia that children do NOT play on the surface • 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 (see Bushfire Policy) • ensure children have access to water at all times throughout the day and remind them to take extra drinks during hot weather to avoid 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 • ensure fans/air conditioning are used to help keep children cool • close blinds/curtains where required to prevent sun shining into rooms • adhere to Vic health department advice for hot weather risks and recommendations • ensure sunscreen purchased for the Service complies with Australian Standard AS/NZS 2604:2012 • monitoring the UV Index Levels and Daily Sun Protection Times throughout the day •
Families will:	<ul style="list-style-type: none"> • ensure their child attends the service with a broad brimmed hat • if their child has a sensitivity or allergy to sunscreen brand used at the service provide a suitable sunscreen alternative • ensure their child wears appropriate clothing for outside activities e.g. shoulders covered
• Children will:	<ul style="list-style-type: none"> • wear their hat, sunscreen and sunglasses when outside in the sun.

2.12 References & Resources

Australian Children’s Education & Care Quality Authority. (2025). Guide to the National Quality Framework

Australian Children’s Education & Care Quality Authority. (2021). Sun Protection- Policy Guidelines

Australian Government Department of Education. My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022

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/>
 Education and Care Services National Law Act 2010. (Amended 2018).
 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).

2.13 Related Policies and Procedures

Administration of First Aid Policy Emergency Management Policy Enrolment Policy	Excursion/Incursion Policy Water Safety Policy
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3 Policy & Procedure Review

In order to assess whether the values and purposes of the policy and procedure have been achieved, Yooralla will:

- Regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the service's policy review cycle, or as required.
- Notify all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (Regulation 172 (2)).

The ongoing monitoring and compliance to this policy and procedure will be overseen by the OSHC Manager, Nominated Supervisor and Yooralla Quality, Risk and Safeguarding team.

All Yooralla OSHC policies and procedures will be reviewed every 12 months.

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