



Policy No: CE-POL-16/2/2012

# Sun Protection Policy

**Custodian:** Management  
Committee

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**Version No:** 2

**Approved By:**  
Chairperson

**On behalf of the Management  
Committee.**

**Approval Date:**

**Next Review Date:**

**Supersedes:**  
Skin Protection Policy Version  
1.3

## 1 Purpose:

We aim to provide an environment that promotes sun safe practices to ensure all children, educators and staff are protected from over-exposure to UV radiation. Sun exposure during childhood and adolescence is a critical factor in determining future skin cancer risk.

This policy also applies to all Centre events and excursions.

## 2 Scope:

Approved providers (at this service there are 2 - Department for Education & the Management Committee)

Nominated Supervisor  
Responsible Person on duty  
Educators  
Children & Families  
Students & Volunteers

## 3 Supporting Documents:

[Hot Weather Policy](#)  
[Clothing Policy](#)

## 4 Policy Details:

To provide a sun safe environment the following procedures need to be followed. Avoid being in direct sunlight during peak UV radiation times of the day. Display and use the UV Index to source the daily sun protection times. Use the appropriate sun protection measures during the implementation times below, including wearing appropriate clothing, hats and sunscreen.

## 5 Procedures:

In line with the Department for Education requirements and SunSmart guidelines, this policy is in place from **1 August to 30 April, and whenever the UV is 3 and above at other times.**

- Staff will check the daily sun protection times, on <http://www.bom.gov.au/uv/index> or [www.cancersa.org.au/sunsmart-apps](http://www.cancersa.org.au/sunsmart-apps) . The times when the UV index is 3 or above will be displayed on the sign-in sheets in each room.

## Clothing

Children and staff are required to wear appropriate sun safe clothing that is loose fitting and covers as much skin as possible, when outside. Tops with collars and elbow length sleeves, and shorts or skirts that come to the knee are best. Children wearing tops and dresses without backs are required to wear a t-shirt or shirt over the top before going outside. See [Clothing Policy](#) for more detail .

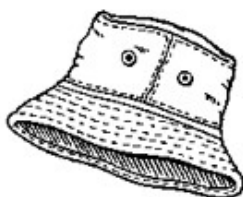
## Hats

- All children & educators are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.
- Children not wearing an appropriate sunsafe hat will be directed to play under the verandah or other areas protected from the sun.
- Parents are to supply an appropriate hat for their child, clearly labelled with their child's name. Appropriate hats as recommended by Cancer Council SA are:

**Broad brimmed hat**



**Bucket hat**



**Legionnaire hat**



**NO Caps**



Please remove any drawstrings or cords from hats as these are a safety issue

## Sunscreen

**Educators and Children will apply a broad spectrum SPF 50 or higher sunscreen to clean dry skin, when possible, 20 minutes before going outdoors, and reapply every 2 hours if remaining outdoors.**

- The centre will provide SPF 50+ broad spectrum sunscreen for use by children and adults.
- The centre will promote and actively encourage the appropriate method of sunscreen application to children. Children are encouraged to apply their own sunscreen with support and/or supervision of educators.
- Parent/caregivers/visitors to the Centre will be encouraged to wear sun safe hats and clothing styles when they are involved in centre activities and to role model other SunSmart behaviours.

- Cancer Council SA further recommends the use of 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. *Please note that our Centre currently does not have a position on this recommendation.*

Sun and skin awareness will be incorporated in to the curriculum, ensuring that children and their families are given information regarding the dangers of exposure to enable them to take positive steps toward sun protection.

- Staff will be required to model Sun Smart behaviours by applying sunscreen wearing hats and sun protective clothing.
- Posters will be displayed and literature will be available to families.

## Shade

- Staff will endeavour to use the shade of the trees, verandas and shade structures when setting up equipment and will encourage children to use these areas when outdoors.
- The maintenance and further provision of shade is a priority for C.a.F.E. Enfield Children's Centre.

## Babies

- Children under the age of 12 months will be kept out of direct sun when UV levels are 3 and above, and will be protected by clothing, hats and shade. Sunscreen should be applied to small areas of exposed skin, for infants 6 months and older.

## Enrolment and Information for families

When enrolling their child, parents will be:

- Informed of the Skin Protection Policy and Clothing policy.
- asked to provide a hat (legionnaire, bucket or broad-brimmed hat)
- asked to dress their child in suitable outdoor clothing that is cool and covers as much skin as possible (i.e. covering the shoulders, chest, upper arms and legs)
- Informed that SPF 50+ broad spectrum sunscreen will be provided by the Centre for general use.
- required to give permission for staff to apply sunscreen to their child

## From 1 May to 30 July

In South Australia during the months of May, June & July, the UV radiation level (according to Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is usually **below 3**. **During this time** sun protection is not required. Staff will still continue to check the daily sun protection times, on <http://www.bom.gov.au/uv/index> or [www.cancersa.org.au/sunsmart-apps](http://www.cancersa.org.au/sunsmart-apps). The times when the UV index is 3 or above will be displayed on the sign-in sheets in each room.

- Sun hats are not necessary as it is safe to get some UV radiation from the sun to maintain adequate Vitamin D levels – vital for the development and maintenance of strong, healthy bones.
- Children are encouraged to wear a warm hat such as beanies.
- Sunscreen need not be applied.

## 6 Related Legislation and Regulations

Education and Care Services National Law Act 2010: Section 167: Protection from harm and hazards

Work Health and Safety Act (SA) 2012

Work Health and Safety Regulations (SA) 2012

Education and Care Services National Regulations 2011

Reg 100 Risk assessment for excursions

Reg 113 Outdoor space: natural environment

Reg 114 Outdoor space: shade

Reg 168 (2)(a)(ii) Policies and procedures: Sun protection

## 7 Definitions of Terms:

Term	Meaning
SPF	Sun Protection Factor
UV	Ultraviolet
BOM	Bureau of Meteorology
DfE	Department for Education

## 8 References:

Cancer Council SA SunSmart early childhood policy guidelines and sample policy template, accessed online 28/7/21 at <https://www.cancersa.org.au/cut-my-risk/sunsmart/early-childhood-centres/sunsmart-policy-information>

Cancer Council SA, "Sunsmart Program implementation times in South Australia", accessed online 28/7/21 at url: <https://cms.cancersa.org.au/wp-content/uploads/2020/09/SunSmart-Program-Implementation-Times-for-ECC-and-Schools.pdf>

Cancer Council Australia position statements accessed on line 25/2/19 at url:

<http://www.cancer.org.au>

- Risks & benefits of sun exposure
- Sun Protection and Infants (0-12months)
- Sun (UV) Protection in the Workplace

Education and Care Services National Regulations 2011

## 9 Reviewing Strategy and History:

Review should be conducted every 3 years or as required to ensure compliance with this procedure

- Management and educators will regularly review the effectiveness of the Skin Protection Policy. The Policy will be updated and submitted to Cancer Council SA every three years to maintain SunSmart status.

Version No.	Reviewed By	Approved By	Approval Date	Review Notes
1	Management Committee	Liam Fudali -chairperson	1/5/13	Initial approval in new format
1.1	Management Committee Educators & Families	Lyn Rowberry -chairperson	21/10/15	minor changes Update referencing

1.2	Management Committee & Educators	Josephine Salisbury -chairperson	16/3/16	16/3/16 minor change to reflect new research from Cancer Council. (winter policy shortened to August)
1.3	Management Committee & Educators	Scott Dolman Chairperson	26/7/17	Minor changes Inserted section 6 Legislation & regulations Updated referencing & review history
1.4	Management Committee Educators & Families	Melissa Smithen  Chairperson	22/04/19	Changed DECD to DfE Minor wording changes Reworded purpose to align with Cancer Council guidelines Inserted statement about children without appropriate hats on p.2. Updated referencing & review history
2	Management Committee Educators & Families	Alison Cooksley Chairperson	20/10/21	Changed title to Sun Protection policy to reflect Cancer Council terminology Minor content changes Updated referencing & review history. Changed review period to 3 years.