

P2-14: Sun Protection Policy

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.

NATIONAL QUALITY STANDARD (NQS)

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 lifestyle	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 LAW AND NATIONAL REGULATIONS	
S. 167	Offence relating to protection of children from harm and hazard
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 procedure

RELATED POLICIES

Administration of First Aid Policy	Health and Safety Handbook
Emergency and Evacuation Policy	Environment Policy
Enrolment Policy	Supervision Policy
Excursion and Centre Events Policy	Water Safety Policy

PURPOSE

By implementing a 'best practice' Sun Safe Policy, QDPA can help 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 staff from severe hot weather events which are becoming more prevalent in Australia resulting from climate change.

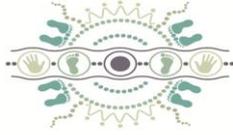
Please note, UV radiation is an invisible source of radiation from the sun and unlike infrared radiation (heat) we cannot feel UV on our skin. UV levels are not dependent on weather conditions. Sun damage can occur on windy, cloudy and cool days. Sun damage is caused by UV radiation, not temperature or sunshine.

SCOPE

This policy applies to children, families, staff, educators, management, Approved Provider, Nominated Supervisor, student, volunteers and visitors (including contractors) of QDPA.

IMPLEMENTATION

QDPA will work in compliance with the National SunSmart Early Childhood Program to ensure children's health and safety is always maintained whilst at our Preschools.



Our preschools will each 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.

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 preschools will monitor sun protection times daily through one or more of the following methods:

- using the [SunSmart app](#) available at iTunes App Store and Google Play store
- using the SunSmart widget on QDPA's website available at www.cancer.org.au
- viewing the Bureau of Meteorology website <http://www.bom.gov.au/index.php>
- visiting www.myuv.com.au
- using the OWNA app

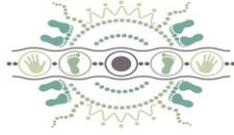
UV levels vary across Australia and throughout the year. There may be times UV levels are 3 and above outside these periods. Educators are to check the daily local sun protection times to be sure you are using sun protection when it is required. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year.

- Check the UV index/forecast at your location
- Active outdoor play is encouraged throughout the day all year provided appropriate sun protection measures are used when necessary.

UV radiation exposure is considered as part of our risk management and assessment for all outdoor events and activities on and off-site. The sun protection measures listed are used for all outdoor activities during the daily local sun protection times.

SHADE

- sufficient natural, portable, or manufactured shade is provided, particularly in high use areas.
- shaded areas will be used for play experiences and children are actively encouraged to play in shaded areas.
- 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 into unshaded areas of the playground.
- children will still be required to wear hats, protective clothing, and sunscreen when playing under natural or portable shade.

HATS

Educators, children, and visitors are required to always wear sun safe hats they are outdoors. Cancer Council Australia describes sun safe hats as:

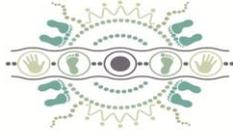
- hats that protect a person's face, neck, and ears, which include:
 - a legionnaire hat – the front peak and flap should overlap at the sides and the flap should cover the neck.
 - a bucket hat with a deep crown and angled brim that is at least 5cm for young children and at least 6cm for adults and 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 required to play in an area protected from the sun. They may be provided with a spare hat by the Service if available.
- Suitable sun safe hats (with the QDPA logo) are available for purchase from our Administration Office, located at our Mura Preschool for children.
- All permanent employees are provided with an appropriate sun safe hat upon employment free of charge to comply with sun smart recommendations.

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 can be provided with spare clothing or 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.

- Collared polo shirts are available for permanent employees free of charge upon employment to comply with sun smart recommendations.

SUNSCREEN

As per Cancer Council Australia recommendations:

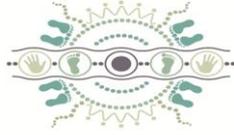
- staff and children will apply SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours or more frequently if washed or wiped off.
- Sunscreen is provided by each Preschool and permission to apply sunscreen is included in the QDPA enrolment form (see *Enrolment Policy*)
- 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.
- to help develop independent skills ready for school, all enrolled children are given opportunities to apply their own sunscreen under supervision of staff and are encouraged to do so.
- sunscreen is stored in a cool, dry place and the use-by-date monitored.

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. Play surfaces must be monitored before children have access to the outdoor environment.

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. 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.

THE APPROVED PROVIDER, MANAGEMENT, NOMINATED SUPERVISOR AND EDUCATORS WILL:

- 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:
 - UV radiation exposure
 - 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)
 - severe heat
 - bushfires and air pollution
- check and monitor playground surface temperature during summer months or extreme hot weather.
- use a thermometer or safely use their 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 or is recorded as at or above 50°C Kidsafe Australia recommends that children do NOT play on the surface
- ensure children wear shoes when playing in the outdoor area in extreme hot weather, where the ground temperature could pose a risk of burns. Children may remove shoes when playing in sand or mud pit, or in shaded areas where the ground temperature is not compromised.
- monitor the [Bureau of Meteorology \(BOM\)](#) for severe 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
- ensure children have access to water at all times throughout the day during hot weather to avoid dehydration



- be aware of the signs and symptoms of heat-related illness in young 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 NSW health department advice for hot weather risks and recommendations
- ensure sunscreen purchased for the preschool complies with Australian Standard AS/NZS 2604:2012.

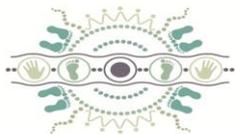
ROLE MODELLING AND WORK HEALTH AND SAFETY

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 WH&S issue. All educators and staff at each Preschool 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 (see *Sunscreen*)
- using and promoting shade
- wearing sunglasses that meet the Australian Standard 1067.1:2016 (Sunglasses: Category 2, 3 or 4)
- discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the Preschool
- 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 when participating in any programs such as centre events and excursions.
- monitoring the UV Index Levels and Daily Sun Protection times throughout the day
- regularly monitoring and reviewing the effectiveness of the *Sun Protection Policy*
- submitting the Sun Protection Policy to the Cancer Council every three years to maintain SunSmart status.

EDUCATION AND INFORMATION

- Sun protection will be incorporated regularly into learning programs for children to understand why sun safety is important and learn how to take effective sun protection, including taking leadership roles in

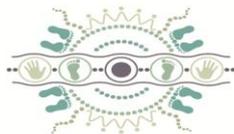


managing sun protection e.g., accessing the daily UV levels and sun protection times, hat reminders and management of sunscreen.

- SunSmart App daily UV times are promoted to guide staff, parents and children behaviour.
- 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 [Generation SunSmart](#)
- Further information and resources are available from the Cancer Council website and each state and territory SunSmart web page.
 - [Sun safety](#)
 - [SunSmart in schools and early childhood](#)
- The *Sun Protection Policy* will be made available to all educators, staff, students, families, volunteers and visitors of QDPA to ensure a comprehensive understanding about keeping sun safe including appropriate hat, clothing, and sunscreen requirements.
- When enrolling their child/ren to QDPA, parents will be required to give permission for educators to apply sunscreen to their child (either preschool or family supplied sunscreen).
- Should families not provide permission for educators to apply sunscreen to their child, the child will be required to play in an area protected from the sun (e.g. under shade, veranda or indoors). A letter from the family will be required to remove any liability of QDPA should the child experience any impact of not wearing sunscreen.
- Information about Sun Safety will be included in our Family Handbook and sun protection information and resources made accessible and communicated regularly to families.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Sun Protection Policy* will be updated and reviewed annually, or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days. Our Service will submit this *Sun Safe Policy* to the Cancer Council every three years to maintain SunSmart status (required if a SunSmart member).



AUSTRALIAN SAFETY STANDARDS

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

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

SOURCE

Australian Children's Education & Care Quality Authority. (2021). [Sun Protection- Policy Guidelines](#)

Australian Children's Education & Care Quality Authority. (2025). [Guide to the National Quality Framework](#)

Australian Government Department of Education. [Belonging, Being and Becoming: The Early Years Learning Framework for Australia. V2.0, 2022](#)

Australian Government. Bureau of Meteorology. Home page (for UV Index): <http://www.bom.gov.au/uv/>

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/>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2025).

[Education and Care Services National Regulations](#). (Amended 2025)

Kidsafe NSW. [How Hot is Too Hot To Play?](#)

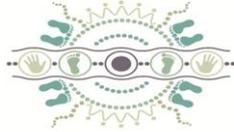
NSW Government. Department of health. (2023). [Babies and young children in hot weather](#)

Occupational Health and Safety Act 2004

Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\) \(2019\)](#).

REVIEW

Version Control	Date	Author	Description of Change
1.0	2001	QDPA	Original document
2.0-12.0	2002-2018	QDPA	Scheduled reviews



13.0	Sept 21	QDPA	<ul style="list-style-type: none"> • Document reviewed with change in leadership team in 2021. Additional related regulations & NQS references added. • Version control and description box added to clarify reviewed items/new inclusions. • Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes. • Detailed information added throughout to ensure policy reflects practice.
14.0	April 2023	QDPA	<p>Scheduled Review</p> <ul style="list-style-type: none"> • Regular policy maintenance • minor formatting edits within text • hyperlinks checked and repaired as required. • Inclusion of reference to OWNA to check UV rating
15.0	December 2024	QDPA	<p>Schedules review</p> <ul style="list-style-type: none"> • Edits reflect current evidence informed SunSmart protection guidelines: changes to the recommendation use SPF50+ sunscreen; updates to state/territory specific information; new data relating to skin cancer diagnosis now 2 in 3 Australians • policy maintenance - no major changes to policy • hyperlinks checked and repaired as required • minor formatting edits within text • recommendations from the Cancer Council incorporated
16.0	January 2026	QDPA	<ul style="list-style-type: none"> • annual policy review • reviewed and updated by Cancer Council nationally • links to resources updated • sources checked for currency and updated as required