

SUN PROTECTION POLICY

Activity Centres Incorporated (ACI) is committed to providing children with a safe environment that provides shade and other sun protection to support their learning and opportunities for play.

Australia has the highest rate of skin cancer in the world. Skin cancer, including melanoma and non-melanoma, is the most common cancer in Australia. Exposure to ultraviolet (UV) radiation in childhood is a major risk factor for the development of skin cancer later in life. By implementing a best-practice Sun Protection Policy, Early Childhood Education and Care Services can help protect staff and children from UV radiation and teach children good sun protection habits from an early age to reduce their risk.

Sun protection times are a forecast for the time-of-day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types and the policy areas should be implemented. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year. UV levels are particularly high during the summer months and highest in the middle of the day. UV levels and daily sun protection times can be accessed via the SunSmart App or Cancer Council Australia’s home page to determine sun protection requirements.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 1: EDUCATIONAL PROGRAM AND PRACTICE
QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY
QUALITY AREA 3: PHYSICAL ENVIRONMENT
QUALITY AREA 4: STAFFING ARRANGEMENTS
QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN
QUALITY AREA 4: FAMILIES AND COMMUNITIES
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
167	Protection from harm and hazard
R113	Outdoor Space- Natural environment
R114	Outdoor Space- Shade
R168	Education and care service must have policies and procedures 2 (ii) Sun protection

RELATED CHILD SAFE STANDARDS	
1	Child Safety is embedded in organisational leadership, governance and culture.
2	Children participate in decisions affecting them and are taken seriously
3	Families and Communities are informed and involved
5	People working with children are suitable and supported.
7	Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
10	Policies and Procedures document how the organisation is Child Safe

RELATED POLICIES

Child Safe Environment Enrolment Excursion Educational Program	Physical Environment Responsible Person Staffing Supervision Work, health and safety
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RECOMMENDATIONS

1. Scheduling outdoor activities Quality Area 1 – Educational program and practice, Quality Area 2 – Children’s health and safety

- UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.
- 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.
- When children are on excursions all sun protection practices are planned, organised, understood and available.

2. Shade Quality Area 3 – Physical environment

- All outdoor activities are planned to occur in shaded areas.
- Shade options are provided, maintained, and promoted to the children.
- Play-based learning activities are set up and moved throughout the day to take advantage of shade patterns.

Shade options can include a combination of portable, natural, and built shade. Cancer Council encourages regular shade assessments and the monitoring of existing shade structures, to assist in planning for additional shade.

3. Hats Quality Area 2 – Children’s health and safety

- All staff and children are required to wear SunSmart hats* that protect their face, neck, and ears.
- Children without a SunSmart hat are encouraged to play in an area protected from the sun (e.g., under shade, veranda or indoors), or are provided with a spare SunSmart hat.

* SunSmart hats include:

- Broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm).
- Bucket hats with a deep crown and brim size of at least 5cm (adults 6cm).
- Legionnaire style hats.

Baseball caps or visors do not provide enough sun protection and therefore are not recommended.

4. Clothing Quality Area 2 – Children’s health and safety

- Staff and children are required to wear SunSmart clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible.
- Children without SunSmart clothing are encouraged to play in an area protected from the sun (e.g., under shade, veranda or indoors) or are provided with spare clothing.

*SunSmart clothing includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.

Midriff, crop, or singlet tops do not provide enough sun protection and therefore are not recommended.

5. Sunscreen Quality Area 2 – Children’s health and safety

All staff and children are required to apply SPF30 (or higher) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. ☑ 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. Cancer Council recommends usage tests before applying a new sunscreen. All sunscreen is stored in a cool, dry place and the expiry dates monitored.

6. Babies Quality Area 2 – Children’s health and safety

- Babies under 12 months are not exposed to direct sunlight.
- Babies clothing, hat and shade positioning are checked regularly to ensure they continue to be well protected from UV.

The use of sunscreen on babies under 6 months is not recommended due to their sensitive skin.

7. Role Modelling of staff, families, and visitors Quality Area 1 – Educational program and practice, Quality Area 5 – Relationships with children

As part of WH&S UV risk controls and role modelling, staff, families, and visitors demonstrate SunSmart behaviours when outside, including:

- Wearing a SunSmart hat, protective clothing, and wearing sunglasses (optional)
- Applying SPF30 (or higher) broad-spectrum water-resistant sunscreen
- Promoting the use of shade
- Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service.

Sun safety is everyone’s responsibility. By being role models ourselves and leading the way with our own sun safety, we can inspire our children to be SunSmart when they step outside.

8. Education Quality Area 1 – Educational program and practice, Quality Area 4 – Staffing Arrangements, Quality Area 5 – Relationships with children

- Sun protection is incorporated regularly into learning programs. Children understand why sun safety is important and learn how to take effective sun protection actions, including taking leadership roles in managing sun protection e.g., accessing 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. Further information is available from Cancer Council NSW’s website www.sunsmartnsw.com.au

9. Information and policy availability Quality Area 6 – Collaborative partnerships with families and communities, Quality Area 7 – Governance and leadership

- Sun protection policy, procedures, requirements, and updates are made available to staff, families, and visitors.
- Sun protection information and resources are accessible and communicated regularly to families.
- All parents/families are informed of the sun protection policy including appropriate hat, clothing, and sunscreen requirements on enrolling their child in the service.

10. Implementation and Review Quality Area 4 – Staffing arrangements, Quality Area 7 – Governance and leadership

- Appoint school champion(s) to drive sun protection policy implementation and engagement.
- Management and the school champion(s) regularly monitor and review how effectively they implement their sun protection policy.
- Sun protection policies must be updated and submitted to Cancer Council NSW every three years to maintain SunSmart status.

SOURCES

SunSmart NSW <https://www.sunsmartnsw.com.au/policies-forms/>

REVIEW

POLICY REVIEWED BY	Jessie McCulloch	Role: Manager	Date: 17/04/2026
ENDORSED BY 2 PARENT COMMITTEE MEMBERS (initial/date)	K.S & G.M (28/4/26)	UPDATES/MODIFICATIONS	-Adjusted policy layout and used all information from SunSmart, inline with our membership
NEXT REVIEW DATE: October 2027			