

SUN PROTECTION

QUALITY AREA 2 | ELAA version 1.3



PURPOSE

This policy will provide:

- guidelines to ensure children, staff, volunteers, and others participating in Denzil Don Kindergarten programs and activities are protected from overexposure to ultraviolet (UV) radiation from the sun.
- information about sun protection for parents/carers, staff, volunteers, and children attending Denzil Don Kindergarten.
- guidance on the use of outdoor spaces, including adequate shading.



POLICY STATEMENT

VALUES

Denzil Don Kindergarten is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of overexposure to the sun's UV radiation.
- ensuring that curriculum planning minimises overexposure to the sun's UV radiation and promotes awareness of sun protection and sun-safe strategies.
- providing information to children, staff, volunteers, parents/carers, and others at the service about the harmful effects of exposure to the sun's UV radiation.

SCOPE

This policy applies to staff, students, volunteers, visitors, parents/carers, children, and others attending programs and activities at Denzil Don Kindergarten, including offsite excursions.

This policy will apply during the daily local sun protection times or whenever the sun's UV levels reach three or higher. Whenever this occurs, a combination of sun protection measures must be used for outdoor activities.

In Victoria, UV levels are usually three or higher from mid-August to the end of April. Please check the daily local sun protection times (*refer to Definitions*) to be sure you are using sun protection when required. Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teachers, educators and all other staff	Parents/carers	Contractors, volunteers and students
-------------------------	--	---	---	----------------	--------------------------------------

R indicates legislation requirement and should not be deleted.					
Ensuring that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met	R	R			
Taking reasonable steps to ensure that all staff follow the sun protection policy and procedures	R				
Ensuring that the <i>Sun Protection Policy</i> is readily accessible and available to all staff, volunteers and families	R	√			
Meeting the standards and requirements of the SunSmart early childhood program	R	√			
Ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au	R	√			
Monitoring the daily sun protection times for the service location, and considering sun-safe outdoor play and learning accordingly		√	√		√
Ensuring parents/carers are informed about and agree to support the <i>Sun Protection Policy</i> on enrolment, including the need to provide an appropriate sun protective hat (<i>refer to Definition</i>) and sun protective clothing (<i>refer to Definitions</i>) for their child when attending the service	R	√	√		
Applying sunscreen (<i>refer to Definitions</i>) to their child before each session during the sun protection times (<i>refer to Definitions</i>)				√	
Providing, at their own expense, an alternative sunscreen (<i>refer to Definitions</i>) that meets sunscreen requirements, to be left at the service if a child has a sensitivity to the sunscreen provided by the service				√	
Supplying sunscreen for use on all persons to whom this policy applies	R	√			
Obtaining parents/carers authority for staff to apply sunscreen to their child before the child commences at the service (<i>refer to Attachment 1</i>) and storing this authority with each child's enrolment record (<i>refer to Definitions</i>)	R	√	√		
Applying sunscreen (<i>refer to Definitions</i>) to children's exposed skin – except in cases where parents/carers have not given authority. Where possible, this should be done 20 minutes before going outdoors. Children, where appropriate, will be encouraged to apply sunscreen with the assistance of an educator (sunscreen is to be reapplied every two hours)		√	√		√
Storing sunscreen in a cool place and monitoring the expiry date – including for sunscreen supplied by parents/carers		√	√		√
Ensuring each child, and any other participant at the service, wears an appropriate sun hat (<i>refer to Definitions</i>), sun protective clothing (<i>refer to Definitions</i>), and sunscreen for all outdoor activities during the sun protection times (<i>refer to Definitions</i>)	√	√	√		√
Wearing a sun-protective hat, sun-protective clothing (<i>refer to Definitions</i>) and sunglasses (optional) when outside, applying	√	√	√		√

sunscreen and seeking shade during sun protection times (<i>refer to Definitions</i>)					
Co-operating with the employer with respect to any action taken by the employer to comply with the <i>Occupational Health and Safety Act 2004</i>		√	√		√
Providing a labelled, sun-protective hat (<i>refer to Definitions</i>) for their child's use at the service				√	
Checking that all sun protective hats (<i>refer to Definitions</i>) brought to the service meet the SunSmart recommendation for adequate protection and are labelled.	√	√	√		
Providing appropriate spare sun protective hats (<i>refer to Definitions</i>) for children and adults	√	√			
Ensuring that children without appropriate sun-protective hats (<i>refer to Definitions</i>) or sun-protective clothing (<i>refer to Definitions</i>) play in the shade or a suitable area protected from the sun	√	√	√		√
Ensuring that program planning includes the application of a combination of sun protection measures for outdoor activities during sun protection times (<i>refer to Definitions</i>)	√	√	√		
Ensuring the sun protection times (<i>refer to Definitions</i>) on the SunSmart website or the SunSmart app are accessed daily to assist with implementing this policy.	√	√	√		√
Ensuring there is adequate shade over areas for both active and passive outdoor play at the service to protect children from overexposure to UV radiation (<i>Regulation 114</i>)	R	√			
Ensuring that the availability of shade is considered in a risk assessment before conducting excursions and other outdoor events (<i>Regulations 100, 101</i>)	R	√	√		
Encouraging children to seek shade when playing outside and utilise shaded areas for outdoor equipment that is not fixed during the sun protection times (<i>refer to Definitions</i>)		√	√		√
Ensuring that information on sun protection is incorporated into the educational program (<i>refer to the SunSmart website</i>)	√	√	√		
Monitoring and, where practical, adjusting outdoor learning and play experiences to minimise direct and indirect UV exposure		√	√		√
Ensuring that sun protection strategies are a priority when planning excursions	√	√	√		
Communicating with families about SunSmart practices in general and specific expectations within the service	√	√	√		√
Reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings, websites, etc	√	√			

BACKGROUND AND LEGISLATION



BACKGROUND

Overexposure to the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world. More than two in three Australians will be diagnosed with skin cancer in their lifetime.

Young children 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 associated with an increased risk of skin cancer later in life.

A combination of sun protection measures (hats, clothing, sunscreen, shade and sunglasses) is recommended whenever UV levels are three or higher (the daily sun protection times) (*refer to Definitions*).

The sun's UV cannot be seen or felt. Regardless of the temperature or weather, it's important for people of all skin types to use sun protection whenever UV levels are three or higher.

Early childhood services can significantly reduce skin cancer risk by teaching sensible sun protection habits at a young age and implementing sun protection measures.

Under the Occupational Health and Safety Act 2004, employers must provide a healthy and safe environment for all persons who access the service's facilities and/or programs.

Legislation governing the operation of approved children's services is based on the children's health, safety, and welfare and requires that they be protected from hazards and harm.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2024

The most current amendments to listed legislation can be found at:

Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au

Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au



DEFINITIONS

The terms defined in this section relate specifically to this policy. Refer to the definitions file on the kindergarten website for regularly used terms.

Shade: well-designed and positioned [shade](#) can significantly reduce direct and indirect UV exposure and create cool, comfortable outdoor learning and play spaces. Shade can be natural (trees, shrubs, or shadow cast from nearby buildings), built (pergola, shade sails, etc.), portable (shade umbrellas, marquees, etc.) or a combination of these. Ensure shade is easily accessible, aesthetically pleasing, in good condition and regularly maintained. Use surfaces that reflect less UV, e.g., natural, dark, or rough surfaces such as grass, soil, and tanbark. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV when outdoors. Research shows that early childhood service environments with trees, shrubbery, and broken ground provide better sun protection in outdoor play and trigger more physical activity. An area sheltered from direct and indirect sun, such as a large tree, canopy, veranda, or artificial cover.

Sun protection times are forecasts from the [Bureau of Meteorology](#) for the times of the day when UV levels are forecast to be 3 and above. At these levels, there is a risk of skin damage for all skin types. In

Victoria, UV levels regularly reach 3 and above from mid-August to the end of April. You can find the sun protection times for your location on the free SunSmart Global UV [widget](#) or [app](#) at [sunsmart.com.au](#), [myuv.com.au](#), or in the weather section of the daily newspaper.

Sun protective clothing: if you can see skin, UV can reach it. [Clothing](#) can be a significant barrier between the sun's UV and your skin. Cover as much skin as possible with cool, loose-fitting clothing from densely woven cotton fabric. This includes tops covering the chest, shoulders, and arms, with elbow-length sleeves, collars, and longer-style shorts or skirts. A child wearing a singlet top or dress with thin straps must add a t-shirt or shirt before outdoor play. Singlet tops and shoestring tops/dresses do not provide adequate protection from the sun.

Sun protective hat: hats should shade the face, neck, and ears, such as a wide-brimmed or bucket hat (at least 5cm brim for young children) or legionnaire hat (make sure the front peak and back flap overlap at the sides). Caps and visors offer little protection to the cheeks, ears, and neck and are not considered suitable alternatives. They should be swapped for a sun-protective hat.

Sunscreen should be labelled SPF30, SPF50 or SPF50+, and should be broad-spectrum and water-resistant. Sunscreen should be applied to skin not protected by clothing 20 minutes before going outdoors and reapply every two hours or more frequently if sweating, towel drying or after water activities. Ensure it has an Australian Licence (Aust L) number and monitor the expiry date. Store sunscreen below 30 degrees in a supervised location and out of direct sun. From 3 years of age, children are encouraged to apply their sunscreen under staff supervision to help develop independent skills ready for school.

SunSmart: the program conducted by Cancer Council to help prevent skin cancer: [www.sunsmart.com.au](#)

Ultraviolet (UV) radiation: is a type of energy produced by the sun and some artificial sources, such as arc welders and solariums. The sun's UV is the leading cause of skin cancer. Too much UV exposure also causes sunburn, tanning, premature ageing, and eye damage. You can see the sun's light, you can feel the sun's heat, but you can't see or feel the sun's UV radiation. UV can reach you directly from the sun. It can also be reflected off different surfaces and scattered by particles in the air. Your senses cannot detect UV radiation, so you won't notice it or immediately notice any damage.

UV Index: the World Health Organization's Global Solar UV Index measures UV levels on a scale from 0 (Low) to 11+ (Extreme). Sun protection is recommended whenever UV levels are 3 (Moderate) or higher. The UV level is affected by several factors, including the time of day, time of year, cloud cover, altitude, location and surrounding surfaces. [www.who.int](#)

SOURCES AND RELATED POLICIES



SOURCES

- 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*
- Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\)](#) (2019)
- Cancer Council Australia: [www.cancer.org.au/sunsmart](#)
- *Get Up & Grow: Healthy eating and physical activity for early childhood*. Department of Health resources. Particularly Section 2 of the Director/Coordinator Book and the Staff Book: [www.health.gov.au](#)
- SunSmart: [www.sunsmart.com.au](#)
- Victorian Institute of Teaching (VIT) [The Victorian Teaching Profession Code of Conduct](#) - Principle 3.2
- [Australian Professional Standards for Teachers](#) (APST) – Standard 4.4 and 7.2
- Australian Radiation Protection and Nuclear Safety Agency: [Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation](#) (2006)

- Belonging, Being & Becoming – The Early Years Learning Framework for Australia (EYLF): www.acecqa.gov.au
- Victorian Early Years Learning and Development Framework (VEYLDF): www.acecqa.gov.au
- Victorian School Building Authority (VSBA) [Building Quality Standards Handbook \(BQSH\)](#): Section 5.1.3, 5.1.4 Shade Areas (May 2021)
- AS 4174:2018 (Amd 2019) Knitted and woven shade fabrics
- AS/NZS 1067.1:2016 (Amd 2021), Eye and face protection - Sunglasses and fashion spectacles
- AS 4399:2020, Sun protective clothing – Evaluation and classification
- AS/NZS 2604:2021 Sunscreen products - Evaluation and classification
- Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: [4. Labelling and advertising – directions for use of the product](#)

RELATED POLICIES

- Child Safe Environment and Wellbeing
- Enrolment and Orientation
- Excursions and Service Events
- Interactions with children
- Nutrition, Oral Health and Active Play
- Occupational Health and Safety
- Supervision of Children

EVALUATION



To assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback on the policy's effectiveness from educators, staff, parents/carers, children, management, and all those affected by it.
- 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.
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to it or its procedures unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



ATTACHMENTS

NIL



AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 26/04/2024.

REVIEW DATE: 26 / APRIL / 2026

