

SUN PROTECTION POLICY

QUALITY AREA 2 – VERSION 1.3



This policy was written in consultation with Cancer Council Victoria's SunSmart Program.

PURPOSE

This policy provides guidelines for Denzil Don Kindergarten to:

- Ensure children, staff, volunteers, and parents/carers are protected from overexposure to ultraviolet (UV) radiation from the sun.
- Inform parents/carers, staff, volunteers, and children about effective sun protection.
- Provide and access outdoor spaces that offer access to adequate shade.

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten staff.

VALUES

Denzil Don Kindergarten is committed to:

- Promoting sun protection for children, families, staff, and visitors to reduce the harmful effects of UV radiation
- Ensuring programming minimises exposure to UV radiation and supports awareness of sun safety
- Providing information to children, staff, volunteers, and parents/carers about the risks of UV exposure and the importance of sun protection.

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

This policy applies during daily local sun protection times or when UV levels reach 3 or higher. At these times, a combination of sun protection measures will be used for all outdoor activities.

In Victoria, UV levels are typically 3 or higher from mid-August to the end of April. Daily local sun protection times will be checked to ensure protection is used when required. Outdoor play is encouraged year-round, provided appropriate sun protection measures are in place when necessary.

Parent/Carer Responsibilities Under This Policy:
Adhere to this policy and all other service policies at all times
Apply sunscreen to your child before each session, during sun protection times
Provide a named, sun protective hat for your child's use at kinder (no caps please)
Ensure your child wears clothing that covers as much skin as possible, such as cool, loose-fitting garments made from densely woven fabric such as cotton. No singlets or shoestring dresses/tops please
Provide labelled sunscreen if your child has sensitive skin, as indicated on their enrolment form

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Ensure compliance with the Education and Care Services National Law , National Regulations , and SunSmart early childhood program requirements	R	R		
Ensure this policy remains up to date with current SunSmart recommendations and is accessible to all staff, volunteers, students, and families - via the service website denzildonkinder.org.au/policies/ and the office policy folder	R	√		
Take reasonable steps to ensure all staff follow this policy and procedures	R			
Inform parents/carers of this policy at enrolment and advise them to provide appropriate sun protective hats and clothing for their child	R	√	√	
Communicate with parents/carers about SunSmart practices and service expectations such as sun protective hats and clothing	√	√	√	√
Ensure all children and participants wear sun protective hats, clothing, and sunscreen during sun protection times	√	√	√	√
Ensure hats meet SunSmart recommendations, are clearly named, and that spare, service-owned hats are available	√	√	√	
Ensure children without appropriate clothing or hats use spare hats/clothing or play in shaded areas	√	√	√	√
Encourage children to seek shade during outdoor play		√	√	√
Provide sunscreen and obtain parent/carer authorisation for its application, storing this with each child's enrolment record	R	√	√	
Apply sunscreen to children's exposed skin (with authorisation) before outdoor activities, and reapply every two hours - children should be supported to be independent with application		√	√	√
Monitor daily sun protection times and manage outdoor activities accordingly		√	√	√
Monitor daily sun protection times via the SunSmart website or app and plan outdoor activities accordingly	√	√	√	√
Ensure program planning incorporates a combination of sun protection measures and prioritises sun safety during excursions and outdoor activities	√	√	√	
Provide adequate shade in outdoor areas (Regulation 114) and consider shade in risk assessments for excursions and outdoor events (Regulations 100, 101)	R	√	√	
Include sun protection education in the program and communicate SunSmart practices and expectations to families	√	√	√	

BACKGROUND & LEGISLATION

BACKGROUND

Overexposure to ultraviolet (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, with more than two in three Australians diagnosed in their lifetime.

Young children are particularly vulnerable to UV damage due to their developing skin. Exposure during childhood significantly increases the risk of skin cancer later in life.

UV radiation cannot be seen or felt, and protection is required regardless of temperature or weather whenever UV levels are 3 or higher (daily sun protection times). A combination of sun protection measures—including hats, protective clothing, sunscreen, shade, and sunglasses - is recommended during these times.

Under the *Occupational Health and Safety Act 2004*, Denzil Don Kindergarten must provide a safe and healthy environment for all individuals accessing the service. In addition, legislation requires that children are protected from hazards and harm, including exposure to UV radiation.

LEGISLATION & 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. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

Sun protection times: a forecast from the Bureau of Meteorology for the times of day when UV levels are 3 and above – levels that pose 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.

Sun protective clothing: clothing that covers as much skin as possible. Cool, loose-fitting clothing made from densely woven fabric like cotton is recommended including tops that cover the chest, shoulders and arms, with elbow length sleeves and collars and longer style shorts or skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun and should be avoided.

Sun protective hat: a hat that shades 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 are not considered suitable for kindergarten.

Ultraviolet (UV) radiation: energy produced by the sun (an artificial sources). It is the main cause of skin cancer.

UV Index: 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 or higher.

SOURCES & 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](#)
- [SunSmart](#)
- 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](#) (2006)
- *Belonging, Being & Becoming – The Early Years Learning Framework for Australia (EYLF) & Victorian Early Years Learning and Development Framework (VEYLDF)*: www.acecqa.gov.au
- Victorian School Building Authority (VSBA)
- 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
- [TGA Australian regulatory guidelines for sunscreens:](#)

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, we will:

- seek feedback from all parties 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 any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).

ATTACHMENTS

NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 24/05/2026.

REVIEW DATE: 24 / MAY / 2028

