



Policy No: CE-POL-16/2.2/2012

# Sun Protection Policy

**Custodian:** Management  
Committee

**Custodian Contact:**  
[dl.5363.administration@schools.  
sa.edu.au](mailto:dl.5363.administration@schools.sa.edu.au)

**Version No:** 2.2

**Approved By:**  
Burcu Subasi  
Chairperson

**On behalf of the Management  
Committee.**

**Approval Date:** 27/3/2025

**Next Review Date:** 27/3/2028

**Supersedes:**  
Skin Protection Policy Version  
2.1

## 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. A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. 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. Extra care will be taken during peak UV times of the day to ensure outdoor experiences are set up in the shade, or scheduled outside of peak times where possible. Display and use the UV Index to source the daily sun protection times. Use the appropriate sun protection measures during the implementation times detailed below, including wearing appropriate clothing, hats and sunscreen.

A combination of sun protection measures are considered when planning outdoor activities such as excursions & water based activities.

## 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/> 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 in children's rooms. For work health and safety and role modelling, when the UV is 3 and above, staff are required to practice SunSmart behaviours including wearing sun protective hats, clothing, and sunglasses (optional) when outside, applying SPF 50+ broad-spectrum, water-resistant sunscreen and seeking shade whenever possible
- 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 Sun Smart behaviours.
- Sun protection and skin awareness will be incorporated into 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.
- Posters will be displayed and literature will be available to families.
- Sun protection will be regularly promoted through newsletters and information handbooks.

### 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 backs, collars and long sleeves, and long trousers/skirts offer the best protection. However elbow length sleeves and knee length shorts & skirts may be more appropriate and offer an acceptable compromise.

Children wearing tops and dresses without backs or sleeveless/midriff tops are required to wear a t-shirt or shirt over the top before going outside, otherwise they will need to play inside or under the verandah. See [Clothing Policy](#) for more detail .

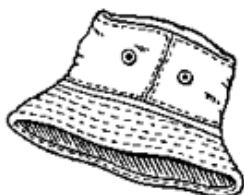
### Hats

- 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.(The Centre has some spare hats available for child use)
- Children not wearing an appropriate sunsafe hat will be directed to play under the verandah or other areas protected from the sun. If they choose not to do this, then they will need to return inside.
- 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 , 20 minutes before going outdoors, and reapply every 2 hours (or sooner if wiped or washed off) if remaining outdoors.**

- The centre will provide SPF 50+ broad spectrum sunscreen for use by children and adults. If parents want their child to use a different brand of sunscreen, then the parents will need to supply this and complete relevant documentation.
- 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.
- Parents are encouraged to apply sunscreen to their child upon arrival (after 8:30am).

## 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 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 as much as possible 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**. (The widespread use of sunscreen on babies under 6 months is not recommended as they have sensitive skin and may be more likely to suffer a reaction).

## Enrolment and Information for families

When enrolling their child, parents will be:

- Informed of the Sun 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
- Informed that if they want their child to use a different brand of sunscreen (than the one provided by the Centre) then the parents are responsible for providing this and will be required to complete relevant documentation.

## 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/sa/forecasts/adelaide> 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.

## Policy Promotion

Sun protection information and the sun protection policy is regularly promoted to the whole centre community including staff, volunteers and families through newsletters, displays, the centre website and in enrolment packs.

## 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

Reg 170 Policies and procedures to be followed

Reg 171 Policies to be kept available

Reg 172 Notification of change to policies or procedures

## 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 11/3/25 at

<https://www.cancersa.org.au/prevention/sunsmart/sunsmart-program/early-childhood-centres/resources-early-childhood/#policy-documents>

Cancer Council SA, "Sunsmart Program early childhood policy guidelines", 2024 accessed online 11/3/25 at

[www.cancersa.org.au/uploads/sunsmart/SS\\_ECC\\_Policy\\_Guidelines](http://www.cancersa.org.au/uploads/sunsmart/SS_ECC_Policy_Guidelines)

Cancer Council Australia position statements accessed on line 28/7/21 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.
2.1	Cancer Council SA & Management Committee	Alison Cooksley Chairperson	18/05/22	Minor content changes, removal of paragraph about sunglasses- based on feedback from Cancer Council SA as part of Sunsmart renewal Updated review history & dates for review
2.2	Cancer Council SA & Management Committee Educators & Families	Burcu Subasi Chairperson	27/03/25	Minor content changes Inserted paragraph about Policy Promotion Updated review history & dates for review