



# **SUN PROTECTION POLICY P4.0323.4**

## SUN PROTECTION POLICY

**DIRECTORATE:** Sport, Community and Activation  
**BRANCH:** Community Outcomes - Family Day Care  
**CATEGORY:** 3

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### 1. Purpose

- 1.1. The purpose of this Policy is to provide guidance to educators on best practice recommendations and Service expectations in relation to protecting children from the sun and teaching them about the effects of the sun whilst encouraging outdoor physical play every day.

### 2. Alignment with Community Strategic Plan

- 2.1. Council's Community Strategic Plan 2036 identifies five key directions to guide Council towards achievement of the vision for Camden to 2036 that "Camden is a connected, diverse, and thriving community, embracing opportunities of growth, while valuing our rich heritage and protecting and sharing responsibility for our natural environment". The following objectives and strategies are applicable to this Policy and relevant to the key direction of Welcoming, embracing our vibrant and diverse community:

- W2 - Our community is healthy and active with access to open space, facilities and services that support wellbeing.
  - W2.2 - Promote and facilitate programs and services that support good community health and wellbeing.

### 3. Scope

- 3.1. This Policy applies to:

- Camden family Day Care (FDC) staff
- Educators
- Residents (of educators' residences)
- Parents/Guardians and families (of children enrolled in the service)
- Children (enrolled in the service and visiting)
- Visitors.

### 4. Objectives

- 4.1. The main objectives of this Policy are to:

- Ensure children are provided with safe environments and outdoors play opportunities that protect them from exposure to the sun.

- Promote sun safe practices and support children’s learning about the dangers of UV radiation and how to protect themselves.

## **5. Policy Statement**

### **5.1. Planning**

- 5.1.1. The safety, health and wellbeing of children is our number one priority. Educators will protect children from the UV radiation of the sun, as well as burns from exposure to surfaces heated by the sun.
- 5.1.2. Educators and staff will role model quality educational practices, including sun safe practices.
- 5.1.3. Sun protection and sun safe practices are included in the educational program and promoted to families.
- 5.1.4. The Service will fulfill the requirements of the Cancer Council Sun Smart program to stay up to date and be a Sun Smart Education and Care Service.

### **5.2. Being Outdoors**

- 5.2.1. UV levels and daily sun protection times are monitored by FDC educators and used to plan daily activities and ensure a correct understanding of local sun protection requirements. A combination of sun protection measures will be used whenever UV Index levels reach three and above. These measures include:
  - **Slip** on sun protective clothing.
  - **Slop** on sunscreen.
  - **Slap** on a sun protective hat.
  - **Seek** shade.
  - **Slide** on sunglasses where possible.
- 5.2.2. Sun protection practices must be considered in the planning of excursions or regular outings and implemented whilst out of the service.
- 5.2.3. As part of WH&S UV risk controls and role modelling staff and educators will demonstrate SunSmart behaviours as required when outdoors with children.
  - 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.

- 5.2.4 As part of UV risk controls and to role model safety, staff and educators will encourage families attending organised events to demonstrate SunSmart behaviours as required when outdoors.

### 5.3. Shade

- 5.3.1. All outdoor activities will be planned to occur in shaded areas wherever possible in consideration with UV index.
- 5.3.2. Ensure shade is easily accessible, aesthetically pleasing, in good condition and regularly maintained. Research shows that preschool environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.
- 5.3.3. Shade options can include a combination of portable, natural and built shade.
- 5.3.4. Activities will be moved throughout the day to take advantage of shade patterns.
- 5.3.5. The educator will provide and maintain adequate shade for outdoor play within the FDC residence and environment.
- 5.3.6. Shade assessments are conducted upon registration and reviewed annually to monitor the condition and effectiveness of existing shade structures and assist in planning for additional shade.

### 5.4. Hats

- 5.4.1. Educators, staff and children are required to wear SunSmart hats that protect their face, neck and ears when outdoors.
- 5.4.2. A SunSmart hat is a:
- Legionnaire hat.
  - Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).
  - Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).

**Note:** Baseball caps or visors do not provide enough sun protection and are not recommended as a suitable alternative.

- 5.4.3. Children without a SunSmart hat can be provided with a spare hat or will be asked to play in an area protected from the sun (e.g., under shade, veranda or indoors).

### 5.5. Clothing

- 5.5.1. When outdoors, educators, staff and children will wear SunSmart clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing:

- Loose fitting shirts and dresses with sleeves and collars or covered neckline.
- Longer style skirts, shorts and trousers.
- Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

5.5.2. Children who are not wearing SunSmart clothing are provided with spare clothing or encouraged to play in an area protected from the sun (e.g., under shade, veranda or indoors).

## **5.6. Sunscreen**

5.6.1. SPF30 (or higher) broad-spectrum and water-resistant sunscreen (aerosols are not recommended) should be applied to skin in accordance with the manufacturer's directions (20 minutes before going outdoors and re-applied every 2 hours or more frequently if sweating or swimming).

5.6.2. Where children have allergies or sensitivities to sunscreen, families are asked to provide an alternative sunscreen or children are encouraged to play in the shade.

5.6.3. Where appropriate, children are encouraged and supported to apply their own sunscreen under the supervision of educators.

5.6.4. Educators will ensure good hygiene practices are in place for the application of sunscreen, and this will include strategies for the prevention of cross infection.

5.6.5. Permission to apply sunscreen is included in the service enrolment form. Where children have allergies or sensitivity to the sunscreen, parents/guardians are asked to provide an alternative sunscreen, or the child encouraged to play in the shade.

5.6.7. All sunscreen is stored in a cool, dry place and the expiry dates monitored.

## **5.7. Education**

We create opportunities for children to learn and develop, and this includes incorporating sun protection awareness into the program.

5.7.2. Children understand why sun safety is important and learn how to take effective sun protection actions such as hat wearing, sunscreen application and accessing daily UV levels.

5.7.3. Strategies for teaching sun protection in the service will be based on children actively practicing and monitoring their own implementation of sun protection strategies as active learners.

5.7.4. UV radiation can be high even on cool and overcast days. The level of radiation is measured, and sun protection times issued by the Bureau of Meteorology when the UV Index is forecast to reach three or above. FDC educators should refer to the daily UV times relevant to their local area to guide their decisions about outdoor play. UV Index forecasts and recommended sun protection times of the day are accessible through mobile applications such as weather apps or the Cancer Council SunSmart app.

- 5.7.5. Visitors will be informed of the service Sun Protection Policy and procedures through the induction process.
- 5.7.6. We encourage involvement by families in our educational program and see them as valuable partners in promoting the importance of sun protection.
- 5.7.7. Sun protection information is communicated regularly to families.
- 5.7.8. The service will keep up to date with new information from the Cancer Council and other leading sun protection agencies.

### **5.8. Infants**

- 5.8.1. All babies under 12 months are kept out of direct sun when UV levels are forecast to reach three or higher.
- 5.8.2. Physical protections such as shade, clothing and broad-brimmed hats are the best sun protection measures. If babies are kept out of the sun or well protected from UV radiation by clothing, hats and shade, then sunscreen need only be used occasionally on very small areas of a baby's skin.
- 5.8.3. The widespread use of sunscreen on babies under 6 months is not recommended.

## **6. Roles and Responsibilities**

### **6.1. Approved Provider**

- Ensure that obligations under *the Education and Care Services National Law* and *Education and Care Services National Regulations* are met through appropriate policy and procedures.
- Ensure the nominated supervisor and co-ordination unit have access to appropriate resources for the development, implementation, training and ongoing management of this policy and its related procedures.
- Ensure the *Sun Protection* policy and related procedures are in place.
- Take reasonable steps to ensure that the nominated supervisor, educators and staff follow the policy and procedures.
- Ensure access to an adequate supply of in-date sunscreen for staff.
- Ensure that copies of the policy and procedures are readily accessible to Nominated Supervisors, educators, staff, students and families, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will affect the fees and charges and/or significantly impact the service's education and care of children or the family's ability to utilise the service.

## 6.2. Nominated Supervisor

- Complete responsibilities as delegated by the approved provider.
- Implement the *Sun Protection* policy and procedures, ensuring all action plans that are in place are conducted.
- Assist educators to assess and plan the use of their environments in relation to sun safety and in gathering data and information to inform the educational program and their practices.
- Ensure educators monitor the UVI daily and identify when and how any sun protection changes need to occur.
- Ensure educators and staff understand their role and responsibility in relation to the *Sun Protection policy*.
- Promote sun safe practices with all children, families, educators, service staff and volunteers or visitors within the service.

## 6.3. Staff

- Ensure they follow Camden FDC policy and procedures and implement and maintain all requirements under these and as directed by the nominated supervisor.
- Implement the *Sun Protection* policy and procedures.  
Monitor and ensure educators' practices and environments align with the *Sun Protection* policy and procedures and required actions are in place.
- Provide up to date Sun Smart information received from recognised authorities such as SunSmart or Cancer Council in all newsletters, staff meetings and ongoing training.
- Assist educators to develop and implement Sun Smart strategies for children's protection and independence.
- As part of WH&S UV risk controls and role modelling, demonstrate SunSmart behaviours as required when outside with children.

## 6.4. Educators

- Ensure they conduct themselves and their FDC service practices in accordance with all legislative requirements and Camden FDC policy and procedures and as directed by the nominated supervisor.
- Are aware of and understand that in the case of a FDC education and care service the obligation of an Approved Provider is also the obligation of the FDC educator.
- Be familiar with and implement the *Sun Protection* policy and procedures.

- Monitor the UVI daily and manage outdoor play and learning accordingly.
- Ensure access to an adequate supply of in-date, appropriate sunscreen for children. Ensure children apply sunscreen adequately 20 minutes before going outdoors and reapply every two hours or more often if engaging in water play
- Monitor the impact of sun on play equipment and surfaces that children will be touching and using such as soft fall mats, artificial surfacing, etc.
- As part of WH&S UV risk controls and role modelling, demonstrate SunSmart behaviours as required when outside with children.
- Communicate with families about sun safe practices in general and specific expectations within the service (e.g., wearing protective clothing).

#### **6.5. Families**

- Be aware of and follow the service's *Sun Protection* policy and procedures.
- Send children to the service in appropriate clothing that offers sun protection.
- Provide the service with appropriate sunscreen for their child if required due to sensitivities or allergies.
- When attending organised FDC events, demonstrate SunSmart behaviours as required outdoors.

### **7. Reporting**

- 7.1. Breaches of this policy may be reportable under the scope of the National Quality Framework.

### **8. Evaluation**

- 8.1. The success of this Policy will be measured by no reported breaches in practice.

### **9. Review**

- 9.1. This Policy will be reviewed every three years or more frequently as required.

### **10. Definitions**

**Approved Provider**

means a person who holds a provider approval *Children (Education and Care Services) National Law (NSW)*. A provider approval authorises a person to apply for one or more education and care service approvals and is valid in all jurisdictions.

<b>Co-ordination Unit</b>	means the Camden FDC principal office and main faculty for running the Service from which Camden FDC employees work.
<b>Educational program</b>	means a program that is based on an approved learning framework and is delivered in accordance with the framework. It is based on the developmental needs, interests and experiences of each child and is designed to consider the individual differences of each child.
<b>Educator</b>	means an individual suitably qualified and registered by Camden FDC to provide education and care and can refer to the FDC educator as the business owner, educator assistant or relief educator.
<b>Family Day Care FDC</b>	means a type of education and care service that is run from the educator's own residence or an approved venue for the purpose of educating and caring for small groups of children aged 0-12 years.
<b>FDC Service</b>	means the FDC education and care business of each individual educator or reference to Camden Council FDC service.
<b>Risk assessment</b>	means a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking and determining suitable mitigations.
<b>Shade</b>	means areas protected from the sun. Well-designed and positioned shade can significantly reduce direct and indirect UV exposure and create cool, comfortable spaces for outdoor learning and play. 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.
<b>Sunscreen</b>	means a protective barrier rubbed on skin (cream or lotion is recommended) that works by filtering out most of the UV radiation from sunlight reaching the skin. This occurs in two ways, by scattering and/or absorbing UV radiation.
<b>Sun Protection Times</b>	means a forecast from the Bureau of Meteorology showing when UV levels will be three and above.
<b>Sun Protection Factor (SPF)</b>	means the Australian standard for sunscreen. The SPF indicates the level of protection provided against Ultraviolet Radiation (UVR).

<b>SunSmart Program NSW</b>	means a program run by the Cancer Council NSW to assist Education and Care services with implementing sun safe practices including the development of policy and procedures. Services can choose to join the program and have their policy reviewed and endorsed by the Cancer Council.
<b>Ultraviolet Index (UVI)</b>	means the measurement of UV levels. 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 when UV levels are three (Moderate) or higher. The UV level is affected by a number of factors including the time of day, time of year, cloud cover, altitude, location and surrounding surfaces.
<b>Ultraviolet Radiation (UVR)</b>	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 main 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 cannot 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 will not notice it is all around you and you will not notice any skin damage until it has been done.

## **11. Related Materials**

### **11.1. Related Legislation**

- Children (Education and Care Services) National Law (NSW)
- Education and Care Services National Regulations
- *Health Records and Information Privacy Act 2002*
- National Quality Framework; Australian Children's Education and Care Quality Authority (ACECQA)
- *Work Health and Safety Act 2011*

### **11.2. Related Policies and Procedures**

- Assessment and Reassessment of Residences and Venues for FDC Policy
- Emergency Response Policy
- Enrolment and Orientation Policy
- Excursions Policy
- Incident, Injury, Trauma, and Illness Policy
- Providing a Child Safe Environment Policy
- Safe Transportation of Children Policy

- Visitors Policy
- Water Safety Policy

### **11.3. Other Guidance Material**

- [Cancer Council NSW](#)
- [Guide to the NQF | ACECQA](#)

## Camden Council – Family Day Care Sun Protection Policy

Approval and Review	
<b>Responsible Branch</b>	Community Outcomes
<b>Responsible Manager</b>	Manager Community Outcomes
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Version Control				
Version	Date Adopted	Approved By	EDMS Ref.	Description
1	01/07/2005			New
2	01/04/2019			
3	14/04/2022	ELG	22/180140	Minor amendments, name changed from Sun Safety
4	24/03/2025	ELG	22/180140	Changed to reflect Sun Smart recommendations

