



BOURKE AND DISTRICT CHILDREN'S SERVICES

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

POLICY NAME: SUN SAFETY

POLICY STATEMENT

Sun protection is critically important in the Bourke climate and our organisation has developed this policy to ensure children can enjoy the outdoors safely. The safety, health and wellbeing of children is our number one priority and by implementing this policy, we can help protect all children and staff from the harmful effects of ultraviolet (UV) radiation from the sun and teach children good sun protection habits from an early age to reduce their risk. We are committed to providing children with a safe environment that provides shade and other sun protection to support their learning and opportunities for play.

BACKGROUND

The Education and Care Services National Regulations requires Approved Providers to ensure their services have policies and procedures in place in relation to sun protection. Much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Children up to four years of age are particularly vulnerable to UV damage due to lower levels of melanin and a thinner stratum corneum (the outermost layer of skin). UV damage during childhood and adolescence is associated with an increased risk of skin cancer later in life. This policy applies to all activities on and off site, including excursions.

OVERALL STRATEGIES / HOW WILL IT BE DONE?

SCHEDULING OUTDOOR ACTIVITIES

- Outdoor play experiences are an important part of our children's healthy growth, learning, wellbeing, and development. UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.
- A combination of sun protection measures that will be used when outdoors, include:
 - **Slip** on clothing that covers as much skin as possible
 - **Slop** on sunscreen
 - **Slap** on a hat
 - **Seek** shade
 - **Slide** on sunglasses where possible.

SHADE

- The service's outdoor environment includes rough and uneven natural surfaces which reflect less UV than smooth, shiny, light-coloured surfaces.
- 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.
- Our services regularly monitor existing shade structures, to assist in planning for additional shade.

SUNSMART HATS

- All staff and children are provided with their own SunSmart hat to protect their face, neck and ears and are required to wear it when outdoors.
- Children unwilling to wear a SunSmart hat are encouraged to play in an area protected from the sun.
- 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 suitable)

SUNSMART CLOTHING:

- All staff and children are required to wear SunSmart clothing that covers as much of the skin (including the shoulders, back and stomach) as possible.
- Children without SunSmart clothing are provided with spare clothing or are encouraged to play in an area protected from the sun.
- SunSmart clothing includes:
 - 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 suitable)



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SUNSCREEN

- All children are required to apply SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors in the sun, and reapply every 2 hours. This practice is embedded into daily room routines and sunscreen is available in all rooms. Staff are strongly encouraged to follow the same routine.
- If parents/carers do not consent to sunscreen being applied, our services will take reasonable measures to ensure their child's safety.
- Children are supported to apply their own sunscreen and are guided to ensure it is thoroughly rubbed into all exposed skin.
- Permission for educators to apply sunscreen to children is included in the child's enrolment form.
- If a child requires a specific sunscreen that differs from the one provided by the service, parents/carers will be asked to supply it. The product must be clearly labelled with the child's name, and a Non-Prescription Medication Form must be completed.
- The Cancer Council recommends conducting a usage test before applying a new sunscreen to ensure there are no adverse reactions.
- All sunscreen is stored in a cool, dry place, and expiry dates are regularly monitored.
- Parents/carers are requested to apply SPF50+ broad-spectrum water-resistant sunscreen to their child 20 minutes before arriving at the service, to allow their child to participate in outdoor play immediately upon arrival.

ROLES AND RESPONSIBILITIES

THE APPROVED PROVIDER/NOMINATED SUPERVISOR WILL:

- Ensure there are policies and procedures in place for sun protection and take reasonable steps to ensure those policies and procedures are followed.
- Ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure all staff (including casual staff) receive information and induction training to fulfil their roles effectively, including being made aware of the Sun Safety Policy, their responsibilities in implementing it, and any changes that are made over time.
- Ensure students, visitors and volunteers have knowledge of and adhere to this policy.
- Promote sun safe practices with all children, families, educators, and staff within the service.
- Provide adequate shading over areas for outdoor play activities
- Ensure access to an adequate supply of in-date sunscreen for all staff and children.
- Ensure sun protection is incorporated regularly into learning programs so that children understand why sun safety is important and learn how to take effective sun protection actions.

EDUCATORS WILL:

- Act as role models and demonstrate SunSmart behaviours by:
 - Wearing a SunSmart hat, protective clothing, and wearing sunglasses (optional)
 - Applying SPF50+ 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
- Support children to apply their own sunscreen and help when necessary to ensure it is thoroughly rubbed in on all areas of exposed skin (educator to wear disposable gloves and dispose of these before assisting a different child).
- Ensure that children are wearing appropriate hats and clothing, provide spare options if necessary, otherwise encourage children to play in an area protected from the sun.
- Ensure children have access to water at all times throughout the day and offer extra feeds/drinks to babies during hot weather to avoid dehydration.
- Be aware of the signs and symptoms of heat-related illness and implement first aid as required.
- Keep children indoors during severe heat events.
- Ensure fans/air conditioning are used to help keep children cool.
- Monitor the impact of sun on play equipment and surfaces that children will be touching and using.
- Communicate with families about sun safe practices in general and specific expectations within the service.



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FAMILIES WILL:

- Ensure children attend the service wearing sun safe clothing.
- Apply SPF50+ broad-spectrum water-resistant sunscreen to their child 20 minutes before arriving at the service, to allow their child to participate in outdoor play immediately upon arrival.
- Complete the child's enrolment form, stating whether they give permission for educators to apply sunscreen to their child.
- Understand that if they do not consent to sunscreen being applied to their child, our services will ensure the child's safety by allowing outdoor play only in areas protected from the sun.
- Supply sunscreen for their child if they require a specific one which differs from the one provided by the service. Ensure this product is clearly labelled with the child's name, and the service is notified in writing.

CONTINUOUS IMPROVEMENT/REFLECTION

Our Sun Safety Policy will be reviewed annually, or earlier if there are changes to legislation, ACECQA guidance, or any incidents related to the policy. This review will be conducted in consultation with children, families, and staff.

CHILD SAFE STANDARDS

Standard 1	Child safety is embedded in organisational leadership, governance, and culture
Standard 2	Children participate in decisions affecting them and are taken seriously
Standard 3	Families and communities are informed and involved
Standard 4	Equity is upheld and diverse needs are taken into account
Standard 5	People working with children are suitable and supported
Standard 7	Staff are equipped with the knowledge, skills, and awareness to keep children safe through continual education and training

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDRENS HEALTH AND SAFETY

2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Wellbeing and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest, and relaxation.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

QUALITY AREA 3: PHYSICAL ENVIRONMENT

3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
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EDUCATION AND CARE SERVICES NATIONAL REGULATIONS AND NATIONAL LAW

Sec. 167	Offence relating to protection of children from harm and hazard
100	Risk assessment must be conducted before excursion
113	Outdoor space – natural environment (centre-based services)
114	Outdoor space – shade (centre-based services)
168(2)(a)(ii)	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be available
172	Notification of change to policies and procedures

STATUTORY LEGISLATION & CONSIDERATIONS

[Children and Young Persons \(Care and Protection\) Act 1998](#)
[Education and Care Services National Law Act 2010 \(Amended 2023\)](#)
[Education and Care Services National Regulations \(Amended 2023\)](#)



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SOURCES

Acknowledgement to Community Early Learning Australia and Childcare Centre Desktop.
 Australian Children's Education & Care Quality Authority (ACECQA). (2025).
 Australian Children's Education & Care Quality Authority (ACECQA). (2021). [Sun Protection. Policy Guidelines](#).
 Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0](#), 2022.
 Early Childhood Australia Code of Ethics. (2016).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017). (Amended 2023).
 Guide to the National Quality Framework. (2017). (Amended 2025). [Guide to the National Quality Framework](#).
 Revised National Quality Standard. (Amended 2025).
 Starting Blocks. (ND). [Sun Protection Tips](#).
 SunSmart. (ND). [Early Childhood Education and Care Program](#).

RELATED POLICIES

- Clothing and Comfort Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Excursions and Incursions Policy
- First Aid Policy
- Physical Learning Environment Policy
- Supervision Policy
- Water Safety Policy

RELATED DOCUMENTS

- Enrolment Form
- Service Risk Assessment

POLICY REVIEWED	NEXT REVIEW DATE	POLICY REVIEWED BY
OCTOBER 2025	OCTOBER 2026	Charlotte Parnaby
MODIFICATIONS	<ul style="list-style-type: none"> • Sunscreen section updated to include measures for when consent is not provided • Annual policy maintenance • Updated legislation and other links where necessary 	
POLICY REVIEWED	PREVIOUS MODIFICATIONS	POLICY REVIEWED BY
MAY 2024	<ul style="list-style-type: none"> • New policy format • Child Safe Standards added • Regulation amendments incorporated 	Prue Ritchie
JANUARY 2021		Prue Ritchie