

SUN PROTECTION POLICY

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|----------------------------------|--|---|--------------------------|
| Policy Number | Sun Protection Policy | Version Number | 5.00 |
| Drafted by | Director of Education | Approved Date: Review Date: | March 2026 April 2028 |
| Responsibility | The Board of Bubup Womindjeka Family and Children’s Centre Association (Inc.) | | |
| Related Service Policies | <ul style="list-style-type: none"> Excursions and Service Events Policy Nutrition and Active Play Policy | <ul style="list-style-type: none"> Occupational Health and Safety Policy Supervision of Children Policy | |
| Legislation and Standards | <p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> <i>Child Wellbeing and Safety Act 2005 (Vic) (Part 2: Principles for Children)</i> <i>Education and Care Services National Law Act 2010: Section 167</i> <i>Education and Care Services National Regulations 2011: Regulations 113, 114, 168(2)(a)(ii)</i> <i>National Quality Standard, Quality Area 2: Children’s Health and Safety</i> <ul style="list-style-type: none"> Standard 2.3: Each child is protected Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury <i>Occupational Health and Safety Act 2004</i> <i>Children’s Services Act 1996</i> <i>Children’s Services Regulations 2009</i> | | |
| Sources | <ul style="list-style-type: none"> AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 <i>General considerations</i>, 6.3.9 <i>Shade and sun protection</i>, Appendix A <i>Shade and sun protection</i> AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles AS/NZS 4399:2017, Sun protective clothing - Evaluation and classification AS/NZS 2604:2012 Sunscreen products - Evaluation and classification Australian Government Therapeutics Goods Administration (TGA) – Australian regulatory guidelines for sunscreens: 10. Labelling and advertising – directions for use of the product Cancer Council Australia: www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sunsmart-in-schools <i>Get Up & Grow: Healthy eating and physical activity for early childhood</i>. Department of Health resources. Particularly Section 2 of the Director/Coordinator Book and the Staff Book: Get Up & Grow – Healthy eating and physical activity for early childhood – Resource collection Australian Government Department of Health SunSmart: www.sunsmart.com.au | | |

AUTHORISATION

This policy was adopted by the Bubup Womindjeka Family and Children’s Centre Board of Governance on 15th of August 2016.

PURPOSE

This policy will provide:

- guidelines to ensure children, educators, volunteers and others participating in Bubup Womindjeka Family and Children’s Centre programs and activities are protected from too much ultraviolet (UV) radiation exposure
- information for parents/guardians, educators, volunteers and children attending Bubup Womindjeka Family and Children’s Centre regarding UV radiation exposure.

PRINCIPLES

Bubup Womindjeka Family and Children's Centre is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to UV radiation, while allowing some UV exposure for vitamin D requirements
- ensuring that curriculum planning will minimise over exposure to UV radiation and also promote an awareness of sun protection and sun safe strategies
- providing information to children, educators, staff, volunteers, parents/guardians and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending Bubup Womindjeka Family and Children's Centre.

This policy will apply from mid-August until the end of April each year. During this period a combination of sun protection measures are to be used for all outdoor activities.

Sun protection may also be required at other times of the year when the UV Index level is at 3 or above. Information about the sun protection times and UV Index level is available in the weather section of the daily newspaper, on the SunSmart website at: www.sunsmart.com.au, as a free SunSmart app and as a free widget that can be added to websites.

The sun protection times are a forecast from the Bureau of Meteorology for the time of day UV levels are forecast to reach 3 or higher. At these levels, sun protection is recommended for all skin types. In Victoria, UV levels regularly reach 3 or higher from mid-August to the end of April.

The best source of vitamin D is UVB radiation from the sun. UV radiation levels vary depending on location, time of year, time of day, cloud coverage and the environment.

For most people, adequate vitamin D levels are reached through regular incidental exposure to the sun. When the UV Index is 3 or above (such as during summer), most people maintain adequate vitamin D levels just by spending a few minutes outdoors on most days of the week.

In late autumn and winter in some southern parts of Australia, when the UV Index falls below 3, spend time outdoors in the middle of the day with some skin uncovered. Being physically active (e.g., gardening or going for a brisk walk) also helps boost vitamin D levels.

The same care must be taken if the UV is 3 or 6 or 9 or 12. Upon advice from SunSmart, when the UV is extreme (8 or higher) extra caution will be taken, but taken into consideration the important health, wellbeing and developmental benefits of outdoor play, outdoor play time with all sun protection measures in place will not be restricted.

Special note regarding infants (See Attachment 1: Sun protection for babies and toddlers – SunSmart)

SunSmart practices consider the special needs of infants. Physical protection 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. The widespread use of sunscreen on babies under 6 months old is not recommended.

DEFINITIONS

The terms defined in this section relate specifically to this policy.

Clothing for sun protection: Clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

Shade: An area sheltered from direct and indirect sun, such as a large tree, canopy, verandah or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun's UV by 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV overexposure when outdoors. Research shows that spacious preschool environments with trees, shrubbery, and broken ground not only provides better sun protection in outdoor play but also triggers more physical activity.

Sunglasses: Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wrap-around style that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.

Sunscreen: SPF 30 or higher, broad-spectrum, water-resistant sunscreen. Sunscreen should be reapplied every two hours, even when labelled 4 hours water resistance. Monitor the expiry date and store in a cool, dry place. From 3 years of age, children are encouraged to apply their own sunscreen under supervision of staff.

SunSmart: The name of the program conducted by Cancer Council Victoria to help prevent skin cancer and maintain vitamin D: www.sunsmart.com.au

Sunhat: To help protect the neck, ears, temples, face and nose, SunSmart recommends broad-brimmed, legionnaire or bucket-style hats. Baseball caps and visors offer little protection to the cheeks, ears and neck, and are not considered a suitable alternative.

BACKGROUND AND IMPLEMENTATION

Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Infants and toddlers 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 accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

ROLE RESPONSIBILITIES

The Approved Provider (Board of Governance) is responsible for:

The Bubup Womindjeka Family and Children's Centre Board is the Approved Provider and has ultimate responsibility for the management and control of the service.

The Board delegates operational responsibility and day to day management of the service to the Nominated Supervisor and monitors the performance of the organisation, including responsibilities contained in this policy, through regular reporting and by ensuring appropriate resources are available to carry out the organisation's functions.

The Nominated Supervisor and Responsible Person/s in day-to-day charge is responsible for:

- maintaining membership of the SunSmart early childhood program
- ensuring that this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au
- ensuring parents/guardians are informed about the *Sun Protection Policy* on enrolment, including the need to provide an appropriate sunhat and clothing for sun protection (refer to *Definitions*) for their child when attending the service
- providing a supply of sunscreen for use on all persons to whom this policy applies
- ensuring parents/guardians provide consent for staff to apply sunscreen prior to their child commencing at the service and that this is stored with each child's enrolment record
- ensuring children wear appropriate sunhats, clothing for sun protection and sunscreen when attending the service
- providing appropriate spare sunhats for children and adults that will be laundered after each use
- ensuring there is adequate shade in the service grounds to protect children from overexposure to UV radiation (Regulation 114)
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101)
- ensuring that information on sun protection is incorporated into the educational program

- ensuring educators, staff, children and other participants at the service wear sunhats, clothing for sun protection and sunglasses (optional) when outside, apply sunscreen and seek shade during the times specified in the *Scope* of this policy
- ensuring educators and staff are aware of the special needs of infants including the need to keep babies under 12 months out of direct sun whenever UV levels are three and above
- reinforcing this policy by providing information on sun protection (available on the SunSmart website) to service users via newsletters, noticeboards, meetings and websites etc.
- ensuring parents/guardians are informed of the *Sun Protection Policy* on enrolment, including the need to provide an appropriate sunhat and clothing for sun protection (refer to *Definitions*) for their child when attending the service
- obtaining a parent's/guardian's consent for staff to apply sunscreen prior to their child commencing at the service and storing this with each child's enrolment record
- ensuring program planning includes the application of a combination of sun protection measures for outdoor activities during the times specified in the *Scope* of this policy
- ensuring educators and staff are aware of the need to keep babies under 12 months out of direct sun whenever UV levels are three and above
- ensuring the SunSmart Sun Protection Times on the SunSmart website is accessed to check the daily local sun protection times to assist with the implementation of this policy
- updating the *Today's sun protection times* sign with the UV Index and daily sun protection times at reception
- ensuring that the availability of shade is considered in a risk assessment prior to conducting excursions and other outdoor events (Regulations 100, 101).

Educators and other staff are responsible for:

- accessing the SunSmart website to check the daily local sun protection times to assist with the implementation of this policy
- updating the *Today's sun protection times* sign with the UV Index and daily sun protection times in their rooms
- wearing sunhats, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside, applying sunscreen and seeking shade during the times specified in the *Scope* of this policy
- ensuring each child, and any other participant at the service, wears an appropriate sunhat, clothing for sun protection and sunscreen for all outdoor activities during the times specified in the *Scope* of this policy
- keeping babies under 12 months out of direct sun whenever UV levels are three and above
- checking that all sunhats brought to the service meet the SunSmart recommendation for adequate protection, are named and stored individually
- ensuring spare sunhats are laundered after each use
- applying sunscreen (refer to *Definitions*) to children's exposed skin – except in cases where parents/guardians have not given consent. Where possible this should be applied 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/guardians
- ensuring that children without appropriate sunhats or clothing for sun protection play in the shade or in a suitable area protected from the sun
- encouraging children to seek shade when playing outside and utilise shaded areas for outdoor equipment that is not fixed during the times specified in the *Scope* of this policy
- recording children's sunscreen applications
- encouraging children to wear sunhats when travelling to and from the service
- ensuring that sun protection strategies are a priority when planning excursions
- co-operating with their employer with respect to any action taken by the employer to comply with the *Occupational Health and Safety Act 2004*.
- ensuring that information on sun protection is incorporated into the educational program

Parents/guardians are responsible for:

- providing a named, SunSmart approved sunhat (refer to *Definitions*) for their child's use at the service

- applying sunscreen to their child before the commencement of each session during the times specified in the *Scope* of this policy
- providing consent for staff to apply sunscreen to their child on enrolment form. Providing, at their own expense, an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service
- ensuring children are dressed in sun-protective clothing including elbow-length sleeves, higher necklines (or collars) and knee-length or longer style shorts and skirts
- wearing a sunhat, clothing for sun protection (refer to *Definitions*) and sunglasses (optional) when outside at the service, applying sunscreen and seeking shade during the times specified in the *Scope* of this policy.

Volunteers and students are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Nominated Supervisor will:

- regularly seek feedback from everyone 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 parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

Attachment 1: Sun protection for babies and toddlers - SunSmart

| Relevant Forms/Documents |
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| Today's sun protection times sign – SunSmart |

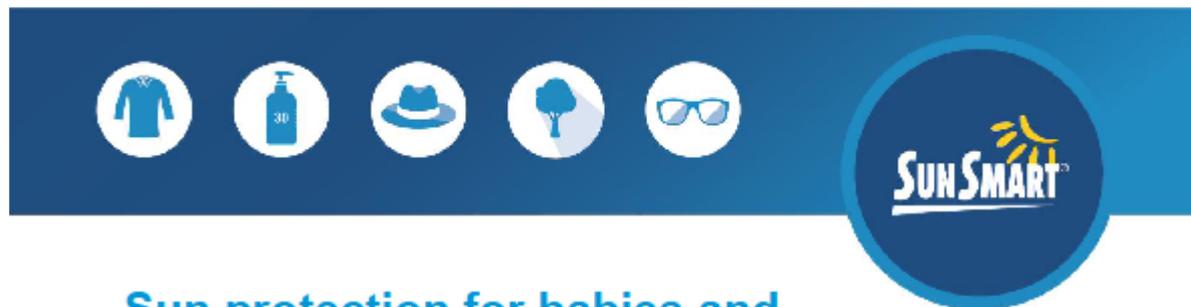
| Version History | | | |
|-----------------|---------|-------------------------|---|
| Date | Version | Author/s | Details |
| January 2014 | 1.00 | Director of Education | New policy |
| June 2014 | 1.01 | Executive Officer | Revision for new name |
| April 2016 | 2.00 | Chief Executive Officer | Revision for updated format, document ID, related policies and relevant legislation and standards. Additional information regarding safe UV exposure and vitamin D. New procedure for displaying <i>Today's sun protection times sign</i> . New daily sunscreen and hat record sheet. |
| July 2018 | 3.00 | Chief Executive Officer | Updated to include SunSmart recommendations from Cancer Council Victoria |
| January 2020 | 4.00 | Director of Education | Policy reviewed and updated. |
| January 2021 | 4.00 | Director of Education | Policy reviewed and minor editorial amendments made. |
| January 2022 | 4.00 | Director of Education | Policy reviewed and added information about importance of Vitamin D exposure. |
| January 2023 | 4.00 | Director of Education | Policy reviewed and wording updated to include SunSmart recommendations from Cancer Council Victoria |
| January 2024 | 4.00 | Director of Education. | Policy reviewed in accordance with current SunSmart recommendations from the Cancer Council Victoria, and no changes required. |

Bubup Womindjeka Family and Children’s Centre



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| January 2025 | 4.00 | Director of Education | Policy reviewed in accordance with current SunSmart recommendations from the Cancer Council Victoria, and no changes required. |
| March 2026 | 4.00 | Inclusion Support Co-Ordinator | Policy reviewed, sources links updated. |

ATTACHMENT I



Sun protection for babies and toddlers

A baby’s skin is thin, extremely sensitive and can burn easily.¹ The more sun exposure during childhood, the greater the risk of skin cancer in later life.

Cancer Council Victoria recommends that babies under 12 months are not exposed to direct sun during sun protection times.

The sun’s ultraviolet (UV) radiation is the main cause of skin cancer.

Sun protection is recommended whenever the UV level reaches 3 or above.

Download the free SunSmart app or visit sunsmart.com.au to check what times you need to use sun protection each day.

During the sun protection times, protect yourself in five ways:

1. Slip on clothing that covers as much skin as possible.
2. Slop on SPF30 (or higher) broad-spectrum, water-resistant sunscreen 20 minutes before you go outdoors and re-apply every two hours.
3. Slap on a broad-brimmed hat that shades your face, head, neck and ears.
4. Seek shade.
5. Slide on sunglasses that meet the Australian Standard for UV protection.

1. Slip on sun-protective clothing

Cover as much of the baby’s skin as possible with cool, loose-fitting clothes and wraps. The higher the UV protection factor (UPF), the greater the protection the fabric will provide. If possible, choose fabrics that are at least UPF15 (good protection), but preferably UPF50 and UPF50+ (excellent protection).

Some fabrics may have their rating improved by being specially treated.

| UPF classifications AS 4399:2020 | | |
|-------------------------------------|----------------------|------------------------|
| UPF rating | UPF classification | % UV radiation blocked |
| 15 | Minimum protection | 93.3% |
| 30 | Good protection | 96.7% |
| 50, 50+ | Excellent protection | 98% |

If you choose clothing that doesn’t have a UPF label, look for fabrics that contain full percentages and/or blends of natural fibres like cotton, linen and hemp, or synthetics such as polyester, nylon, lycra and polypropylene.

The tighter the fabric structure, whether knitted or woven, the better the sun protection.

2. Slop on SPF30 (or higher) broad-spectrum, water-resistant sunscreen

The widespread use of sunscreen on babies under 6 months old is not recommended. Physical protection 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 only needs to be used occasionally on very small areas.

In these cases, choose a sunscreen that is suitable for babies such as a sensitive or toddler sunscreen. These are just as protective, but much gentler on their skin.

Sensitive and toddler sunscreens avoid using ingredients and preservatives that may cause reactions in young skin.

It is recommended you apply a small amount of the product on a small area of the child’s skin for a few days to check if the skin reacts before

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applying it to other areas not protected by clothing.

While the usage test may show whether the skin is sensitive to an ingredient in the sunscreen, it may not always indicate an allergy. An allergy may occur after repeated use of the product. As with all products, use of any sunscreen should cease immediately and medical attention sought if any unusual reaction is observed. Professional assessment and testing by a dermatologist may be useful in identifying the ingredient in the sunscreen that is causing the reaction.

You could also ask your maternal and child health nurse, pharmacist or doctor for advice.

Sunscreen tips

- Use an SPF30 (or higher) broad-spectrum, water-resistant sensitive or toddler formula sunscreen.
- Store sunscreen under 30°C and only use sunscreen within the expiry **date**.
- If possible, try to apply sunscreen about 20 minutes before your child goes outside to give sunscreen time to bind to the skin.
- Reapply every two hours (even if the packaging says otherwise).
- Sunscreen should never be used as the only sun protection measure or to extend time in the sun.
- Role model applying sunscreen so children can see it is something everyone in the family does.
- To create some fun, apply dots and squiggles of sunscreen to spread on the skin.

3. Slap on a broad-brimmed hat

A sun-protective hat provides good shade to the face, back of the neck, eyes and ears. Wearing a hat with a broad brim that shades the eyes can reduce UV radiation to the eyes by 50%.³

Suitable sun protection hats include:

- legionnaire hats with a flap at the back to protect the neck – the flap and front peak should overlap at the sides
- bucket hats with a deep crown and angled brim (at least 5cm brim for young children) **that sit easily on the child's head**
- broad-brimmed hats (at least 5cm brim for young children).

Caps and visors do not protect the ears, cheeks and neck so are not considered suitable for sun protection.

When choosing a hat for young children, consider:

- the size and comfort
- the amount of shade it provides
- if it will obstruct vision or hearing
- safety.

Hats that can be adjusted at the crown are best. If the hat is secured with a long strap and toggle, ensure it has a safety snap. Place the strap at the back of the head or trim the length **so it doesn't** become a choking hazard.

Many children do not like to wear hats. Persistence is needed to teach them that a hat is part of their outside routine. It is also helpful if adults role model sun protective behaviours.

For babies, choose a fabric and design such as a soft bucket hat that will crumple easily when they put their head down.

4. Seek shade

If outdoors, babies and young children need to be kept in the shade. Because UV radiation can be reflected off surfaces such as sand and concrete, and scattered by particles in the air, some UV can still reach skin even when in the shade, so you will still need to use a hat, clothing and, if applicable, sunscreen and sunglasses when in the shade.

The shade moves with the sun, so follow the shade. When travelling, use a shade visor or hang a blanket over the side windows in the car.

When buying a pram, check that the hood can be adjusted so that it can be moved to block out the direct sun, or consider an umbrella attachment. Some mesh covers that fit over the pram not only provide protection from direct and indirect UV but also allow visibility and good air flow. Look for a mesh cover that is at least UPF 3.3 (blocks around 70% of UV). Monitor airflow to make sure baby keeps cool. Always check the UV protection and air permeability properties of a pram attachment.

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5. Slide on sunglasses

If it's practical, protect eyes with sunglasses.

Look for a pair that:

- are a close-fitting, wrap-around style that covers as much of the eye area as possible
- meet the Australian Standard AS/NZS 1067 (category 2, 3 or 4)^{4,5}
- are preferably eye protection factor (EPF) 9 or 10⁶
- have soft elastic to keep them in place.

Toy sunglasses do not meet the Australian Standard and should not be used for sun protection.

Remember that even without wearing sunglasses, wearing a hat with a brim can reduce UV radiation to the eyes by 50%.⁹

[Cosmetology Australia](#) recommends using eye protection all year round.

Role modelling

Children copy those around them and learn by imitation. If adults adopt sun protection behaviours, the children in their care are more likely to do the same.⁷

Vitamin D

Vitamin D is a hormone that controls calcium levels in the blood. It is needed for healthy bones, muscles and teeth and is important for general health.^{8,9} Most vitamin D is made in the skin from exposure to the sun's UV. Babies get their initial store of vitamin D from their mothers, so they are at risk of low vitamin D if their mother has low levels.¹⁰ If you are concerned about your child's vitamin D levels, see your doctor.

Jaundice and nappy rash

Exposing babies to direct sun is not recommended to treat jaundice or nappy rash. Exposing a baby to direct sun can put them at high risk of UV damage. Jaundice causes concern in about 10% of babies.¹¹ Jaundice should be treated under medical supervision in a controlled environment.

For skin affected by nappy rash, recommendations include frequent nappy changing, applying barrier creams to the

affected areas and exposing the inflamed area to the open air as much as possible but not to the direct sun.

More information and resources

For more information, visit sunsmart.com.au or contact Cancer Council on 13 11 20.

For more information about how to protect your child's skin, visit sunsmart.com.au/protect-your-skin

Certain health conditions and medications mean some people are more sensitive to UV radiation and always need to use sun protection regardless of the UV levels. For more information, visit sunsmart.com.au/skin-cancer/risk-factors-for-skin-cancer.

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