

Sun Protection & Inclement Weather Policy & Procedure

Scope:

This policy applies to all centre activities and events on and off-site.

Rationale

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 major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

Objectives

This sun protection policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever the UV Index level reaches 3 and above.
- work towards a safe centre environment that provides shade for children and staff at appropriate times.
- assist children to be responsible for their own sun protection.
- ensure families and new staff are informed of the centre's sun protection policy.

Legislation

This policy relates to the following National Law and Regulations:

Education and Care Services National Law Act 2010

- Section 167 – Protection from harm and hazards

Education and Care Services National Regulations 2011

- Regulation 100 – Risk assessment must be conducted before excursion
- Regulation 113 – Outdoor space–natural environment
- Regulation 114 – Outdoor space–shade
- Regulation 168: Policies and procedures (2)(a)(ii)–sun protection
- Regulation 170 – Policies and procedure to be followed
- Regulation 171 – Policies and procedures to be kept available
- Regulation 172 – Notification of change to policies or procedures.

National Quality Standards References

- QA 1 – Educational program and practice,
- QA 2 – Children's health and safety,
- QA 3 – Physical Environment,
- QA 5 – Relationships with children,
- QA 6 – Collaborative partnerships with families and communities,
- QA 7 – Governance and Leadership

Procedures

Policy implementation times

Staff are encouraged to check the daily sun protection times each morning for our location using the free [SunSmart Global UV app](#), [SunSmart widget](#), [myuv.com.au](#) or the [Bureau of Meteorology website](#) to support the implementation of sun protection at the centre.

The centre uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 and whenever UV levels reach 3 and above at other times.

Scheduling

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

Care is taken during the peak UV radiation times between 10am and 2pm, and outdoor activities are scheduled outside of these times, where possible or in the shade.

Sun protection measures

1. Hats

All children and staff are required to wear a broad-brimmed, legionnaire or bucket hat which protects the face, ears, and neck please make sure it does not have a chin strap. Baseball caps are not acceptable.

2. Clothing

Children attending the centre are to wear appropriate sun protective clothing, including tops with collars or higher necklines and elbow-length sleeves and longer-style skirts, dresses and shorts are preferred. No singlet or midriff tops are allowed.

3. Sunscreen

- SPF 50+ broad-spectrum, water-resistant sunscreen is supplied by the centre for children and staff use.
 - Families with children who have sensitive skin are asked to provide a suitable SPF 50+ broad-spectrum water-resistant sunscreen for their child's use.
 - Families with children who are concerned about vitamin D requirements are encouraged to speak to their GP or paediatrician.
 - Families are encouraged to apply sunscreen to their child before or upon arriving at the centre.
 - When age-appropriate children are reminded to apply sunscreen under adult supervision.
 - Time is provided to apply sunscreen before going outdoors for the afternoon.
 - Sunscreen is applied at least 20 minutes before going outdoors.
 - Sunscreen is re-applied every 2 hours when remaining or returning outdoors.
 - Sunscreen is re-applied when necessary, after sweating, water-based activities, towel drying or being washed off.

4. Shade

- Staff are to use available areas of shade for outdoor activities as much as possible and actively encourage children to play in the shade.
- Children who are not wearing a SunSmart hat or appropriate clothing are asked to play in the shade or return indoors.
- Management ensures there is a sufficient number of shelters, portable shade structures and trees providing shade in the outdoor areas.

5. Staff WH&S and role modelling

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 when outside
- applying SPF 50+ broad-spectrum, water-resistant sunscreen
- seeking shade whenever possible.

To ensure educators and other staff (including casual and relief staff) understand and implement the appropriate Sun Protection policy and procedures, we will:

- have the Policies and Procedures folder easily accessible for all staff (including relief staff) to read and reference when needed, and located in the foyer entrance.
- implement a thorough induction process for all staff at the commencement of their employment.
- plan and schedule regular reviewing of this document with the whole staff team

Families and visitors are encouraged to use a combination of sun protection measures when participating in or attending outdoor activities with the centre.

6. Enrolment and information for families

When enrolling their child families are:

- informed of the centre's sun protection policy.
- asked to provide a suitable hat for their child.
- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible.
- asked to provide SPF 50+ broad-spectrum water-resistant sunscreen for their child if preferred.
- required to give permission for staff to apply sunscreen to their child.

7. Learning and development

Sun protection is incorporated into the learning framework and/or planned experiences.

8. 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, the centre website or forum and in enrolment packs.

9. Inclement weather includes:

- extreme temperatures
- heavy rain, hail and snow
- strong winds
- severe dust storm
- lightning or thunderstorm.

When planning outdoor activities it's important to identify the risk of injury and illness from inclement weather and put risk controls in place to ensure activities can be carried out safely. You should also prepare contingency plans in case you need to modify, postpone or cancel outdoor activities in the event of severe weather such as a storm or heatwave.

More information, risk mitigation and procedures, this can be found at: [Inclement weather](#) on the DFE Website.

Policy review

The centre will review the policy regularly (at least every three years) and revise the policy when required.

The centre will notify any relevant stakeholders should any significant policy updates be made (e.g., families, staff, Cancer Council SA).

Policy Reviewed: ___May 2025___ Date of next policy review: May 2027

Directors Signature:

Chairperson Signature:

Version	
Approved by site leader:	
Date of Approval:	
Date endorsed by Governing Council	
Date of next review:	
Amendments	

Relevant resources

SunSmart Literature Activities

Literature resource activities for over 20 picture books with various themes related to the sun, weather, the seasons, sun protection and skin. Visit: www.generationsunsmart.com.au/sunsmart-literature-activities/

Be SunSmart Play SunSmart

A curriculum resource using the Being, Belonging and Becoming – The Early Years Learning Framework for Australia. Visit: https://www.cancersa.org.au/uploads/sunsmart/A4P_BeSunSmart_PlaySunSmart_ECR_document_WEB.pdf

SunSmart Hat-Wearing Toolkit

Leads staff through simple steps, with useful tips and resources to reinforce current SunSmart hat-wearing behavior to reach 100% compliance or to phase out baseball caps. Visit:

<https://www.cancersa.org.au/prevention/sunsmart/sunsmart-resources/hat-wearing-toolkit>