



LOCK AREA SCHOOL

WITH HEAD, HEART AND HAND

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Government
of South Australia
Department for Education

LELC Sun Protection Policy and Procedure

Please note, this policy and procedure must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website, including:

- [Inclement Weather Policy](#)
- [Sun Exposure Policy](#)

Education and Care Services National Law references:	Section 167 – Protection from harm and hazards
Education and Care Services National Regulation references:	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 Standard 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

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.

Reviewed May 2025
Governing Council Approved May 2025
Policy Review in 2028

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 all terms.

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, and outdoor activities are scheduled outside of these times, where possible or in the shade.

Sun Protection Measures and Procedures

Hats

All children and staff are required to wear a broad-brimmed, legionnaire or bucket hat which protects the face, ears, and neck. Baseball caps are not acceptable. The centre has a limited number of spare hats available for child use.

Clothing

Children attending the center 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. Rash tops or t-shirts over bathers are recommended for outdoor swimming activities. No singlet or midriff tops are allowed.

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.
- Time is provided to apply sunscreen 20 minutes before going outdoors.
- Sunscreen is re-applied every 2 hours when remaining or returning outdoors.

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.

Sunglasses (*optional*)

Children and staff are encouraged to wear close-fitting, wrap-around sunglasses that provide the best protection against UV eye damage. Sunglasses should meet Australian standard AS/NZS 1067 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible. Novelty tinted glasses do not protect against UV radiation and are not recommended.

Babies (*Centre's who care for infants under 12 months only*)

Our SunSmart practices consider the special needs of infants. Babies (under the age of 12 months) should be kept out of the direct sunlight as much as possible when the UV radiation is 3 and above.

Babies should be protected by using shade, clothing, and hats. Sunscreen should be applied to small areas of exposed skin not protected by clothing or hats, for infants six months and older.

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.

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

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 they require anything different to the sunscreen supplied at the centre.
- required to give permission for staff to apply sunscreen to their child.

Learning and development

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

Policy promotion

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

Induction and Training of educators

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 staff office
- 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.

Other Legislation

Work Health and Safety Act 2012

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>

Policy and Procedure creation and revision record

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