

## SUN SAFE PROCEDURE

Australia has one of the highest rates of skin cancer in the world with more than two in three Australians developing some form of skin cancer in their lifetime. 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). Our Service will work in compliance with the *National SunSmart Early Childhood Program* to ensure children's health and safety is maintained at all times whilst at the Service.

Working in conjunction with the *Sun Safe Policy*, this procedure provides guidelines for educators to ensure children and educators are protected from the harmful effects of ultraviolet (UV) radiation from the sun at all times.

Education and Care Services National Law or Regulations (S. 167, R. 100, 113, 114, 116, 144, 168, 169, 179, 171, 172) NQS QA 2 and 3: Element 2.1.1, 2.1.3, 2.2.1, 3.1.1 Health and Environment practices and procedures  
Related Policy: *Sun Safe Policy*

SUN SAFE PROCEDURE	
1	The approved provider, nominated supervisor and educators will review and update the service's <i>Sun Safe Policy</i> annually. The policy will be reviewed in consultation with relevant authorities (Cancer Council-SunSmart, KidSafe), families and educators.
2	Management will discuss any changes to the <i>Sun Safe Policy</i> or procedures with all educators of the Service
3	Management will ensure information regarding the <i>Sun Safe Policy</i> and sun safe practices are included within the educator handbook to ensure educators are aware of the service's sun safe practices during the induction and orientation process
4	Management will ensure students and volunteers are aware of and adhere to the <i>Sun Safe Policy</i> , and receive information regarding sun safety during induction and orientation processes
5	Management will ensure information regarding the <i>Sun Safe Policy</i> and sun safe practices are included within the family handbook to share sun safe information with new families
6	Educators will review the <i>Sun Safe Policy</i> and sun safe practices regularly during team meetings
7	Management will ensure the <i>Sun Safe Policy</i> is submitted to SunSmart (Cancer Council) every three years to maintain SunSmart status (required if a SunSmart member)

SUN PROTECTION MEASURES		
1	Management will ensure all educators are aware of sun safe practices during the orientation and induction process including wearing a sun safe hat at all times while outdoors	
2	Families will be advised of sun safe practices on a regular basis through the service newsletter and noticeboard	
3	Families will be asked to provide permission for our Service to apply SPF50+ broad-spectrum water-resistant sunscreen for their child during the enrolment process	
4	A record will be kept for any child who may be more sensitive to UV radiation and requires sun protection at all times	
5	A record will be kept for any child who has allergies or sensitivity to sunscreen. The record will state the child's name and alternative sunscreen to be applied. If a child is not able to have sunscreen applied, they will be encouraged to play in the shade.	
6	Management will ensure educators role model sun safe practices at all times when outdoors, including when on excursions	
7	Management will ensure sunscreen purchased complies with Australian Standards- [AS/NZS 2604:2012]	
8	Risk assessments will be completed to identify potential hazards to children during summer months and implement risk mitigation strategies to protect children from harm or injury	

IMPLEMENTATION		
Educators will:		
1	monitor the Australian Bureau of Meteorology for notification of severe heat events and follow the Services <i>Extreme Weather Procedure</i> as required	
2	follow advice and recommendations from the Cancer Council in NSW	
3	ensure the sun protection times (when UV levels are forecasted to be 3 or higher) are recorded each day to ensure sun protection measures are implemented when required	
4	embed sun safety practices into daily routines and the educational program to communicate the importance of sun safety with children	
5	use their hand to test surface temperature each day during summer months or during episodes of extreme hot weather before children access the outdoor environments. Educators will make informed decisions about not permitting children play on equipment or use the outdoor space if the surface temperature is determined to be too hot or is recorded as or above 50°C.	
6	store sunscreen according to manufacturer instructions and ensure the expiry date is checked on a regular basis	

6	consider shade requirements and sun safe practices when planning excursions. Risk assessments for the excursion will factor in shade requirements	
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### SUN SAFE PRACTICES

Educators will:

1	implement sun protection practices when UV Index level is forecasted to be 3 or above	
2	apply SPF50+ broad-spectrum, water-resistant sunscreen 20 minutes before children go outside	
3	reapply sunscreen every 2 hours (or more frequently if washed or wiped off)	
4	ensure children wear appropriate sun safe hats when they are outdoors	
5	use shaded areas for play experiences and moved as required during the day to ensure children remain in the shade when playing	
6	ensure children wear sun safe clothing that covers as much of the skin as possible	
7	role model sun safe practices at all times when outdoors, including when participating on excursions	

### REVIEW OF PROCEDURE

Date procedure created	6.5.2026	To be reviewed	May 2027
Approved by	Michelle Donadel	Signature	<i>Michelle Donadel</i>
Location of procedure	OWNA/Policy Folder/Dropbox		
Procedure reviewed date	Modifications/Changes		
September 2025	Procedure updates following review from the SunSmart team at the Cancer Council. Sun Safe Resources section added to end of procedure		

SUN SAFE RESOURCES		
NAME OF RESOURCE	RESOURCE DESCRIPTION	DESKTOP LIBRARY LOCATION
<b>POLICY AND PROCEDURES</b>		
Sun Safe Policy	In accordance with National Regulation 168, Services are required to have in place a sun protection policy. This policy outlines the Service's approach to protecting all children and staff from harmful UV radiation from the sun.	QA2 Policy Library
Sun Safe Procedure	This procedure provides guidelines for educators to ensure children and educators are protected from the harmful effects of UV radiation from the sun at all times.	Resources > Procedures
Sunscreen Application Record	This record is used to record when sunscreen has been applied to children to ensure consistent protection and compliance with the Sun Safe Policy.	Resources > Forms
Refusal of Sunscreen Record	This record is used for parents/guardians to sign when they do not provide authorisation for their child to have sunscreen applied whilst they are at the Service. Alternative sun safe measures will be implemented when the UV index is 3 or above.	Resources > Forms
Authorisation to Apply Non-Prescription Medication	This form can be used to obtain parent/guardian authorisations for sunscreen, band-aids, nappy creams and insect repellent.	Resources > Forms
Daily Playground Surface Temperature Check	This form can be used to record surface temperature checks within playground environments during	Resources > Forms