

1. Policy Statement

SPLASH OSHC is committed to providing a safe, healthy and child-safe environment that protects children, educators, staff and visitors from overexposure to ultraviolet (UV) radiation.

We promote a balanced approach to sun exposure while ensuring that all reasonable precautions are taken to minimise the risks of sunburn, skin damage and long-term health effects.

Sun protection practices are embedded into daily routines, the physical environment and the educational program to support children's health, wellbeing and development.

2. Background

The Education and Care Services National Regulations require approved providers to ensure policies and procedures are in place to protect children from harm and hazards, including UV radiation exposure.

Excessive exposure to UV radiation during childhood significantly increases the risk of skin cancer later in life. Children are particularly vulnerable due to their developing skin and immune systems.

This policy ensures SPLASH meets legislative requirements while promoting best practice in sun safety.

3. Legislative requirements

SECTION/REGULATION	DESCRIPTION
Section 167	Offence relating to protection of children from harm and hazards
Regulation 100	Risk assessment must be conducted before excursion
Regulation 113	Conduct of risk assessment for excursion
Regulation 114	Authorisation for excursions
Regulation 116	Safe arrival of children policies and procedures
Regulation 168	Education and care service must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies and procedures



4. Principles to inform our Policy

- The safety, health and wellbeing of children is our number one priority. Our educators and staff implement policies and procedures to protect children from UV radiation from the sun, as well as burns from exposure to surfaces heated by the sun
- Outdoor play experiences are an important part of our children’s healthy growth, learning, wellbeing and development. We ensure that the outdoor environment offers the required shade and other sun protection measures are implemented by the educators
- We create opportunities for children to learn and develop, and this includes incorporating sun protection awareness into the program
- Our educators and staff role model quality educational practices, including sun safe practices
- We encourage involvement by families in our educational program and see them as valuable partners in promoting the importance of sun protection.

5. Key Terms

TERM	DEFINITION	Source
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.	ACECQA.gov.au
Risk assessment	Assessing the risk means working out how likely it is that a hazard will harm someone and how serious the harm could be.	ACECQA- Risk assessment and management resource
Sun Protection times	Sun protection measures are recommended when the UVI is 3 and above.	<ul style="list-style-type: none"> • BOM About UV - UV knowledge centre The Bureau of Meteorology • Cancer Council - UV Index Cancer Council



Sun Protection Factor (SPF)	The Australian standard for sunscreen, the SPF indicates the level of protection provided against UVR.	ARPANSA - Sun protection ARPANZA - Sunscreens
Ultraviolet Radiation (UVR)	The portion of the electromagnetic spectrum between 100 nanometers (nm) and 400nm: <ul style="list-style-type: none"> • 'UVA' – UVR in the range 315nm to 400nm is thought to contribute to premature aging and wrinkling of the skin and has been implicated as a cause of skin cancer. • 'UVB' – UVR in the range 280nm to 315nm is more dangerous than UVA and has been implicated as the major cause of skin cancers, sunburning and cataracts. • 'UVC' – UVR in the range 100nm to 280nm is extremely dangerous but does not reach the earth's surface due to absorption in the atmosphere by ozone. 	ARPANSA - What is radiation/Ultraviolet radiation

6. Links to Other Policies

- Providing a child safe environment
- Excursions Policy
- Governance and Management Policy
- Interactions with Children Policy
- Enrolment and Orientation Policy
- Emergency and Evacuation Policy
- Delivery of children to, and collection from, education and care service premises.

7. Induction and Training

The nominated supervisor will ensure that:

- All educators, staff and volunteers will be informed of this policy during induction



**St Paul
Lutheran School**

St Paul Lutheran School- SPLASH

Sun Protection Policy and Procedures

March 2026

- Sun protection practices will be reviewed regularly at staff meetings
- Ongoing training and updates will be provided as required
- Casual and relief staff will be made aware of expectations prior to commencing work

8. Policy Review

Last review: March 2026

Next review: March 2027

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Procedural Guidelines

1. Reference to Policy and Philosophy

These procedures are to be read in conjunction with the SPLASH Sun Protection Policy, which outlines the service's commitment to protecting children, educators and staff from overexposure to ultraviolet (UV) radiation and supporting safe outdoor play practices.

The Sun Protection Policy is available in the SPLASH policy folder located in the front office, within the parent information area, and electronically via the service's online platforms. Families, educators and staff are encouraged to access this policy at any time.

These procedures reflect the service's philosophy of promoting children's health, safety and wellbeing, and recognise the importance of outdoor play in supporting children's learning and development. They are informed by evidence-based health and safety practices and aim to embed sun safe behaviours into everyday routines, while fostering children's independence and awareness of personal wellbeing.

2. Procedures

2.1 Daily Sun Protection Practices

- Educators and children are encouraged to access the daily local sun protection times between September and May, via the free [SunSmart app](#), or at [sunsmart.com.au](#) or [bom.gov.au](#).
- The sun protection measures listed are used for all outdoor activities during the **daily local sun protection times**. (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.
- The daily local sun protection times should be visibly displayed near the Splash sign in desk daily between 1st September and 30th April.
- Children are required to wear hats and use sun protection during term 1 and 4 including Vacation care programs [except July], and whenever the UV levels reach 3 and above at other times.



2.2 Outdoor Environment and Shade

- Ensure children use shaded areas where possible
- Regularly assess shade availability across the service
- Conduct periodic shade audits (seasonally)
- Consider shade when planning outdoor play and excursions

2.3 Clothing and Hats

- Children must wear sun protective clothing
- Approved hats:
 - Broad-brimmed
 - Bucket hats
 - Legionnaire hats
- Baseball caps and visors are not permitted
- Children without appropriate clothing will be directed to shaded play

2.4 Sunscreen

- SPF30+ (or higher), broad-spectrum, water-resistant sunscreen must be used
- Apply sunscreen 20 minutes before outdoor play
- Reapply every 2 hours or more frequently if required
- Educators will support and supervise application

2.5 Scheduling and Activity Planning

- Plan outdoor activities outside peak UV times where possible
- Adjust activities based on UV levels and weather conditions
- Monitor surfaces and equipment for heat hazard

2.6 Excursions

- Sun protection must be included in all excursion risk assessments
- Ensure availability of:
 - Shade



- Sunscreen
- Protective clothing
- Adjust excursion timing if necessary

3.7 Education and Awareness

- Integrate sun safety into the educational program
- Encourage children to develop independent sun safe habits
- Use reminders and visual cues

3.8 Communication with families

- Inform families of sun protection requirements at enrolment
- Provide reminders of importance of sun protection via newsletters and notices
- Encourage consistent practices at home

3.9 Monitoring and Compliance

- Educators monitor:
 - Hat use
 - Sunscreen application
 - Use of shade
- Non-compliance is addressed immediately
- Practices reviewed regularly at staff meetings

3. Roles and Responsibilities

ROLE	RESPONSIBILITIES
Approved Provider	<ul style="list-style-type: none"> • Ensure that obligations under the Education and Care Services National Law and National Regulations are met • Take reasonable steps to ensure that the nominated supervisor, educators and staff follow the policy and procedures



	<ul style="list-style-type: none"> • Centre-based services: ensure adequate shading over areas for both active and passive outdoor play • Ensure access to an adequate supply of in-date sunscreen for children, educators and staff • Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators, staff, volunteers and families, and available for inspection • Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> ○ affect the fees charged or the way they are collected or ○ significantly impact the service's education and care of children or ○ significantly impact the family's ability to utilise the service.
Nominated Supervisor	<ul style="list-style-type: none"> • Implement the Sun protection policy and procedures, ensuring all action plans that are in place are carried out • Monitor the UVI daily, identify when and how any sun protection changes need to occur, and communicate this to educators and staff • Promote sun safe practices with all children, families, educators and staff within the service.
Educators	<ul style="list-style-type: none"> • Implement the Sun Protection policy and procedures • Monitor the UVI daily and manage outdoor play and learning accordingly • Monitor the impact of sun on play equipment and surfaces that children will be touching and using such as soft fall mats, artificial surfacing, etc. • Role-model sun safe practices • Communicate with families about sun safe practices in general and specific expectations within the service (e.g., wearing protective clothing).
Families	<ul style="list-style-type: none"> • Be aware of and follow the service's Sun protection policy and procedures • Send children to the service in appropriate clothing that offers sun protection.

4. Related Policies

- Providing a child safe environment



- Excursions Policy
- Governance and Management Policy
- Interactions with Children Policy
- Enrolment and Orientation Policy
- Emergency and Evacuation Policy
- Delivery of children to, and collection from, education and care service premises.

5. Induction and Training

- All staff receive training on Sun protection procedures
- Policies included in staff induction
- Ongoing review at team meetings

6. Monitoring, evaluation and Review

- Procedures reviewed annually or as required
- Feedback from staff and families considered
- Changes communicated in accordance with Regulation 172

7. Procedure Review

Last reviewed: March 2026

Date for next review: March 2027