



**TELOPEA PARK  
SCHOOL OSHC**  
A HOME AWAY FROM HOME

## SUN SAFETY POLICY

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SEP 2023

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## Contents

UV / SUN SAFE POLICY.....	2
NATIONAL QUALITY STANDARD (NQS).....	2
PURPOSE.....	3
SCOPE.....	3
IMPLEMENTATION.....	4
MONITORING UV LEVELS.....	4
OUTDOOR ACTIVITIES.....	4
SUN PROTECTION TIMES.....	4
SHADE.....	5
HATS.....	6
CLOTHING.....	6
SUNSCREEN.....	7
RISKS OF SUMMER PLAY.....	7
ROLE MODELLING AND WORK, HEALTH AND SAFETY.....	7
EDUCATION AND INFORMATION.....	8
CONTINUOUS IMPROVEMENT.....	8
Australian Safety Standards.....	9
SOURCE.....	9
REVIEW.....	9

## UV / SUN SAFE POLICY

Australia has one of the highest rates of skin cancer in the world, with two in three Australians developing some form of skin cancer before the age of 70. 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 (Cancer Council Australia).

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.1	Well-being and comfort	Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's needs for sleep, rest and relaxation.
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child.
2.2	Safety	Each child is protected.
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QUALITY AREA 3: PHYSICAL ENVIRONMENT		
3.1.1	Fit for Purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child

### EDUCATION AND CARE SERVICES NATIONAL LAW

167	Protection from harm and hazards
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### EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

100	Risk assessment must be conducted before excursions
113	Outdoor space natural environment
114	Outdoor space shade
168	Education and care service must have policies and procedures
168 (2)(a)(ii)	Sun Protection
170	Policies and procedures to be followed

## **PURPOSE**

By implementing a 'best practice' Sun Safe Policy, Telopea Park School Out of School Hours Care (TPS OSHC) can help protect all children and staff from the harmful effects of ultraviolet (UV) radiation from the Sun and teach children good Sun protection habits from an early age to reduce their risk. To ensure the outdoor environment provides shade for children, educators and staff to minimise unsafe UV exposure.

## **SCOPE**

This policy applies to children, families, staff, management, Approved Provider, Nominated Supervisor and visitors (including contractors) of TPS OSHC.

## **IMPLEMENTATION**

TPS OSHC will work in compliance with the *National SunSmart Program* to ensure children's health and safety is maintained at all times whilst at the Service. This policy applies to all activities on and off-site.

## **MONITORING UV LEVELS**

Sun protection is required when UV levels reach level 3 or above. Our Service will monitor the UV levels daily through one or more of the following methods:

- using the smartphone [SunSmart global UV app](#) available at iTunes App Store and Google Play store
- using the SunSmart widget on the Service's website available at [www.cancer.org.au](http://www.cancer.org.au)
- viewing the Bureau of Meteorology website <http://www.bom.gov.au/>
- visiting [www.myuv.com.au](http://www.myuv.com.au)

## **OUTDOOR ACTIVITIES**

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times when the UV Index is 3 or above. The sun protection times are a forecast from the Bureau of Meteorology for the time-of-day UV levels that are forecast to reach 3 or higher. At these levels, a combination of sun protection is recommended for all skin types.

The OSHC Service will use a combination of sun protection measures (see below) whenever UV Index levels reach 3 and above.

## SUN PROTECTION TIMES

UV levels vary across Australia and throughout the year. This listing highlights when UV is typically three and above in each state/territory. There may be times when UV levels are three and above outside these periods. Please check the daily local sun protection times and UV levels to be sure you are using sun protection when it is required for your location.

ACT August to end of May *or* any time that the UV reaches 3.

Wherever practicable, outdoor activities should be minimised between 11 am and 3 pm in summer.

NSW All year

Extra care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times where possible.

NT All year

Wherever practicable, outdoor activities should take place before 10 am and after 3 pm, when UV levels are lower.

SA August to end of April

Extra care is taken during the peak UV radiation times, and outdoor activities are scheduled outside of these times where possible.

TAS September to the end of April

Active outdoor play is encouraged throughout the year, provided appropriate sun protection measures are used when necessary.

VIC Mid-August to the end of April

Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

WA All year

Active outdoor play is encouraged throughout the day all year, provided appropriate sun protection measures are used when necessary.

QLD All year

Wherever practicable, outdoor activities should take place before 10 am and after 3 pm, when UV levels are lower.

The sun protection measures listed are used for all outdoor activities during the daily local sun protection times. A combination of sun protection measures is considered when planning all outdoor activities, such as excursions and water play.

## SHADE

### THE APPROVED PROVIDER WILL ENSURE:

- Sufficient natural, portable, or man-made shade is provided, particularly in high-use areas
- Shaded areas will be used for play experiences
- Play experiences will be monitored throughout the day and moved as required to remain in the shade
- Regular risk assessments and reviews will be made of the outdoor area to assist in planning for further shade requirements
- Children who do not have appropriate hats or outdoor clothing are required to choose a shady play space or a suitable area protected from the sun and not move to unshaded areas of the playground
- Children will still be required to wear hats, protective clothing, and sunscreen if playing under natural or portable shade

## HATS

Educators, children, and visitors are required to wear sun-safe hats at all times they are outdoors. Cancer Council Australia describes sun safe hats as:

- Hats that protect a person's face, neck, and ears, which include:
  - o a legionnaire hat – the front peak and flap should overlap at the sides, and the flap should cover the neck
  - o a bucket hat with a deep crown and angled brim that is size of at least 5cm for young children and at least 6cm for adults and must shade the face, neck, and ears
  - o a broad brimmed hat with a brim size of at least 6cm for children or 7.5cm for adults. The brim should provide shade for the whole face.

*Please note: Baseball caps or visors do not provide enough sun protection and, therefore, are not recommended.*

- Children without a sun-safe hat will be asked to play in an area protected from the sun or they may be provided with a spare hat if available at the OSHC Service.

## CLOTHING

- When outdoors, staff and children will wear sun-safe clothing that covers as much of the skin as possible. Cancer Council Australia recommends clothing that:
  - o covers the shoulders, back and stomach
  - o Loose-fitting such as loose-fitting shirts and dresses with sleeves and collars or covered neckline, or longer style skirts, shorts and trousers.
- Children who are not wearing sun-safe clothing can be provided with spare clothing or will be required to play under shade or in an area protected from the sun or provided with spare clothing.  
*Please note: Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.*

## SUNSCREEN

As per Cancer Council Australia recommendations:

- Staff and children will apply SPF30 or higher broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 1 hour or more frequently if washed or wiped off
- Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child is encouraged to play in the shade. A record of any allergy must be provided in writing from the parent/guardian and recorded on the child's enrolment record. Cancer Council Australia recommends usage tests before applying a new sunscreen.
- Sunscreen is stored in a cool, dry place, and the use-by date is monitored by the first aid officer and staff.

## RISKS OF SUMMER PLAY

Australia has a hot climate, and inevitably, playground equipment and surfacing can heat up rapidly and retain heat. Many playground surfaces and equipment can exceed temperatures greater than 50°C, and if young children come into contact with these surfaces, they can be burned severely within seconds.

## THE APPROVED PROVIDER, NOMINATED SUPERVISOR, AND EDUCATORS WILL:

- Ensure risk assessments are conducted to identify any potential hazards to children during summer months that could cause harm or injury to children. Risk minimisation control measures will be put in place to protect children. Potential hazards could include:
  - o hot equipment- slides, poles, guardrails, any metal surfaces
  - o hot surfaces- rubber and synthetic grass, walkways, concrete surfaces

- o Sunburn
  - o access to bodies of water (filled water troughs/containers/trays/pools)
- Use a thermometer or their hand to test surface temperature and make an informed decision about permitting children to play on equipment or in the outdoor space. If the surface temperature is determined to be too hot or is recorded as at or above 50°C, it is recommended by Kidsafe Australia that children do NOT play on the surface
- Ensure children wear shoes when playing in the outdoor area.

### ROLE MODELLING AND WORK, HEALTH AND SAFETY

Cancer Council Australia acknowledges that children are more likely to develop sun-safe habits if they are role-modelled and demonstrated by adults around them. Occupational UV exposure is also a WH&S issue. All educators, staff at the OSHC Service will, therefore, be required to role model appropriate Sun protection behaviours by:

- Wear a sun-safe hat (see Hats)
- wearing sun-safe clothing (see Clothing)
- applying SPF30+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors
- using and promoting shade
- wearing sunglasses that meet the Australian Standard 1067 (optional)
- discussing Sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the OSHC Service
- families and visitors are encouraged to role model positive sun safe behaviour
- monitoring the UV Index Levels and Daily Sun Protection Times throughout the day
- regularly monitoring and reviewing the effectiveness of the *Sun Safety Policy*
- submitting the Sun Safety Policy to the Cancer Council every three years to maintain SunSmart status (required if a SunSmart member).

### EDUCATION AND INFORMATION

- Sun protection will be incorporated regularly into learning programs
- Sun protection information will be promoted to staff, families and visitors
- Educators and staff are encouraged to complete free Cancer Council Generation SunSmart online PL learning modules.



- Further information and resources are available from the Cancer Council website <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety> and each state and territory SunSmart web page.  
See <https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart/sun-smart-in-schools> for links.
- The *Sun Safety Policy* will be made available to all educators, staff, families, and visitors of the OSHC Service to ensure a comprehensive understanding about keeping sun safe, including appropriate hat, clothing and sunscreen requirements
- Information about Sun Safety will be included in our Family handbook, and sun protection information and resources made accessible and communicated regularly to families

## CONTINUOUS IMPROVEMENT

Our *Sun Safe Policy* will be updated and reviewed annually in consultation with families, staff, educators and management.

## Australian Safety Standards

AS 4174:2018 Knitted and woven shade fabrics

AS/NZS 1067.1:2016, Eye and face protection - Sunglasses and fashion spectacles

AS/NZS 4399:2020, Sun protective clothing - Evaluation and classification

AS/NZS 2604:2012 Sunscreen products - Evaluation and classification

AS/NZS 4685.0:2017, Playground equipment and surfacing - Development, installation, inspection, maintenance and operation.6.2.1 General considerations, 6.3.9 Shade and sun protection, Appendix A Shade and sun protection

## SOURCE

Australian Children's Education & Care Quality Authority. (2021). Sun Protection- Policy Guidelines

Australian Government Department of Education. [Belonging, Being and Becoming: The Early Years Learning Framework for Australia.V2.0, 2022](#)

Australian Government Department of Education. [My Time, Our Place- Framework for School Age Care in Australia.V2.0, 2022](#)

Bureau of Meteorology. Home page (for UV Index): <http://www.bom.gov.au/uv/>

Cancer Council Australia. Be SunSmart.

<https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety/be-sunsmart>

Cancer Council. Home page: <https://www.cancer.org.au/>

Cancer Council. Preventing cancer: Sun protections.

<https://www.cancer.org.au/cancer-information/causes-and-prevention/sun-safety>

*Children's Services Act 1996*

Cancer Council. SunSmart programs <http://www.sunsmartnsw.com.au/about/>

Early Childhood Australia Code of Ethics. (2016).

Education and Care Services National Law Act 2010. (Amended 2018).

[Education and Care Services National Regulations](#). (2011)

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

Kidsafe NSW [Playground Safety](#) .(2020).

*Occupational Health and Safety Act 2004*

Revised National Quality Standard. (2020).

Safe Work Australia: [Guide on exposure to solar ultraviolet radiation \(UVR\) \(2019\)](#).

[Western Australian Education and Care Services National Regulations](#)

## REVIEW

*Please note: Certain health conditions and medications mean some people are more sensitive to UV radiation and need to use sun protection at all times regardless of the UV levels. Please make sure your policy includes the particular needs of these children and staff at your school/service. For further information visit [Risk factors for skin cancer](#)*

POLICY REVIEWED BY	Hannah Randall	Communications Officer	April 2025
POLICY REVIEWED	APRIL 2025	NEXT REVIEW DATE	APRIL 2026
VERSION NUMBER	V10.4.25		
MODIFICATIONS	<ul style="list-style-type: none"> <li>Regular policy maintainance</li> <li>Hyperlinks checked and repaired as required</li> </ul>		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
SEPTEMBER 2023	<ul style="list-style-type: none"> <li>Regular policy maintenance</li> <li>Hyperlinks checked and repaired as required</li> <li>Best practice measures checked with Cancer Council</li> </ul>		SEPTEMBER 2024
SEPTEMBER 2022	<ul style="list-style-type: none"> <li>Regular policy maintenance</li> <li>link to Western Australian Education and Care Services National Regulations added in 'Sources'</li> <li>Minor formatting edits within text</li> <li>hyperlinks checked and repaired as required (DESE is now Department of Education)</li> </ul>		SEPTEMBER 2023

AUGUST 2021	<ul style="list-style-type: none"> <li>• Policy reviewed by Cancer Council's SunSmart Program for all states/territories</li> <li>• additional information re: Sun Protection times for each state/territory added</li> <li>• small additions to wording included in policy- re: hat/brim size, safety standards, links to resources and information</li> </ul>	SEPTEMBER 2022
JANUARY 2021	<ul style="list-style-type: none"> <li>• additional UV index level information</li> <li>• edited webpage address for BOM</li> <li>• minor edits</li> </ul>	SEPTEMBER 2021
SEPTEMBER 2020	<ul style="list-style-type: none"> <li>• Additional regulation re: risk assessments</li> <li>• Additional section for Risks of Summer Play</li> <li>• Additional sources</li> </ul>	SEPTEMBER 2021
SEPTEMBER 2019	Revision and re-write following recommendations from Cancer Council	SEPTEMBER 2020
MAY 2019	Latest updates have been made to comply with the latest recommendations by the Cancer Council of Australia and the SunSmart program.	SEPTEMBER 2019
OCTOBER 2017	Updated the references to comply with the revised National Quality Standard	SEPTEMBER 2018