

SUN SAFE POLICY

PURPOSE

Village Early Education is committed to protecting children from the harmful effects of ultraviolet (UV) radiation and supporting the development of positive sun protection habits from an early age.

Our Services will provide and maintain environments, practices and routines that reduce children's exposure to UV radiation and support safe participation in outdoor play.

Children's safety, rights and best interests are the paramount consideration in all decisions and practices relating to sun protection and outdoor environments.

SUN PROTECTION REQUIREMENTS

Village Early Education will implement sun protection measures whenever the daily UV Index is forecast to reach 3 or above.

For Victorian Services, sun protection is generally required from mid-August to the end of April. Daily UV levels will continue to be considered outside this period, as UV levels may reach 3 or above at other times.

Sun protection measures apply to outdoor activities conducted at the Service and during excursions or other off-site activities.

SHADE

Village Early Education will provide and maintain sufficient natural, built or portable shade within outdoor environments, particularly in areas of high use.

Outdoor experiences will be planned and positioned to make effective use of available shade during sun protection times.

Shade availability and effectiveness will be considered when:

- planning and reviewing outdoor environments
- conducting risk assessments
- planning excursions and outdoor events
- identifying improvements to Service facilities.

Children will continue to use appropriate sun protection measures while playing in shaded areas.

HATS

During sun protection times, children, educators and staff will wear sun safe hats that protect the face, neck and ears.

Suitable hats include:

- broad-brimmed hats
- bucket hats with an appropriate brim
- legionnaire-style hats.

Baseball caps and visors are not considered adequate sun protection.

Where a child does not have a suitable hat, they will be supported to play in a shaded or otherwise protected area or provided with a suitable spare hat where available.

CLOTHING

Children and employees will be encouraged and supported to wear clothing that provides appropriate protection from UV exposure during sun protection times.

Sun safe clothing should cover as much skin as practicable, particularly the shoulders, back and torso.

Where a child's clothing does not provide adequate sun protection, additional protective measures such as shade or suitable spare clothing will be used.

Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

SUNSCREEN

Village Early Education will provide access to SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen that complies with applicable Australian Standards.

During sun protection times, sunscreen will be applied approximately 20 minutes before outdoor exposure and reapplied at least every two hours, or more frequently where it has been washed or wiped off.

Parent or guardian authorisation for the application of sunscreen will be obtained through the enrolment process.

Children may be supported to apply their own sunscreen under educator supervision where appropriate to their age and development.

Where a child has an allergy, sensitivity or other individual need relating to sunscreen, parents are asked to provide an alternative sunscreen, or the child will be required to play in the shade.

SUN PROTECTION FOR BABIES

Infants require additional protection from UV exposure.

Infants under 12 months will be kept out of direct sunlight during sun protection times wherever practicable.

Shade, protective clothing and appropriate hats will be the primary sun protection measures for infants.

Sunscreen may be used on small areas of exposed skin for infants aged six months and older where required. Sunscreen will generally be avoided for infants under six months.

OUTDOOR ENVIRONMENTS AND HEAT

Outdoor environments will be monitored to ensure they remain safe for children to use.

If the surface temperature is determined to be too hot or is recorded as at or above 50°C Kidsafe Australia recommends that children do NOT play on the surface

The Service will consider weather conditions, surface temperatures, availability of shade, hydration and other environmental risks when determining the suitability and duration of outdoor play.

Outdoor play may be modified, relocated or suspended where environmental conditions present an unacceptable risk to children's health or safety.

Children will have access to drinking water throughout the day, with additional support provided during hot weather.

EXCURSIONS AND OUTDOOR EVENTS

UV exposure and sun protection requirements will be considered when planning excursions, incursions and outdoor events.

Risk assessments will consider:

- forecast UV levels
- access to shade
- availability of drinking water
- appropriate hats and clothing
- sunscreen requirements
- environmental and weather conditions.

EDUCATION AND ROLE MODELLING

Sun protection will be incorporated into the educational program in age-appropriate ways to support children's understanding of sun safety and healthy habits.

Educators and employees will role model positive sun safe behaviours when outdoors, including the use of appropriate hats, clothing, sunscreen and shade.

Families will be supported with information about Village Early Education's sun protection requirements and encouraged to reinforce positive sun safe practices.

INDIVIDUAL NEEDS

Village Early Education will consider individual health, medical, sensory, cultural and developmental needs when implementing sun protection practices.

Families must inform the Service of any allergy, sensitivity, medication or medical condition that may affect their child's response to UV exposure, sunscreen or outdoor participation.

Reasonable adjustments will be made where required while continuing to protect the child's health and safety.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Sun Safe Policy* will be updated and reviewed annually, or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days. Our Service will submit this *Sun Safe Policy* to the Cancer Council every three years to maintain SunSmart status (required if a SunSmart member).

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	Wellbeing 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.
3.2.1	Inclusive environment	Outdoor and indoor spaces are organised and adapted to support every child's participation and to engage every child in quality experiences in both built and natural environments.

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS

S. 2A	Paramount consideration—safety, rights and best interests of children
S. 167	Offence relating to protection of children from harm and hazard
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
103	Premises, furniture and equipment to be safe, clean and in good repair
113	Outdoor space—natural environment
114	Outdoor space—shade
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

SOURCE

Australian Children's Education & Care Quality Authority. [Approved learning frameworks](#)

Australian Children's Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)

Australian Children's Education & Care Quality Authority. (2026). [Sun Protection - Policy Guidelines](#)

Australian Government. (2026). [Bureau of Meteorology](#)

Cancer Council. [Be SunSmart](#)

Cancer Council. Preventing cancer: [Sun protections](#)

Cancer Council. [SunSmart programs](#)

Early Childhood Australia. (2016). *Code of Ethics*.

[Education and Care Services National Law Act 2010](#)

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

Kidsafe NSW. (2012) [How Hot is Too Hot To Play?](#)

NSW Government. Department of Health. (2025). [Babies and young children in hot weather](#)

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

REVIEW

POLICY REVIEWED BY	Kelsey Pearce		
POLICY REVIEWED	SEPTEMBER 2026	NEXT REVIEW DATE	SEPTEMBER 2027
VERSION NUMBER	V20.09.26		
MODIFICATIONS	- updated policy structure and wording for clarity - strengthened UV monitoring and individual sun protection requirements - updated legislation, related policies and sources		