

Sun Protection Policy

1. Purpose

Y Whittlesea is committed to protecting the health, safety, and wellbeing of all children, educators, staff, volunteers, students, and families by minimising the risks associated with overexposure to harmful ultraviolet (UV) radiation. This policy provides clear guidelines and promotes sun-safe behaviours to reduce the risk of skin and eye damage, sunburn, and the long-term risk of skin cancer.

This policy also supports education about sun safety, encouraging lifelong healthy habits by embedding sun protection into our daily practices, programs, and family communication.

2. Scope

This policy applies to all early years services operated by The Y Whittlesea, including management, educators, staff, volunteers, students, children, and families.

3. Policy Statement

Excessive exposure to UV radiation is a major risk factor for developing skin cancer. Children under four are especially vulnerable due to their sensitive skin and limited natural protection. By embedding sensible sun protection practices into our service environment and curriculum, we actively reduce children's risk of UV-related harm, while modelling and teaching positive lifelong habits.

Our service promotes a sun-safe culture by:

- Providing shaded outdoor environments
- Ensuring sun-safe clothing and sunscreen use
- Educating and role-modelling sun protection behaviours
- Monitoring daily UV levels and adjusting activities accordingly
- Promoting awareness among families and the wider community

4. Responsibilities

Approved Provider

- Ensure compliance with the Education and Care Services National Law and Regulations
- Ensure the service provides adequate shade for outdoor play and learning (active and passive areas)
- Provide sufficient sunscreen for children and staff use
- Ensure staff uniform/dress code includes sun-protective clothing and hats
- Ensure copies of this policy and procedures are accessible to all staff, students, and families
- Support communication and education about sun safety with families
- Ensure families are aware of and agree to follow the service's sun protection measures

Nominated Supervisor

- Implement and monitor this policy and associated procedures
- Monitor and communicate daily **SunSmart UV alerts**
- Ensure sun protection strategies are followed during relevant UV times
- Support educators and families to understand and model sun-safe behaviours
- Ensure excursions and outdoor activities are planned with UV safety as a priority
- Relocate or cancel outdoor experiences during extreme weather conditions (heat, smog, wind, smoke)

Educators and Staff

- Role model SunSmart behaviour at all times (wear hats, sunscreen, protective clothing)
- Encourage and support children to:
 - Apply sunscreen 20 minutes before outdoor play
 - Wear broad-brimmed or legionnaire-style hats and protective clothing
- Check that sunscreen is in date and reapplied every 2 hours or according to manufacturer
- Respect individual sunscreen instructions when families provide their own
- Keep infants under 12 months out of direct sun, always in full shade with hats and protective clothing
- Only apply sunscreen to infants over 6 months with **parental consent**
- Move children indoors when temperatures reach **36°C or above**

- Use judgment to restrict outdoor play when conditions are hot, smoky, windy, or otherwise unsafe
- Conduct outdoor routines (e.g. group times, mealtimes) in shaded areas
- Encourage quiet or indoor play when weather is unsuitable for outdoor activity
- Redirect any child without a hat to **shaded areas** only
- Integrate sun protection education into daily learning (e.g. group discussions, stories, displays)
- Ensure sun protection is considered when planning **excursions or special events**

Families

- Support the service's sun protection policy by dressing children in appropriate sun-safe clothing (e.g. shirts with sleeves, no singlets)
- Provide sun-safe hats (broad-brimmed or legionnaire style)
- Supply sunscreen if preferred, and inform educators of any specific instructions
- Keep children at home if unwell due to heat, sunburn, or weather-related illness
- Stay informed about the service's SunSmart practices through regular updates, newsletters, and displays

1. Related policies and procedures:

[Enrolment and orientation](#)

[Excursion](#)

[Child Safe Environment](#)

[Occupational Health and Safety](#)

2. Legislative and Industry Requirements: [Link here](#) to Legislative Compliance Register

3. Consequences of breaching this policy: All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).

4. Policy owner: The General Manager of Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.

5. Document Control: Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
5.0	Review	M Rowse	14/7/25	July 25
4.0	Separated policy and procedure	Farryn Burrill	1/10/24	Oct 24
3.0	Added version control	Julie Lombardo	01/03/19	Mar 19
2.0	Added SunSmart recommendation	Beck Davis	22/02/18	Mar 18
1.0	Policy creation		01/05/12	June 12