

2.2.1 Health Practices and Procedures – Sun Safety

1. Purpose

- 1.1. To protect all children and staff from the harmful effects of ultraviolet (UV) radiation from the sun.
- 1.2. To ensure the appropriate measures are taken to minimise unsafe UV exposure.
- 1.3. Happy Haven OSHC (HHO) is committed to providing a balanced approach to UV radiation exposure, which will be based upon and follow current scientific advice on UV exposure related to the UV index.

2. Scope

- 2.1. This procedure applies to all children, families, educators, staff, and visitors to Happy Haven OSHC services.

3. Procedure

- 3.1. Monitoring UV levels and sun protection times
 - 3.1.1. Sun protection is required at times when UV levels are equal to or above 3. The sun protection times are a forecast for the time of day that UV levels are predicted to reach 3 and above.
 - (a) HHO services will monitor the UV levels and sun protection times that will occur throughout the day through one of the following methods:
 - (I) SunSmart Global UV App (available for free download on all smartphones)
 - (II) Bureau of Meteorology website, available here: <http://www.bom.gov.au/location/australia/south-australia#places>
 - (b) Each Service is to have a UV information poster on display, which details the maximum UV reported for the day and the times between which sun protection is required. This poster is to be updated daily.
 - (c) Considerations should be made when completing programming, scheduling outdoor activities outside peak UV radiation times wherever possible, particularly during Terms 1 & 4 and during Summer, Autumn and Spring Vacation Care.

- (I) Peak UV times of the day are 11.00 am - 3.00 pm during daylight savings and 10.00 am-2.00 pm during non-daylight savings.

3.2. Methods of sun protection

3.2.1. Methods of sun protections will be implemented during daily sun protection times for Spring Vacation Care, during Term 4, Summer Vacation Care, and Term 1, Autumn Vacation Care and whenever the UV rating is 3 and above 3 at all other times.

3.2.2. Shade

- (a) Utilising existing sufficient natural, portable, or man-made shade structures for outdoor play experiences, where possible.
- (b) Play experiences will be monitored throughout the session and moved into the shade, where appropriate and available.
- (c) Regular risk assessments and reviews will be made of the outdoor area to assist in planning for further shade requirements.
- (d) HHO will work in collaboration with the school to ensure adequate shade availability.
- (e) Additional tools that can be utilised includes the SunSmart Shade Comparison Check, available here: [Shade comparison check - SunSmart](#)

3.2.3. Hats

- (a) Educators and children must wear SunSmart hats when engaging outdoors. The Cancer Council Australia described SunSmart hats as hats that protect a person's face, neck, and ears. Such hats include:
 - (I) Legionnaire hats: the front peak and flap should overlap at the sides, and the flap should cover the neck
 - (II) Bucket hats: a hat with a deep crown and brim that is at least 5cm for young children and 6cm for adults and must shade the face, neck, and ears
 - (III) Broad brimmed hats: a 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, neck and ears.
- (b) Baseball caps and visors do not provide enough sun protection and therefore are not a suitable alternative and are not permitted to be worn during outside play while at HHO Services

- (c) Children without an approved hat will be asked to play indoors. On excursion days, children who arrive without an approved hat will be provided with a HHO hat, and this will be charged to the account holder. Where possible the family will be contacted to supply an approved at, if available.

3.2.4. Clothing

- (a) Educators must and children are encouraged to wear SunSmart clothing when engaging outdoors. The Cancer Council Australia recommends:
 - (I) Clothing that is loose fitting and covers as much skin as possible, particularly the shoulders, back, and stomach

Shirts with elbow-length sleeves, higher necklines (or collars), such as polo shirts, and knee-length shorts, skirts or dresses.
 - (II) Rash-tops or t-shirts for any outdoor swimming activities.
- (b) Singlet, sleeveless or midriff tops are not permitted to be worn during outdoor play while at HHO Services
- (c) Children not wearing SunSmart clothing will be required to play indoors. On excursion days, families/caregivers will be contacted to provide their child/ren with SunSmart clothing

3.2.5. Sunscreen

- (a) HHO services will ensure that educators and children have access to and adequate supply of SPF 50 or 50+ broad-spectrum water-resistance sunscreen
- (b) Educators and children will apply SPF 50 or 50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours.
 - (I) Children will apply their own sunscreen, under the supervision of the educators.
- (c) If children have allergies or sensitivity to the service supplied sunscreen, parents/caregivers are required to provide an alternative SPF 50 or 50+ broad-spectrum water-resistant sunscreen. A record of the allergy/sensitivity will be documented in the child's CCMS account and a Risk Minimisation and Communication Plan (RMCP) written.
- (d) Sunscreen is to be stored in a cool, dry place, and the use-by date is to be monitored. Any out-of-date sunscreen is to be disposed of replaced.

- (e) Some service specific considerations for Sunscreen application may include a mirror at a sunscreen station to support children to apply sunscreen (particularly to their face and ears), supporting children to apply sunscreen as required based on the child/ren's age and developmental capability, and seeking parent/guardian's consent to apply sunscreen.
- 3.3. Role Modelling and Work, Health and Safety (WHS)
 - 3.3.1. This procedure is regularly reinforced by Service Leaders with educators, children and families, through regularly reminders and sharing of information about sun protection.
 - (a) The Sun Safety Procedure will be made available to educators, staff, families, and visitors of Happy Haven OSHC services to ensure a comprehensive understanding about keeping sun safe including appropriate hat, clothing and sunscreen requirements.
 - 3.3.2. Sun protection information is promoted to staff, families and visitors.
 - 3.3.3. Educators will role model sun-safe habits around the children to support children to develop sun-safe habits.
 - 3.3.4. HHO acknowledged that UV exposure within the workplace is a WHS issue.
 - 3.3.5. All educators are required to adhere to this procedure to support role modelling and to maintain WHS practices.
 - 3.3.6. Additional practices that are advised to be taken by adults (including educators and visitors) includes:
 - (a) Wearing sunglasses that meet the Australian Standard 1067 (optional)
 - (b) Sun protection will be incorporated regularly into programs. This may look like:
 - (I) Discussing sun protection with children, involving children in checking the UV and sun protection times and demonstrating a positive and proactive approach to the management of sun protection at the service
 - (c) Families and visitors are encouraged to role model the five sun safe behaviours
- 3.4. HHO recognises the importance of providing safe environments for children and will ensure that weather and environmental conditions are regularly assessed to determine the suitability of outdoor play and learning experiences. Responsible Persons are authorised to make decisions regarding children's access to outdoor spaces where conditions may present a risk to their safety, health or wellbeing.

- 3.4.1. Considerations when making decisions regarding outdoor engagement include, peak UV times of the day, shade availability and duration of being outdoors.

4. Reference to Law and Regulations

Education and Early Childhood Services Law and Regulations	
R.77	Health, hygiene, and safe practices in education and care services
R.100	Risk assessment must be conducted before excursions
R.113	Outdoor space in a natural environment
R.114	Shade in outdoor space
S.167	Protection from harm and hazards
R.168	Education and care service must have policies and procedures
R.168 (2)(a)(ii)	Sun protection

Children and Young People (Safety) Act 2017	
S.7	Safety of children and young people paramount

Work Health and Safety Act (2012)	
S.19	Primary duty of care

5. Review

- 5.1. This procedure will be reviewed in consultation with the SunSmart Team at the Cancer Council South Australia every 3 years to maintain SunSmart status, the timing of which will be in line with the SunSmart accreditation for all HHO services.
- 5.2. Where an audit or compliance review identifies improvements; or
- 5.3. Following any legislative changes that impact supervision or headcounts; and
- 5.4. As part of HHO's commitment to continuous improvement

Date reviewed	Modifications	Reviewed by	Next review date	Approved by
10/7/2026	Transition from Policy to Procedure to align with new policy and procedure mapping Transition to the new HHO Style Guide Reviewed in consultation with National SunSmart Program representatives at Cancer Council South Australia Inclusion of WHS Act in relation to staff safety.	Allisha Foster (E&C Compliance Auditor)	July 2029	Frances Boatwright (Chief Operations Officer)

