

2.20. SUN AND HEAT PROTECTION

QUALITY AREA 2 | VERSION 6.0

Regulatory Policy & Procedure



Statement of Commitment

Wyndham City Council is committed to safeguarding children younger than 18 and ensuring their active participation as valued members of our community, while fostering a child-safe environment. We focus on early identification of risks to protect children from harm, whether caused by adults, harmful behaviours between children, exposure to family violence, or concerns like grooming, cumulative harm, or neglect.

We encourage the reporting of any concerns or suspicions of child abuse or harm. The Reportable Conduct Scheme improves how organisations respond to allegations of abuse, harm, neglect, and risk to children. Under this scheme, the CEO, or their delegate, must report any allegations of child-related misconduct to the Commission for Children and Young People within a specific timeframe.

All allegations are taken seriously, and reporting does not require agreement on the conduct. Concerns can be reported to a line manager or directly to the Senior Child Safe Advisor. Investigations will be conducted by an external party under the oversight of relevant authorities, including Victoria Police, the Department of Families, Fairness and Housing, and Child Protection.

Furthermore, Wyndham City Council has also publicly declared its commitment to being a Child Safe Organisation on our external website and recognises the importance of Child Safety in the provision of quality community services. All children and young people who attend services, programs, events, and community spaces have a right to feel safe, be safe, and be heard. We are committed to maintain a child safe environment, and value a culture of safety within council and its operations.

There are also behavioural expectations to recognise the importance of an inclusive and welcoming environment to all children & young people of the wider community including Aboriginal and Torres Strait Islanders, culturally and/or linguistically diverse, those with a disability and promoting an environment with no tolerance for racism.



Purpose

This policy will provide:

- Early Education and Care Services (EECS) with guidelines to ensure all children, staff, workers, and other people involved in their programs and activities are safe from high levels of ultraviolet (**UV**) radiation from the sun.
- sun protection tips for people who work at EECS, volunteer, and have children who go there.
- advice on how to use outdoor areas, such as how to get enough shade.



Policy Statement

EECS is dedicated to:

- promoting sun safety and sun protection strategies for children, families, staff, and visitors to prevent them getting overexposure to sun.
- ensuring the curriculum plans will keep students from getting too much sun.
- raising awareness of sun safety and sun protection strategies.
- providing information to children, staff, volunteers, parents/guardians, and others at the service about the harmful effects of exposure to the sun's UV radiation.



Scope

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EECS, including during offsite excursions and activities.

2.20. SUN AND HEAT PROTECTION

QUALITY AREA 2 | VERSION 6.0



Responsibilities

	Approved Provider and EECS Unit	Nominated Supervisors/ Team Leaders	Early Childhood Teacher, Educators, and other staff	Family, parents/guardians	Contractors, volunteers, and students
Ensure all legislative obligations are met.	✓	✓			
Take reasonable steps to ensure that all staff follow the sun protection policy and procedures.	✓	✓			
Ensure copies of the Sun Protection Policy is readily accessible and available to all staff, volunteers, and families.	✓	✓			
Meet the standards and requirements of the SunSmart early childhood program.	✓	✓			
Encourage practices which can help reduce the incidence of heat stress and heat related health conditions .	✓	✓			
Ensure this policy is up to date with current SunSmart recommendations: www.sunsmart.com.au	✓	✓			
Ensure the following staff are always present and immediately available place children are being educated and cared for by the service: staff member or nominated supervisor of the service who holds a current approved first aid qualification .	✓	✓			
Treat heat related health conditions in line with first aid training.	✓	✓	✓		
Ensure the details of any incident requiring the administration of first aid are recorded on the Incident, Injury, Trauma, and Illness Record no later than 24 hours after the occurrence.	✓	✓	✓		
Monitor the daily sun protection times for the service location and make sure that learning and playing outside is done safely.		✓	✓		✓
Ensure parents/guardians know about and agree to follow the Sun Protection Policy when their child enrolls. This includes providing an appropriate sun protective hat and sun protective clothing when their child is attending the service.	✓	✓	✓		
Provide sunscreen for use to all persons this policy applies to.	✓	✓			
Obtain written authority for staff to apply sunscreen. Authorisations must: <ul style="list-style-type: none"> be obtained before the child commences at the service. be stored with the child's enrolment record. 	✓	✓	✓		
If their child is allergic to the sunscreen the service provides, parents must: <ul style="list-style-type: none"> provide an alternative sunscreen that meets our sunscreen standards. Clearly label the alternative sunscreen with the child's name. 				✓	
If a child is required to use an alternative sunscreen staff must: <ul style="list-style-type: none"> ensure alternative sunscreen is labelled with child's name. develop and follow solid process to ensure the correct sunscreen is applied to children. 		✓	✓		✓
Apply sunscreen to their child before the commencement of each session during the sun protection times.				✓	

2.20. SUN AND HEAT PROTECTION

QUALITY AREA 2 | VERSION 6.0

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Apply sunscreen to children's exposed skin unless parents/guardians did not give authority to do so. Apply sunscreen 20 minutes before heading outside. When appropriate, educators will support children apply own sunscreen. Reapply every two hours.		✓	✓		✓
Store sunscreen in a cool place and monitor the expiry date, including for sunscreen supplied by parents/guardians.		✓	✓		✓
When outside during sun protection times put on sunscreen, wear a sun protective hat and clothes, sunglasses (optional) always.	✓	✓	✓		✓
Ensure all children, families, staff, and visitors put on sunscreen, wear a sun protective hat and clothes, and/or sunglasses (optional) when outside during sun protection times.	✓	✓	✓		✓
Ensure all hats brought to the service are labelled, stored separately, and meet the SunSmart recommendation for proper protection.	✓	✓	✓		
Provide their child a labelled sun protective hat that meets the SunSmart recommendations for proper protection.				✓	
Provide appropriate sun protective hats to children and adults when required.	✓	✓			
Ensure children without appropriate sun protective hats or sun protective clothing play in the shade or in a suitable area protected from the sun.	✓	✓	✓		✓
Children without appropriate sun protective clothing must not be excluded from outdoor play.	✓	✓	✓		✓
Encourage children to wear sun protective hats when travelling to and from the service.	✓	✓	✓	✓	
Include sun protection measures in all program planning.	✓	✓	✓		
Access and note sun protection times daily via the SunSmart Global UV app or SunSmart website.		✓	✓		✓
On days where temperature exceeds 30°C do touch test to rubber and metal equipment before children use the equipment. Repeat test every 30 minutes.		✓	✓		✓
Ensure adequate shade over both active and passive outdoor play areas at the service outdoor space.	✓	✓			
Ensure the availability of shade and sun protective strategies are considered in a risk assessment prior to conducting excursions and other outdoor events.	✓	✓	✓		
Encourage children to seek shade when playing outside during sun protection times.		✓	✓		✓
Utilise shaded areas for outdoor equipment that is not fixed during the sun protection times.		✓	✓		✓
Ensure sun protection is part of the educational program.	✓	✓	✓		
Monitor, and where practical, adjust outdoor learning and play activities to minimise direct and indirect UV exposure.		✓	✓		✓
Communicate SunSmart practices in general and specific expectations within the service to families (e.g., wearing protective clothing, sun protective hat styles)	✓	✓	✓		✓

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QUALITY AREA 2 | VERSION 6.0

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Reinforce this policy by providing information on sun protection to service users via newsletters, noticeboards, meetings, and websites etc.	✓	✓			
Co-operate with EECS with respect to any action taken by the staff to comply with the <i>Occupational Health and Safety Act 2004</i> .		✓	✓		✓
In the event of air conditioning malfunction and temperatures exceed 35°C contact families and provide option of picking their children up early.		✓	✓	✓	
On days with temperatures exceeding 35°C ensure the program includes cool and calming activities for children e.g., water play, use of ice, water painting.		✓	✓		



Definitions

The terms defined in this section relate specifically to this policy:

Approved first aid qualification: A qualification that is approved by the National Authority and includes training in the following as it relates to children:

- emergency life support and cardiopulmonary resuscitation (CPR),
- convulsions,
- poisoning,
- respiratory difficulties,
- management of severe bleeding,
- injury and basic wound care, and
- administration of an auto-immune adrenalin device

Heat related health conditions: Health problems that occur due to exposure to high temperatures or places with great heat for a long time are called heat-related health conditions. The body has a hard time keeping its temperature stable, which can cause these conditions. This puts the body under stress and might damage vital organs. Heat fatigue, heat stroke, dehydration, and heat cramps are all common health problems that can be caused by the heat.

Incident, Injury, Trauma, and Illness Record: A comprehensive and factual record of an incident, injury, trauma, or illness that occurred at the service.

Shade: An area sheltered from direct sunlight, e.g. by a large tree, canopy, or artificial cover. Shade can be built, natural or temporary and can reduce overall exposure to the sun’s UV by 75%. When combined with appropriate clothing, hats and sunscreen, children can be well protected from UV overexposure when outdoors.

Sunglasses: Sunglasses are optional. If worn, it is recommended that glasses are a close fitting, wrap-around style that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible. Wearing a hat with a brim that shades the eyes can also reduce UV radiation to the eyes by 50%.

Sun protection times: On days with UV levels of 3 and above, the Bureau of Meteorology advises sun protection times. All skin types can be damaged at these levels. UV levels in Victoria reach 3 or higher from mid-August to April. The free SunSmart app and/or website must be monitored to identify sun protection times for service location.

2.20. SUN AND HEAT PROTECTION

QUALITY AREA 2 | VERSION 6.0

Sun protective clothing: SunSmart recommends loose fitting clothing made of densely woven fabric to protect most of the child's skin during outdoor play. Shirts that cover the shoulders and have collars and sleeves that are at least elbow length, and longer style shorts and skirts are the most suitable. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

Sun protective hats: Broad-brimmed or bucket hats (5cm brim for young children, 6cm for children 8-12 years and adults), broad-brimmed (5cm brim for young children, 6cm for children 8-12 years and 7.5cm for adults) or legionnaire hats (where the back flap and front peak overlap at the sides). Baseball caps **do not** protect the back of the neck and ears and are not suitable for protection against the sun.

Sunscreen: An SPF 30 or higher-broad-spectrum water-resistant sunscreen. Sunscreen should be reapplied every two hours, even when labelled 4 hours water resistance.

SunSmart: The name of the program conducted by Cancer Council Victoria to promote an awareness of the need to provide sun protection.

Touch test: If an adult can hold their hand on a surface for a slow count to 10 the surface is safe for use.

Ultraviolet (UV) radiation: Ultraviolet radiation can't be seen or felt. Over-exposure to UV can cause damage to skin and eyes which may result in sunburn and skin cancers.



Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic)
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Occupational Health and Safety Act 2024



Related Appendices & Documents

- Appendix 2.5.1: Ongoing Medication Form.
- Appendix 2.5.3: Medication Record – Ongoing.
- Appendix 2.20.1: Workplace guide to UV exposure
- Appendix 2.20.2: Managing the Risks of Working in Heat



Related Policies

- Administration of First Aid
- Administration of Medication
- Enrolment and Orientation
- Excursions and Service Events
- Healthy Eating, Oral Health, and Active Play
- Incident, Injury, Trauma, and Illness
- Interactions with children
- Occupational Health and Safety
- Providing a Child Safe Environment
- Supervision of Children

2.20. SUN AND HEAT PROTECTION

QUALITY AREA 2 | VERSION 6.0

Authorisation and Version Control

Version	Objective ID	Action	Date	Endorsement date	Next Review Date
3	A2340485	Minor Changes - wording Approved by SunSmart J. Osborne 21/02/19	23/08/2018	KK 22/01/2019	Nov, 2020
4	A3850239	Addition – Wyndham City’s Statement of Commitment – Child Safe Standards. Addition of Legislation	27/09/2022	TP	2024
5	A4673357	Policy Name changed. Policy format updated. Policy appendices updated to new format. Updated in line with feedback received from Cancer Council Victoria.	Dec, 2023	TP	Dec, 2025
6	A4673357	Updated Wyndham City’s Statement of Commitment to a Child Safe Organisation – as per Wyndham City’s Child Safe Management page	20/06/2025	TP <i>T. Papaicamou</i>	Dec, 2025