

(Revised September 2025)

Policy Statement:

The Mueller College Outside School Hours Care (OSHC) Service encourages and promotes the need to protect student's skin and educate them about sun smart behaviour, thus reducing skin damage from exposure to the sun. The purpose of this Sun Safety policy is to ensure that all children and young people attending our Service are protected from the harmful effects of the sun throughout the year.

Background:

The Education and Care National regulations require Service providers to have Policies and procedures that support and promote sun safe practices when caring for children and young people.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.

Legislation:

National Quality Standard (NQS):

- Quality Area
- 1: Educational Program & Practice
 - 2: Children's Health & Safety
 - 3: Physical Environment
 - 7: Governance and Leadership

1.2	Practice	Educators facilitate and extend each child's learning and development.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
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.
3.1	Design	The design of the facilities is appropriate for the operation of a service.
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.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations:

84	Awareness of child protection law (1) The approved provider of an education and care service must ensure that a person specified in subregulation (2) who works with children is advised of— (a) the existence and application of the current child protection law; and (b) any obligations that the person may have under that law. Penalty: \$1100. (2) The following persons are specified— (a) a nominated supervisor of the service; (b) a staff member of the service; (c) a volunteer at the service; (d) a student who participates in the service.
123	Educator to child ratios—centre-based services (1) The minimum number of educators required to educate and care for children at a centre-based service is to be calculated in accordance with the following ratios— (a) for children from birth to 24 months of age—1 educator to 4 children; (b) for children over 24 months and less than 36 months of age—1 educator to 5 children; (c) for children aged 36 months of age or over (not including children over preschool age)—1 educator to 11 children; (d) for children over preschool age, 1 educator to 15 children. (2) If children being educated and cared for at a centre-based service are of mixed ages the minimum number of educators for the children must meet the requirements of subregulation (1) at all times.

	<p>(3) If an early childhood teacher or a suitably qualified person is required under Division 5 to be in attendance at a centre-based service, subject to regulation 122 that early childhood teacher or suitably qualified person is counted as an educator at the service for the purposes of this regulation.</p> <p>(4) If a centre-based service is required under regulation 130 or 131 to have access to an early childhood teacher for a period, subject to regulation 122 that teacher is counted as an educator at the service for the purposes of this regulation.</p> <p>(5) In subregulations (1) and (2) a reference to children does not include a child who is, or 2 or more children from the same family who are, educated and cared for at a centre-based service in an emergency for a period of not more than 2 consecutive days on which the service operates.</p> <p>Examples—</p> <ol style="list-style-type: none"> 1 A child is determined to be in need of protection under a child protection order. 2 The parent of a child needs urgent health care that prevents them caring for the child. <p>(6) An approved provider of a centre-based service must not permit an additional child or additional children to be educated and cared for at the service in an emergency in the circumstances set out in subsection (5) unless the approved provider is satisfied on reasonable grounds that this will not affect the health, safety and wellbeing of all the children attending the service.</p> <p>Note— The <i>Education and Care Services National Regulations 2012</i> of Western Australia include an extra subregulation before subregulation (1) as follows—</p> <p>“(1A) In this regulation—</p> <p>emergency, in relation to a child, means a serious and unexpected short term care emergency that requires the child to be provided with immediate education and care.</p> <p>Examples—</p> <ol style="list-style-type: none"> 1 A child is determined to be in need of protection under a child protection order. 2 The parent of a child needs urgent health care that prevents them caring for the child.”.
103 (1)	<p>The approved provider of an education and care service must ensure that the education and care service premises and all equipment and furniture used in providing the education and care service are safe, clean and in good repair.</p> <p>Penalty: \$2200.</p>

Education and Care Services National Law

167	Requires The approved provider and Nominated supervisor of an education and care service must ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.
301 (3,f)	Requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;

Principals:

Mueller College Outside School Hours Care aims to ensure that all children and young people are protected from the sun by following sun safe principals when playing outdoors. Through, education, communication, knowledge sharing and research we aim to provide a supportive environment for staff, families, students and visitors to benefit and grow in their understanding and commitment to sun safe practices.

Procedure:

Families will:

- Be encouraged to role model sun protection behaviours when involved in outdoor organisational activities
- During the Vacation Care times, Parents/Guardians are encouraged to send their child or young person in clothing that protects back, neck and shoulders from the sun.
- Be asked to provide a Sun Smart hat for their student and encourage them to wear it. Broad brimmed or legionnaire style hats are recommended as the best protection for the student's faces, necks and ears. The wearing of sunglasses by children and young people is optional.
- Be asked to provide appropriate Sun Smart clothing when the Service participates in outdoor activities. Appropriate clothing will include sleeved shirts, mid length shorts/skirts and closed in shoes.
- If a student suffers from an allergy to the sunscreen used at the Service, the parents/guardians must notify the Service in writing and supply a suitable brand of sunscreen for the student's use. The sunscreen must be pharmacy labelled and be accompanied by and medication request form. This sunscreen needs to be added to the Chemical Register as soon as possible and stored in the medication cupboard when not in use.

- If a family does not wish their child to wear sunscreen, they must inform the nominated supervisor in writing stating that they consent to the child playing outside in the sun without sunscreen.
- Parents/Guardians are informed of the use of sunscreen and insect repellent at the Service, upon enrolment.

Educators and Lead educators will:

- Follow Sun Smart safety guidelines, ensuring children and young people reapply their sunscreen every 2 hours. Sunscreen is applied at group times before meals and scheduled outdoor activities aiming to have it applied 20 minutes before going outdoors.
- Are required to model the appropriate behaviour to children and young people and must also wear hats and clothing that protects back, neck and shoulders from the sun.
- Staff are encouraged to wear sunglasses outside but must remove sunglasses when talking to a student to maintain eye contact.
- Incorporate education programs that focus on skin cancer prevention into the program. Educators are encouraged to complete Cancer Council's free online learning modules (Generation SunSmart)
- be encouraged to check daily local sun protection times by using the Bureau of Meteorology website. Whenever practical, outdoor activities are scheduled to minimise time outdoors during periods when the UV is high to extreme (UV 6 or above).
- Educators will ensure that all children and young people attending our Service are protected from the harmful effects of the sun at all times. Staff are to reinforce the SunSmart message in the children and young peoples' programs.
- Staff must ensure that adequate supervision is given when children and young people are applying sunscreen. Paying attention to ensure that all exposed areas to the sun are sufficiently covered. If children and young people require assistance to reach areas such as the back, shoulders, back of neck and ears, staff may assist in ensuring that sunscreen is applied appropriately.
- Children and young people who do not have hats will be encouraged to play in the shade and must wear hats outside all year round.

Approved provider & Nominated Supervisor will:

- provide environments that support Sun Safety practices and create an awareness of the need to reschedule outdoor activities to support Sun Safety practices.
- Ensure all children and young people and educators wear hats that protect the face, neck and ears, and a minimum of SPF 50+ broad-spectrum, water-resistant sunscreen when involved in outdoor activities, when the UV index is 3 or above. In Queensland, this is all year around.
- Inform parents/ guardians of our sun safety procedures when children and young people are enrolled.
- Seek ongoing support and feedback from parents/ guardians, educator, children, young people and the school community for the Sun Smart policy and its implementation, through newsletters, comments, discussions, etc.
- Ensure that adequate shade is provide during outdoor events. The Service will make use of shaded areas to provide as much shade for the children and young people as possible while playing outside. These may be provided by trees, shelter sheds or shade cloth.
- Consider shade availability when planning all outdoor events and excursions.
- Conduct regular shade assessments to determine future needs.
- Ensure that a minimum of SPF 50+ broad-spectrum, water-resistant sunscreen is always readily available.

- Sun safety will be conducted at our service throughout the whole year.
- encourages families to reinforce the SunSmart message through policy, newsletters and displays.
- Encourage visitors to the Service to role model sun protection behaviours when involved in outdoor organisational activities.
- Take reasonable steps to ensure that nominated supervisors, educators and staff follow these policies and procedures.
- Share the 'Sun Safety Policy and Procedure' with all employees upon their induction and ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- Additional professional development will be provided as needed and during review processes.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.

See also:

- Mueller OSHC Provision of a Child Safe Environment Policy & Procedure
- Mueller OSHC Physical Activity Policy & Procedure
- Mueller OSHC Incident, Trauma, and Injury Policies & Procedures

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- My Time, Our Place – Framework for School Age Care in Australia – Produced by the Australian Government Department of Education, Employment and Workplace Relations for the Council of Australian Governments. Ver2.0, Revised 2022
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- Be Sun Smart – Cancer Council of Australia
- Cancer Prevention, 2015 <https://cancerqld.org.au/cancer-prevention/sun-protection/>, Accessed Dec 2024

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	12/05/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.3		
MODIFICATIONS	<ul style="list-style-type: none"> • Updated references 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE
	<ul style="list-style-type: none"> • Updated references • Addition of review table 		JAN 2025
	<ul style="list-style-type: none"> • Formatting • Checked against Cancer council recommendations 		MAY 2025