



1.12 Sun Protection Procedures

Linked Policy: Health, Safety and Wellbeing

Classification: Health, Safety and Wellbeing

Applies to: All Kaimahi

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

To protect tamariki and kaimahi against short and long-term damage to their skin.

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Roles and Responsibilities:

Role	Responsibilities
Kindergarten Leader / Person Responsible	Ensures a system of ensuring all children have had their sunscreen re-applied is in place and known by kaimahi.
Kaimahi	Complies with these procedures in relation to individual sun protection Ensures re-application of sunscreen and hat wearing by children.
H&S Lead	Work with Kindergarten Leader to ensure adequate shade. Monitor 1Place for reports of sunburn and review with the Kindergarten Leader

Communication with parents

At enrolment, parents will be given a copy of the Sun Protection Procedures.

Cancer Society SunSmart recommendations

These procedures consider the Cancer Society's SunSmart Recommendations.

Individual Sun Protection

Individual sun protection includes sunscreen, hats and sunglasses worn when outside and long-sleeved clothing.

Sun Protection Implementation

1. Individual sun protection must be implemented between 1st September and 30th April each. Individual sun protection includes sunscreen, hats and clothing.
2. Outside of the dates mentioned in 1 above, the Ultraviolet Index (UVI) needs to be checked daily using an app on the Health and Safety iPad. The UVI must be recorded on the Outside Daily Hazard Register.
3. If the UVI is 3 or above individual sun protection must be implemented. The Kindergarten Leader will ensure that the UVI is checked daily before 8.30 am. This item is on the Daily Hazard Checklist.





Sunscreen

1. All staff and children will be required to wear sunscreen during the sun protection times.
2. The service will provide a good quality SPF50+ broad-spectrum water-resistant sunscreen for use by children and employees.
3. Parents may provide a specific sunscreen for their child if they should require a different brand/SPF. This will be clearly labelled for sole use of that child. Any child's individual sunscreen will be applied in accordance with the manufacturer's recommendations.
Note: this may require re-application more frequently than the services product and this should be noted.
4. Parents must provide written authorisation for its use on their enrolment form.
5. Parents are required to apply sunscreen to their children on or prior to arrival at the service.
6. Sunscreen will be re-applied a minimum of once throughout the day.
 - If children are being encouraged to self-apply sunscreen, they must be supervised to ensure effective application of the sunscreen.
7. The kindergarten will develop a system of ensuring all children have had their sunscreen re-applied. This should include systems to ensure that individual children's sunscreen application is used as appropriate.

Hats

1. All staff and children will be required to wear hats during the sun protection times.
2. Children refusing to wear a hat during this time must be limited to inside play or play only where there is sufficient shade to protect them.
3. It is recommended that hats should be of a design that protects the face, neck and ears, such as legionnaire, broad-brimmed or deep crown bucket hats.

Please note: Baseball caps do not offer enough protection and are therefore not recommended.

Clothing

It is recommended that clothing covers as much skin as possible, such as a top with a collar and/or long sleeves, trousers, or long shorts or skirts. Fabrics with a tighter weave and darker colours will give you better protection from the sun.

Babies under 12 months

Babies under 12 months should not be exposed to direct sunlight as their skin is thin, extremely sensitive and can burn easily.

Sunburn

Any instances of sunburn to either a child or an adult during service hours must be reported to the Health and Safety Lead and a report put into 1Place.





Kindergarten Sun Protection

Suitable areas of shade will be provided to allow children to play outside on sunny days. This may include shade of trees, permanently fixed shade sails, temporary umbrellas or a mixture of all.