



Safety in the Sun Policy Te Kaupapa Here mō te Noho Haumarū i te Rā

Version 2 | Mahi Tuarua

Effective Date | Whakamana tahito : January 2026 | Hānuere 2026

Next Review | ā houanga arotake: January 2029 | Hānuere 2029

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer, Senior Teachers, Etu Ao Visting Teacher Lead

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- To increase child and adult awareness of the harmful effects of the sun
- To encourage the development of individual responsibility for skin protection
- To ensure the provision of shade is incorporated into kindergarten and home-based site planning

Applies To | Ko Wai Whakahāngaitia

This policy applies to all Teachers, Visiting Teachers, Drivers, Drivers Assistants and TONI Educator's employed or contracted by He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

General Principles | Mātāpono Whānui

1. All employees and contractors will be encouraged to model sun-safe practices in the kindergarten and home-based services and ensure sun-safe procedures are implemented for children.
2. Kindergarten employees and TONI Educators, as well as other adults present in the service will model sun-safe behaviours by wearing appropriate clothing (including hats), using sunscreen and, where possible, accessing shade when outside during the months of September to April.
3. The use of a UV index app may be helpful. If the Indicator is 3 or above, you need to protect from sun exposure.
4. A broad-spectrum SPF 50+ sunscreen will be made available for use by Teachers/TONI Educators and children. Parents/caregivers will be notified of the brand used.
5. Permission will be sought from parents at enrolment for teachers/TONI Educators to apply sunscreen to their child while at kindergarten or Etu Ao home-based service.
6. Sunscreen should be applied 20 minutes before going outdoors and reapplied every two hours after physical activity, or as per the sunscreen instructions you are using.
7. Consideration will be given around the application of sunscreen to minimise the possibility of spreading infection, e.g. wearing gloves, encourage children to apply their own under adult supervision.
8. Senior Teachers and the Property Team will work in good faith with kindergartens/home-based services to ensure outdoor environments provide adults and children with adequate protection from the harmful effects of the sun.
9. In the development and use of outdoor areas, steps shall be taken to ensure adequate shade provision and appropriate placement of activities to protect adults and children.



10. Kindergarten newsletters and parents'/caregivers' meetings shall contain regular reminders about the need for skin protection, particularly during the period of September to April 10am to 4pm.
11. Knowledge of safety in the sun shall be incorporated into the kindergarten programme and home-based service programme, with a special focus in the first and fourth terms.
12. Information about sun protection will be made available to parents, whānau and caregivers at enrolment and reminders about the kindergarten/Etu Ao home-based service sun safe practices will be communicated through newsletters, on noticeboards, and directly with parents, whānau and caregivers.
13. Teachers and TONI Educators will assess the programme for outdoor activity during the months of September to April and, where necessary, adjust the programme to ensure children are not unnecessarily exposed to the sun during the hottest part of the day.
14. Opportunities will be made available to Teachers/TONI Educators to ensure that they can gain knowledge about matters related to sun safety.

Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Early Childhood Centres & Care Services 2008

Licensing Criteria for Home-based Education & Care Services 2008

Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

Sun Smart NZ [SunSmart — Be safe - be SunSmart](#)

NZ Cancer Society [Cancer Society Sunscreen — Cancer Society Sunscreen](#)

Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.

