



## Preschool sun protection procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation <a href="#">114</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECQA Information sheet: Sun safety</a> <a href="#">Sun Smart Recommendations for Childcare Services</a> <a href="#">Sun Smart program</a>		
<b>Staff roles and responsibilities</b>		
<b>School principal</b>	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <ul style="list-style-type: none"><li>the preschool is compliant with legislative standards related to this procedure at all times</li><li>all staff involved in the preschool are familiar with and implement this procedure</li><li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li></ul>	
<b>Preschool supervisor</b>	The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include: <ul style="list-style-type: none"><li>Analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li><li>Reflecting on how this procedure is informed by relevant recognised authorities.</li><li>Ensuring changes are communicated with families and communities via our Preschool Facebook page, copies available to families when requested and procedures for review displayed on notice board at the Preschool entrance.</li><li>Leading discussion with immediate staff around updates in procedures. Each month all updated procedures are situated in the Preschool and school staff rooms and are accessible to all staff for reading to ensure practice is embedded.</li></ul>	
<b>Preschool educators</b>	The preschool educators are responsible for working with leadership to ensure: <ul style="list-style-type: none"><li>all staff in the preschool and daily practices comply with this procedure</li></ul>	

	<ul style="list-style-type: none"> <li>● storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>● being actively involved in the review of this procedure, as required, or at least annually</li> <li>● ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Hats and clothing</b>	<ul style="list-style-type: none"> <li>● Children and educators are required to wear a <i>sun-safe/smart</i> hat to protect their face, neck and ears, whenever outside. Families are informed of this requirement at enrolment, and this is reinforced at the educator/family meeting before the child starts.</li> <li>● Preschool bucket hats are available to be purchased by families and a hat is to be worn all year around. If a child does not have a hat the Preschool will provide a hat for them for the days that they are at Preschool that week and the hat will then be washed at the end of the week.</li> <li>● Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Families are informed of this requirement at enrolment, and this is reinforced at the educator/family meeting before the child starts. If a child is wearing singlet type clothing, they will be encouraged to play in covered areas.</li> </ul>
<b>Shade</b>	<ul style="list-style-type: none"> <li>● The availability and quality of shade is considered (a shade audit) when planning all outdoor activities and outdoor play experiences are set up in the shade, as far as possible.</li> <li>● The daily timetable varies depending on the time of year to reduce the amount of time children are exposed to the sun when it is most damaging.</li> <li>● Children who do not have appropriate hats or outdoor clothing are supplied with a spare hat or shirt. If spares are not available, they are asked to choose a shaded play area and extra sunscreen applied as required.</li> </ul>
<b>Sunscreen</b>	<ul style="list-style-type: none"> <li>● Sunscreen is applied by the children under the supervision of staff before children go outside. The Preschool supplies all Cancer Council SPF 50+ UVA/UVB unless a child has a specific sunscreen which is supplied by parents and an alert has been created.</li> <li>● Sunscreen is reapplied every two hours.</li> <li>● Parent / carer authorisation is collected for staff to apply sunscreen to children.</li> <li>● Sunscreen is stored at the sunscreen station away from direct sunlight and expiry dates monitored by educators.</li> </ul>
<b>The educational program</b>	<ul style="list-style-type: none"> <li>● Educators model sun safe behaviours applying sunscreen to themselves, wearing brimmed hats and appropriate clothing. All casual staff, visitors and volunteers are asked to wear hats.</li> <li>● Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection.</li> <li>● Educators reinforce sun safe messages informally throughout the preschool day. Reminders about playing in the shade; reminders to put hats back on; reminders to reapply sunscreen as a whole group, discussing the need to move inside during the hottest part of the day. Educators monitor UV during the day through the SunSmart app.</li> <li>● Information is provided to families about sun protection. Families are given communication around sun safe practices through the</li> </ul>

	<p>Preschool Information booklet; posters; brochures; preschool website.</p> <ul style="list-style-type: none"> <li>• In developing excursion risk management plans, sunburn is noted as a potential risk and minimisation strategies are noted. Sun safe clothing is a requirement and is written on all excursion permission notes. On the day of excursions/incursion, sunscreen is applied before we leave preschool and then reapplied every two hours or as required. Educators ensure children have their hats and are supplied with a spare one if required. Lunch, fruit and play are situated in under cover or shaded areas where possible.</li> </ul>
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Record of procedure's review
<b>Date of review and who was involved</b>
21/02/2024: Aimee Vincent, Cathy Banister, Beth Cameron, Jordan McPhail, Natalie O'Donnell and Julie Greedy.
<b>Key changes made and reason/s why</b>
No changes made as the procedure is currently in line with recommendations from the Early Learning Directorate.
<b>Record of communication of significant changes to relevant stakeholders</b>
A copy is displayed at entrance of Preschool and copies available for preschool families to take home if requested. Posted on the Preschool Facebook page. All relevant educators to review at regular staff meeting. School website displays full list of procedures for viewing.