

Sun protection – preschool procedure table

National Quality Standard Education and Care Services National Law and National Regulations	Associated department policy, procedure or guideline	Reference document(s) and/or advice from a recognised authority
<p>NQS: 114</p> <p>Regulations: 2.1, 2.2</p>	<p>Leading and operating department preschool guidelines</p> <p>Student health in NSW schools: A summary and consolidation of policy</p> <p>Health and physical care – Sun safety</p>	<p>Sun Smart Recommendations for Childcare Services</p> <p>ACECQA's policy and procedures guidelines – Sun protection [PDF 244 KB]</p>

Responsibilities

<p>School principal</p>	<p>The principal as nominated supervisor, educational leader and responsible person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self-assessment. <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p>Preschool supervisor</p>	<p>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:</p>

	<ul style="list-style-type: none"> • analysing complaints, incidents or issues and the implications for updates to this procedure • reflecting on how this procedure is informed by stakeholder feedback and relevant expert authorities • planning and discussing ways to engage with families and communities, including how changes are communicated • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers • they are actively involved in the review of this procedure, as required, or at least annually • details of this procedure’s review are documented.

Procedure

<p>Hats and clothing</p>	<ul style="list-style-type: none"> • Children and staff members are required to wear a <i>sun safe or sun smart</i> hat to protect their face, neck and ears, whenever outside. • <i>(How are families informed of this requirement and what a sun safe hat is? Does the preschool provide or sell hats? Are hats worn all year around? If a child has no hat, are they loaned a preschool hat? If so, is this washed before being used by another child?)</i> Families are informed of this requirement during orientation process, and this is reinforced at the Educator/family meeting before the child starts. Preschool bucket hats are available to be purchased by families and a hat is to be worn all year round. If a child does not have a hat, the Educators will provide a hat for them for the days they are at Preschool that week and the hat will then be washed at the end of the week.
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	<ul style="list-style-type: none"> • Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. • <i>(Are children discouraged from wearing a singlet top or singlet dress? If so, how are families informed of this and what is in place if a child wears one?)</i> Families are informed of this requirement during orientation process, and this is reinforced at the Educator/family meeting before the child starts. If children present at Preschool wearing singlet type clothing, they will be encouraged to play in covered areas.
<p>Shade</p>	<ul style="list-style-type: none"> • 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. • 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. • Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.
<p>Sunscreen</p>	<ul style="list-style-type: none"> • Sunscreen is applied under the supervision of staff before children go outside. • <i>(Who supplies the sunscreen? If the preschool supplies it, what is the sunscreen rating? Do the children apply sunscreen themselves? When is it applied?)</i> The Preschool provides all Cancer Council SPF 50+ UVA/UVB supplies to children, unless a child has a specific sunscreen which is supplied by parents and a corresponding alert created. Children are assisted in applying the sunscreen and Educators ensure sunscreen is reapplied every 2 hours. • Parent authorisations are collected for staff to apply sunscreen to children. • <i>(Delete if not relevant.)</i> • Sunscreen is stored away from direct sunlight and expiry dates monitored. • <i>(Where is it stored? Who monitors the expiry dates?)</i> Sunscreen is stored outside at the Sunscreen Station and expiry date is monitored by Educators

The educational program

- Educators model sun safe behaviours.
- *(What does this involve? Are visitors and volunteers asked to wear a hat?)* Educators apply sunscreen to themselves when the children do. Educators wear brimmed hats and appropriate sun-safe clothing. All casual staff, visitors and volunteers are asked to wear hats.
- Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection.
- Educators reinforce sun safe messages informally throughout the preschool day.
- *(How is this done? For example, reminders about playing in the shade, reminders to put hats back on, discussing the need to move inside during the hottest part of the day.)* Educators regularly remind children to play in the shade and put their hats back on. Educators monitor UV during the day through the SunSmart App and get children to reapply sunscreen or move back inside during the hottest part of the day.
- Information is provided to families about sun protection.
- *(What information is provided? What format is this in? For example, family information or orientation booklet, posters, brochures, preschool website.)* Families are provided with the Preschool Information booklet which communicates the SunSmart policy of our site.
- In developing excursion risk assessment plans, sun burn is noted as a potential risk and minimisation strategies recorded.
- *(Which strategies are used? For example, utilising shaded areas to rest and eat, children asked to wear clothing with long sleeves, sunscreen reapplied regularly.)* SunSafe clothing is a requirement and written on all excursion permission notes. On the day of the excursion, sunscreen is applied before children 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 undercover or shaded areas where possible

Record of procedure’s review

Date of review	21/02/2024
Who was involved	Beth Cameron, Jordan McPhail, Natalie O’Donnell, Julie Greedy, Cathy Banister and Aimee Vincent
Key changes made and reason why	Nil
Record of communication of significant changes to relevant stakeholders	<p>Principal: Preschool – Microsoft Teams</p> <p>Staff: Preschool – Microsoft Teams and Policy/Procedure Folder</p> <p>Parents: a copy is displayed at entrance of Preschool and copies for Preschool families to take home if requested. Preschool Facebook page and School Website. All relevant educators to review at regular staff meetings.</p> <p>Please note, parents must be notified at least 14 days prior to a change that may have a significant impact on their service’s provision of education and care or a family’s ability to use the service.</p>

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.