



Sun protection

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 always related to this procedure. 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</p>

	<p>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.
Preschool teacher(s) and educator(s)	<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

Hats and clothing	<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. • Families are informed about this requirement before starting preschool through the orientation handbook and at orientation sessions. Families can supply their own sun safe hat or a school hat can be purchased at any time throughout the year at the school uniform shop. If a child forgets a hat or brings a hat that does not conform with the style, the child will be provided with a spare school hat. Preschool staff will wash the spare hat at the end of use. Staff and children are required to wear hats all year round any time they are outdoors. Regular reminders of sun safety are sent to families via Seesaw. Families who forget on a regular basis will be provided with information and discussions to help them understand and remember the sun safety rules. • Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. • Parents are informed before starting preschool at information/orientation sessions and through the orientation handbook about appropriate
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	<p>clothing for preschool. Alerts will be put out via Seesaw throughout the year to remind families about sun safe clothing. Families may also be approached by educators who can provide them with further information if they feel the family is struggling to understand requirements. Parents who send their child/ren to preschool wearing unsuitable clothing, such as singlet top will be asked to change their child into appropriate clothing before leaving the centre. The preschool can supply the family with spare appropriate clothing if needed and it will be the parent's responsibility to take it home and wash it before returning it.</p>
<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. • Parents are asked to help their child apply sunscreen with a minimum rating of SPF 30+ each day before coming to preschool or at drop off, to ensure children are sun safe and ready to go outdoors for play. Children are taught at preschool how to apply sunscreen to all uncovered areas. They are then reminded when needed to apply their own sunscreen. • Children will reapply sunscreen every two hours during outdoor play ie: during our summer program, children will be reminded to reapply at 10.30am (sunscreen had been applied upon arrival between 8.30/9am) and in our winter program, children will be reminded to reapply at 2pm (they had already applied sunscreen at 12pm prior to going outside) • Parent / carer authorisations are collected for staff to apply our own general use sunscreen to children who do not have their own sunscreen available. In the case where parents request not to use this sunscreen, the parent will have to ensure they bring their own sunscreen, or the child will remain in the shade. Sunscreen is stored at a sunscreen station with mirror under the COLA outside, away from direct sunlight so children can access it themselves. Children having their own sunscreen caters to

	<p>personal preference, hygiene, and allergies. Each time a preschool educator receives a new sunscreen, they will record the expiry date on the form in the box underneath the sunscreen. This is closely monitored to allow parents sufficient time to replace any that has expired.</p> <ul style="list-style-type: none"> • Sunscreen is stored away from direct sunlight and expiry dates monitored by the preschool supervisor.
<p>The educational program</p>	<ul style="list-style-type: none"> • Educators model sun safe behaviours by: Wearing sun safe clothing and hats; wearing sunglasses (optional); applying SPF 30+ sunscreen; promoting play in the shade. • All visitors and parents will be encouraged to demonstrate appropriate sun safe behaviours when working at or visiting the centre. If they are doing an activity outside, they will be encouraged to bring a hat and referred to the handbook to understand sun smart procedures. If they don't have a hat, preschool has spare wide-brimmed hats to use. • 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. This involves reminders to put hats back on, reminders to reapply sunscreen when needed, setting up activities in the shade and encouraging children to play in shaded areas when the UV index is high. • Information is provided to families about sun protection via Seesaw and during initial information and orientation sessions. Posters are also on display at the preschool entry relating to sun safety and UV. • Sun protection will be addressed in learning experiences throughout the year to ensure children are aware of the reasons for being sun safe. Sun safe behaviour and sun protection information will also be promoted to all staff, families, and visitors. Further information is available from Cancer Council NSW's website. https://www.sunsmart.com.au/ • In developing excursion risk assessment plans, sun burn is noted as a potential risk and minimisation strategies recorded. <ul style="list-style-type: none"> ○ All children and staff will be required to wear a suitable hat on the excursion which shades them from the sun. Suitable hats include broad-brimmed, bucket and legionnaire hats. ○ All children and staff will be encouraged to wear suitable clothing on the excursion. Suitable clothing is clothing that covers as much skin as

	<p>possible including the shoulders, back and stomach e.g. collars, covered necklines, sleeves, longer skirts, shorts, and trousers.</p> <ul style="list-style-type: none"> ○ Wherever possible, excursions will be planned outside of the hottest hours of the day. ○ Wherever possible, the children will sit inside or in shaded areas during outdoor excursions.
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Record of procedure's review

Date of review	24/11/23
Who was involved	Preschool Staff, families, children
Key changes made and reason why	Changed to new DoE template .
Record of communication of significant changes to relevant stakeholders	<p>Principal: Helen Te Rata</p> <p>Staff: all preschool staff read, reflected, and signed off. Procedure also posted on Sentral for K-6 staff to engage with.</p> <p>Emailed to P&C representatives.</p> <p>Parents: notified via Seesaw. 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> <p>Communicated to Cancer Council for feedback</p>