



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 114	Leading and Operating Department Preschool Guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
ACECQA Information sheet: Sun safety Sun Smart Recommendations for Childcare Services Sun Smart program		
Staff roles and responsibilities		
School principal	<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. 	
Preschool educators (This includes all staff; casuals, lunch cover,	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> all staff in the preschool and daily practices comply with this procedure storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers being actively involved in the review of this procedure, as required, or at 	

volunteers and anyone else who works in the preschool)	<p>least annually</p> <ul style="list-style-type: none"> ensuring the details of this procedure's review are documented.
Procedure	
Hats and clothing	<ul style="list-style-type: none"> Children and educators are required to wear a <i>sun safe / smart</i> hat to protect their face, neck and ears, whenever outside. Children are required to bring hats to preschool which remain at the preschool at all times. Hats are stored in the child's individual pockets. Parents can take their child's hat home to launder when required. The Preschool Handbook details the recommended type of hat to supply. Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. The Preschool Handbook notes the recommended type of clothing and shoes the children should wear to preschool. Families are encouraged to dress their children in sun safe clothing.
Shade	<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. Our preschool outdoor space includes adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun. 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. The preschool timetable is flexible to avoid the children being exposed to damaging UV rays, ie on very hot days the children play outside early in the day. In the summer months, outdoor play is undertaken before 11:00am. Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.
Sunscreen	<ul style="list-style-type: none"> Families are encouraged to apply sunscreen to their child before attending preschool each day. Our service provides sunscreen for parents to apply upon arrival to preschool. Children are required to re-apply sunscreen during the day with adult modelling and support. The supplied preschool sunscreen is SPF50+ and is applied under the supervision of staff before children go outside. Sunscreen is stored away from direct sunlight and expiry dates monitored by SLSOs. It is stored inside the entrance at adult height. The educators will carry sunscreen on excursions for re-application. Parents/carers sign a permission form at the commencement of preschool consenting to the application of sunscreen during the preschool program.
The educational program	<ul style="list-style-type: none"> Educators model sun safe behaviours. Staff model sun safety procedures by wearing hats all year round as well as applying sunscreen themselves. Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection.

	<ul style="list-style-type: none"> • Educators reinforce sun safe messages informally throughout the preschool day by reminding children about playing in the shade, wearing hats when outside, and discussing the need to move inside during the hottest part of the day. • Sun safety will be included regularly in the preschool's learning programs via intentional teaching and incidental learning experiences. When parents enrol their children, they will be informed about the preschool's sun protection procedures. At this time, they will be encouraged to discuss any special requirements their child may have with sun protection (including allergies) with our preschool teacher. • In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted. Shaded areas to rest and eat are utilised, parent are requested to ensure their children wear appropriate clothing on the day, and sunscreen is reapplied regularly. Excursions will be postponed or cancelled if extreme weather conditions are present or forecasted.
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Record of procedure's review
Date of review and who was involved
18 September 2023 – Sharna Labbe, Deana Talevska, Alex Arancibia and May Meesorn-iam
Key changes made and reason/s why
Added parent consent form for application of sunscreen during preschool program.
Record of communication of significant changes to relevant stakeholders
Preschool staff informed of updated procedures 24.10.2023 at weekly meeting SIS staff made aware of updated procedures 24.10.2023 at whole school administration meeting Families sent link via Class Dojo to updated procedures on school website 24.10.2023. Hard copies of procedures also made available to parents 24.10.2023.
Due date of review
End Term 3 2024 – 27 September 2024