



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
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	<ul style="list-style-type: none"> 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>
Preschool supervisor	<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.
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 the preschool 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.
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	<ul style="list-style-type: none"> • 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 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. • Sunscreen is applied under the supervision of staff before children go outside. • Our service provides sunscreen of SPF50+ for parents to apply upon arrival to preschool. Children are required to re-apply sunscreen during the day with adult modelling and support.

	<ul style="list-style-type: none"> • Children who have allergies to sunscreen are to provide a suitable alternative which remains at the preschool. • Parent authorisations are collected at the commencement of preschool consenting to staff to apply sunscreen to children during the preschool program. • Sunscreen is stored away from direct sunlight and expiry dates are monitored by the SLSOs. The sunscreen is stored inside the entrance at adult height. • The educators will carry sunscreen on excursions for re-application.
<p>The educational program</p>	<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. • Preschool visitors and volunteers are requested to wear a hat. • 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 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. • Information is provided to families about sun protection. • 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 assessment plans, sun burn is noted as a potential risk and minimisation strategies recorded.

	<ul style="list-style-type: none"> Shaded areas to rest and eat are utilised, parents 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	27 September 2024
Who was involved	Sharna Labbe, Deana Talevska, Alex Arancibia, May Meesorn-iam
Key changes made and reason why	Inclusion of procedures for children who are allergic to sunscreen.
Record of communication of significant changes to relevant stakeholders	<p>Principal: 27 September 2024</p> <p>Staff: 15 October 2024 – Weekly staff meeting</p> <p>Parents: 16 October 2024 – website and community procedure folder updated – message sent via Story Park</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>