### Preschool sun protection procedure

| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.12.2 | Regulation [114](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div2/reg114) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)[Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) |
| **Pre-reading and reference documents** |
| [ACECQA Information sheet: Sun safety](https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf) [Sun Smart Recommendations for Childcare Services](https://www.cancercouncil.com.au/cancer-prevention/sun-protection/sunsmart-program/about-the-sunsmart-program-for-childcare/sunsmart-recommendations-for-childcare-services/)[Sun Smart program](https://www.cancercouncil.com.au/cancer-prevention/sun-protection/sunsmart-program/) |
| **Staff roles and responsibilities** |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* 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.
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| **Preschool supervisor** | 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. |
| **Preschool educators**(This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool) | The preschool educators are responsible for working with leadership to ensure:* 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 least annually
* ensuring the details of this procedure’s review are documented.
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| **Procedure** |
| **Hats and clothing** | * Children and educators are required to wear a *broad brimmed sun safe* / *smart* hat to protect their face, neck and ears, whenever outside. School hats can be purchased from the office if preferred. This is communicated to families on enrolment as part of our parent partnership meetings.
* In the instance children do not have a hat, ample hats are available for children to borrow. The may be used by the same child 2-3 days in a row and stored in their hat basket. All borrowed hats are washed each week and always before they are used by another child.
* Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Children must wear t-shirts that cover the shoulders and belly. A spare shirt will be provided where only singlet tops/dresses are available. Parents are informed on enrolment and periodically throughout the year.
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| **Shade** | * 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 much as possible.
* The daily timetable varies to reduce the amount of time children are exposed to the sun when it is most damaging. UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.
* Children who do not have appropriate hats or outdoor clothing are provided with spare preschool hats and t-shirts or if refused asked to choose a shaded play area.
* When children are on excursions all sun protection practices are planned, organised, understood and available
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| **Sunscreen** | * Sunscreen is applied under the supervision of staff before children go outside. Preschool provides generic branded SPF30+ sunscreen and children are encouraged to independently apply sunscreen.
* Parent / carer authorisation are collected for staff to determine if families prefer to use their own sunscreen or they are happy to use the provided sunscreen. This expressly indicates that independence will be promoted as much as possible with educators assisting in its application where necessary.
* Sunscreen is stored away from direct sunlight and expiry dates monitored by Preschool Teachers Emily Roalfe and Trudie Charnock.
* Sunscreen stations are available in the shaded foyer, and next to the playground door. It is placed on the sign on table each morning to encourage families to support their children in It’s application also.
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| **The educational program** | * Educators, visitors and volunteers model sun safe behaviors. Wearing hats, clothes that cover sleeves and applying sunscreen alongside children. The preschool keeps additional adult sized hats are available to ensure this is achieved when hats are otherwise forgotten. These are washed in between uses.
* 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. For instance, educators will provide reminders about playing in the shade; reminders to put hats back on; and discuss the need to move inside during the hottest part of the day.
* Information is provided to families about sun protection. Brochures or information booklets are provided in the enrollment pack, and information is shared periodically or as need arises throughout the year. This may be in person or through using the storypark application.
* **In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted.**

**Strategies will be used to mitigate this risk. For example, utilising shaded areas to rest and eat; children may be asked to wear clothing with long sleeves; and sunscreen reapplied regularly.** |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 25/3/2022 Emily Roalfe, Key preschool staff, families |
| **Key changes made and reason/s why** |
| Changed to new template and updated as needed |
| **Record of communication of significant changes to relevant stakeholders** |
| 25/3/2022 Communicated with families on the story park application. Provided a physical copy for staff and community to review.  |

*Copy and paste a new table to record each occasion the procedure is reviewed.*