



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 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>
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<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</i> or <i>sun smart</i> hat to protect their face, neck and ears, whenever outside.
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	<ul style="list-style-type: none"> • Children and educators are required to wear a broad brimmed sun safe / smart hat to protect their face, neck and ears, all year round, whenever outside. All children are provided with a school hat upon enrolment, ensuring equitable access to sun safety. Preschool provided hats stay at preschool for the duration of the year and are washed in week 5 and 10 of term, or as needed. Additional 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 lose their hat or leave their hat at home, ample spare hats are available for children to borrow. They 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 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.
<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.



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	<ul style="list-style-type: none"> • Preschool provides generic branded SPF30+ sunscreen and children are encouraged to independently apply sunscreen. • Sunscreen is applied each time children spend time outdoors, typically 9.20am and 2.30pm each day, or as needed throughout the day. • Parent / carer authorisation is collected for staff to apply sunscreen to children. This authorisation also determines 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. This is monitored by preschool teachers and educators. • A sunscreen station is available next to the playground door. Sunscreen is also placed on the sign on table each morning to encourage families to support their children in its application also.
<p>The educational program</p>	<ul style="list-style-type: none"> • Educators model sun safe behaviours. • Wearing hats, clothes that cover sleeves and applying sunscreen alongside children. 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.



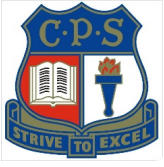
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	<ul style="list-style-type: none"> • (How is this done? For example, reminders about playing in the shade, reminders to put hats back on, discussing the need to move inside during the hottest part of the day. • Information is provided to families about sun protection. • Brochures or information booklets are available in the foyer. The parent handbook outlines sun safe procedures and provides a QR code for additional sun safety information. This is provided as part of the enrolment pack, and on the preschool webpage. Information is also shared periodically or as need arises throughout the year. This may be in person or through using social media channels on facebook and storypark. • In developing excursion risk assessment plans, sun burn is noted as a potential risk and minimisation strategies recorded. For example, utilising shaded areas to rest and eat; children may be asked to wear clothing with long sleeves; and sunscreen reapplied regularly.
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Record of procedure's review

Record of procedure's review
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.



Record of procedure's review
Date of review and who was involved
Emily Roalfe 3/5/2023
Key changes made and reason/s why
General revision – updating where sunscreen stations are positioned.
Record of communication of significant changes to relevant stakeholders
Communicated with core staff 3/5/2023 with printed policy to review in detail. Families informed using storypark platform, printed copy on sign on table.

Date of review	26/3/24
Who was involved	Emily Roalfe, Educators, Families
Key changes made and reason why	<ul style="list-style-type: none"> Refining word choice, update to new template, no major changes needed. Preschool now provides hats to all new enrolments. Timing of sunscreen application noted
Record of communication of significant changes to relevant stakeholders	<p>Principal: 26/3/24 - email</p> <p>Staff: 26/3/24 - email</p> <p>Parents:26/3/24 -storypark and sign on table.</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</p>



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