



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	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring: <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 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	The preschool educators are responsible for working with leadership to ensure: <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 least annually 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. Families are informed of this requirement during information sessions and reminded prior to attending the child's first day. Information around sun safe hats and the requirement is in the information booklet parents receive. The preschool provides a bucket a hat for each child. Hats are left on the premises and stored separately from one another in hat pockets. Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Families are reminded about appropriate clothing to minimize sun exposure when necessary e.g. if a child wears a singlet. 	

<p>Shade</p>	<ul style="list-style-type: none"> • The availability and quality of shade is considered 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. For example, Outdoor play in term one and four are in the morning session due to hot weather conditions in the middle of the day. • Children who do not have appropriate hats or outdoor clothing are encouraged to choose a shaded play area.
<p>Sunscreen</p>	<ul style="list-style-type: none"> • Sunscreen is supplied and is SPF50+ • Sunscreen is available at the sign in desk and parents are encouraged to apply sunscreen to their child on arrival at preschool. Parent mark on the sign in register whether they have applied sunscreen to their child. This also acts as a reminder to do so before they drop off their child for the day. We encourage children to reapply during the day and staff assist as necessary. • Sunscreen is applied under the supervision of staff before children go outside when students need reapplying. Children apply their own sunscreen with the support of the educators when necessary. • Signed consent is obtained from parents in regard to the application of sunscreen during the preschool day. • Sunscreen is stored away from direct sunlight and expiry dates monitored.
<p>The educational program</p>	<ul style="list-style-type: none"> • Educators model sun safe behaviours by wear a sun safe hat, clothing and applying sunscreen. • 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. e.g. 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. We are registered with Sunsmart and utilise their resources to share with educators, children and families • In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted. All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning routines, excursions and playground activities.

Record of procedure's review
Date of review and who was involved
Term 3 week 5 2021– Kristen McNeill
Key changes made and reason/s why
Clothing information added Sunsmart registration added Bucket hats are now provided by the preschool and kept onsite to ensure all students have a sun safe hat.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Joanne Jurgeit – Preschool Teacher Patricia May – Preschool SLSO

Record of procedure's review
Date of review and who was involved
Term 3 – 15 September 2022 – Joanne Jurgeit
Key changes made and reason/s why
No changes required.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Patricia May – Preschool SLSO