



sun protection procedure

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>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 includes:</p> <ul style="list-style-type: none"> • analysing complaints, incidents or issues and what the implications are for the updates to this procedure • reflecting on how this procedure is informed by relevant recognised 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 educators</p>	<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 least annually • ensuring the details of this procedure’s review are documented.
<p>Procedure</p>	
<p>Hats and clothing</p>	<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 provided with information about this in the Preschool handbook which they receive during the enrolment process. Families are asked to provide a hat for their child. Spare hats are available if children forget to bring one. • Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Families are informed about appropriate sun safe clothing the preschool handbook and through regular updates on the Storypark app. • We offer to provide sun smart clothing such as a t-shirt to wear during outdoor play if a child’s neck, back and shoulders are exposed. • Educators also model appropriate sun smart clothing. • Children wear their hats when entering preschool upon arrival that educators can ensure they all have a sub safe hat.
<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 preschool provides and maintains shaded areas for outdoor activity. A large shade cloth which is compliant to Kid safe recommendations covers a section of the outdoor environment. • 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 or shirt can be provided.
<p>Sunscreen</p>	<ul style="list-style-type: none"> • SPF50+ Sunscreen is provided near the sign in book for parents to apply to the children in the morning. As children enter the preschool, educators ask parents if children have sunscreen on. Children receive a stamp if they have sunscreen and a hat on as they enter the building. The stamp is an indication to educators who is unsafe. • The Preschool will provide SPF50+, broad-spectrum, water-resistant sunscreen for reapplication during the day. Sunscreen is stored in a dry cool place and the used by date is monitored. Authorisation to apply sunscreen is sought from parents/carers on enrolment. If families do not wish sunscreen to be applied to their child they need to put this in writing.

	<ul style="list-style-type: none"> • Children will be taught to apply sunscreen to themselves to maintain hygiene
<p>The educational program</p>	<ul style="list-style-type: none"> • Educators model sun safe behaviours. All educators and visitors wear a hat and sun safe clothing when in the outside environment. • 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. Educators remind children to put their hats on if they have fallen off; discussing the need to move inside during the hottest part of the day and encouraging children to drink water. • Information is provided to families about sun protection in the preschool handbook that is received at the time of enrolment. Information is sent out to parents throughout the year the Storypark app. • In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted. These include strategies to utilise shaded areas to rest and eat; children asked to wear clothing with long sleeves; sunscreen reapplied regularly and provision of additional water. • Educators monitor the UV index level throughout the day to determine the level of sun protection required. Children are also involved in the discussion about the UV rating. The up rating is also displayed at the front of the preschool for families in the morning. • UV rating visuals are placed in the learning environments.

Record of procedure's review	
Date of review and who was involved	
June 2021 Claire Callinan, Chelsea Stanton, Jen Mitchell	
Key changes made and reason/s why	
Strategy to monitor who has applied sunscreen before entering preschool.	
Record of communication of significant changes to relevant stakeholders	
Date of review and who was involved	
June 2022 Claire Callinan, , Jen Mitchell	
Key changes made and reason/s why	
Children to wear hat into preschool upon arrival- educators have noticed lots of children not bringing a hat to pre	
Record of communication of significant changes to relevant stakeholders	
Communicated with families and exec week 1 term 3	
Date of review and who was involved	
June 2023 Claire Callinan, , Jen Mitchell	
Key changes made and reason/s why	
Changes to how sunscreen application is monitored upon arrival	
Record of communication of significant changes to relevant stakeholders	

Date of review	8 April 2024
Who was involved	Claire Callinan Kadi carr

Key changes made and reason why	Template change		
Record of communication of significant changes to relevant stakeholders	Principal:		Date: 15/3/24
	Deputy Principal		Date: .15/3/24
	Staff		Date: .15/3/24
	Families	Via story park	Date: .

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.

Copy and paste the last 4 rows to the bottom of the table each time a new review

