



# EDGEWORTH PUBLIC SCHOOL PRESCHOOL

## 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
NQS: 114  Regulations: 2.1, 2.2	Leading and operating department preschool guidelines  <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>  <a href="#">Health and physical care – Sun safety</a>	<a href="#">Sun Smart Recommendations for Childcare Services</a>  ACECQA's policy and procedures guidelines – <a href="#">Sun protection [PDF 244 KB]</a>  <a href="#">Kids Safe- Playgrounds surfacing</a>
<b>responsibilities</b>		
<b>School principal</b>	<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"><li>the preschool is compliant with legislative standards related to this procedure at all times</li><li>all staff involved in the preschool are familiar with and implement this procedure</li><li>all procedures are current and reviewed as part of a continuous cycle of self- assessment.</li></ul>	
<b>Preschool supervisor (DP/AP)</b>	<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"><li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</li><li>reflecting on how this procedure is informed by relevant recognised authorities</li><li>planning and discussing ways to engage with families and communities, including how changes are communicated</li><li>developing strategies to induct all staff when procedures are updated to ensure practice is embedded.</li></ul>	
<b>Preschool educators</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"><li>all staff in the preschool and daily practices comply with this procedure</li><li>storing this procedure in the preschool, and making it accessible to all</li></ul>	

	<p>staff, families, visitors and volunteers</p> <ul style="list-style-type: none"> <li>• being actively involved in the review of this procedure, as required, or at least annually</li> <li>• ensuring the details of this procedure's review are documented.</li> </ul>
<b>Procedure</b>	
<b>Hats and clothing</b>	<ul style="list-style-type: none"> <li>• Children and educators are required to wear a sun safe hat that protects their face, neck, and ears whenever they are outside. Families are provided with information about this requirement in the Preschool Handbook, which they receive during the enrolment process. Families are asked to supply a suitable hat for their child; however, spare hats are available if children forget to bring one.</li> <li>• Parents and carers are encouraged to dress their children in loose-fitting clothing that covers as much skin as possible. Information about appropriate sun safe clothing is included in the Preschool Handbook and shared regularly with families via the Storypark app.</li> <li>• We offer to provide sun safe clothing, such as a t-shirt, for children to wear during outdoor play if their neck, back, or shoulders are exposed.</li> <li>• Educators also always model appropriate sun safe clothing.</li> <li>• Children are required to wear their hats when entering preschool upon arrival, allowing educators to ensure that everyone has a sun safe hat.</li> </ul>
<b>Shade</b>	<ul style="list-style-type: none"> <li>• The availability and quality of shade are assessed when planning all outdoor experiences. Outdoor play experiences are set up in shaded areas whenever possible. The preschool provides and maintains shaded spaces for outdoor activities, including a large shade cloth that complies with KidSafe recommendations and covers a section of the outdoor environment.</li> <li>• The daily timetable is adjusted according to the time of year to minimise children's exposure to the sun during peak UV hours, when sun exposure is most harmful.</li> <li>• Children without an appropriate hat when outdoors are provided with one. Children who refuse to wear a hat are encouraged to put one on and/or supported to play in shaded areas.</li> </ul>
<b>Sunscreen</b>	<ul style="list-style-type: none"> <li>• SPF50+ sunscreen is available near the sign-in book for parents to apply to their children each morning. As children enter the preschool, educators will ask parents whether their child has had sunscreen applied. Children who are wearing both sunscreen and a hat will receive a stamp upon arrival, indicating to educators which children may require further attention regarding sun safety.</li> <li>• The preschool provides SPF50+, broad-spectrum, water-resistant sunscreen for reapplication throughout the day. Sunscreen is stored in a cool, dry place, and its expiry date is checked regularly. Authorisation to apply sunscreen is obtained from parents and carers during the enrolment process. If families do not wish for sunscreen to be applied to their child, they must notify the preschool in writing.</li> <li>• Children are also taught to apply sunscreen themselves to promote good hygiene practices.</li> </ul>
	<ul style="list-style-type: none"> <li>• Educators model sun-safe behaviours by wearing hats and sun-safe clothing when outdoors.</li> <li>• Educators provide intentional teaching experiences that encourage discussions about sun protection and demonstrate a proactive approach</li> </ul>

<b>The educational program</b>	<p>to managing sun safety. Educators reinforce sun-safe messages informally throughout the preschool day, such as reminding children to put their hats back on if they fall off, discussing the importance of moving indoors during the hottest part of the day, and encouraging children to stay hydrated by drinking water. Children's drink bottles are always accessible while they play.</p> <ul style="list-style-type: none"> <li>• Information about sun protection is included in the preschool handbook, which families receive at enrolment. Additional information is shared with families throughout the year via the Storypark app.</li> <li>• When developing excursion risk management plans, sunburn is identified as a potential risk, and strategies to minimise this risk are outlined. These strategies include using shaded areas for resting and eating, encouraging children to wear long-sleeved clothing, regularly reapplying sunscreen, and ensuring extra water is available.</li> <li>• Educators monitor UV index levels throughout the day to determine the appropriate level of sun protection required. Children are included in discussions about the UV rating, which is also displayed at the front of the preschool each morning for families.</li> <li>• Visuals depicting UV ratings are placed in the learning environments.</li> <li>• We encourage family involvement in our educational program and value families as important partners in promoting the importance of sun protection.</li> </ul>
Sun protection and monitoring	<ul style="list-style-type: none"> <li>• Staff record the daily UV predictions in the safety checklist each morning. This information is also displayed on the sign at the front door for families.</li> <li>• Educators check the UV rating each morning before children go outside to play, with additional checks carried out throughout the day.</li> <li>• All wooden outdoor furniture and play equipment are oiled at the end of each term to prevent splintering caused by sun exposure and heat.</li> <li>• The soft fall and play equipment are located under shade cloth to provide protection from direct heat. Educators check the temperature of the equipment and soft fall before use to ensure they are not too hot. This area remains shaded and is not exposed to direct sunlight.</li> </ul>

Procedure Review			
<b>Date of review</b>	8 May 2025		
<b>Who was involved</b>	Claire Callinan, Kadi Carr and Alex Montgomery		
<b>Key changes made and reason why</b>	<p>Additional sentences were added:</p> <p>Updated sentence: Children without appropriate hats when outdoors are provided a hat. Children who refuse to wear a hat are encouraged to put the hat on and/or encouraged to play in shaded play areas.</p> <p>Updated sentence: Children's drink bottles are accessible whilst they play.</p>		
	Principal:	Alex Montgomery	Date: 8/5/2025

<b>Record of communication of significant changes to relevant stakeholders</b>	Deputy Principal	Kadi Carr	Date: 8/8/25
	Staff	Claire Callinan	Date: 8/8/25
		Jen Mitchell	Date: 9/8/25
		Leanne Morgan	Date:9/8/25
	Families	Via story park	Date: 9/8/25
<b>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.</b>			

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

