

Sun protection – preschool procedure table

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 Student health in NSW schools: A summary and consolidation of policy Health and physical care – Sun safety	Sun Smart Recommendations for Childcare Services ACECQA's policy and procedures guidelines – Sun protection [PDF 244 KB]

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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool	The preschool supervisor supports the principal in their role and is

supervisor	responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This could include: • 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.
Preschool teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • 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

Hats and clothing	• Children and educators are required to wear a sun safe / smart hat to protect their face, neck and ears, whenever outside. Families are informed about this requirement before starting preschool through the orientation handbook and at orientation sessions where they have the option of purchasing the school uniform hat. The school hat can also be purchased at any time throughout the year at the school uniform shop. Families may opt to provide children with a different hat, but this must comply with the style of hats outlined in the parent
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	handbooks. If a child forgets a hat or brings a hat that does not conform with the style, the child will be provided with a spare school hat. Parents will need to take the spare hat home and wash it returning to the preschool as soon as possible. Alternatively, the hat can be added to the school laundry bag. Staff and children are required to wear hats all year round any time they are outdoors. Regular reminders of sun safety are sent to families through newsletters and pamphlets are available in the foyer. Families who forget on a regular basis will be provided with information and discussions to help them understand and remember the sun safety rules. Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Parents are informed before starting preschool at orientation session and through the orientation handbook about appropriate clothing for preschool. Alerts will be put out in notes and newsletters throughout the year to remind families about sun safe clothing. Families may also be approached by educators who can provide them with further information if they feel the family is struggling to understand requirements. Parents who send their child/ren to preschool wearing unsuitable clothing, such as singlet top or singlet dress will be asked to change their child into appropriate clothing before leaving the centre. The preschool can supply the family with spare appropriate clothing if needed and it will be the parent's responsibility to take it home and wash it before returning it. Alternatively, the borrowed clothes can be added to the preschool laundry.
Shade	- The availability, quality of shade and UV index for the day is considered (a shade audit) when planning all outdoor activities and outdoor play experiences are set up in the shade, as far as possible, especially when the UV index is high. - Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.

Sunscreen	• Sunscreen is applied under the supervision of staff before children go outside. Parents are asked to help their child apply sunscreen with a minimum rating of SPF 30+ each day before coming to preschool or at drop off, to ensure children are sun safe and ready to go outdoors for play. Parents also sign a permission slip to allow their child to wear the preschool's general-use SPF 50+ sunscreen in the event their child's sunscreen runs out or they have yet to supply a sunscreen bottle for their child at preschool. • Children are taught at preschool how to apply sunscreen to all uncovered areas. They are then reminded when needed to apply their own sunscreen. Children will reapply sunscreen every two hours during outdoor play. • Parent / carer authorisations are collected for staff to apply our own general use sunscreen to children who do not have their own sunscreen available. In the case where parents request not to use this sunscreen, the parent will have to ensure they bring their own sunscreen, or the child will remain in the shade. • Sunscreen is stored on a trolley under the COLA outside the preschool bathroom, away from direct sunlight so children can access it themselves to take into the preschool bathroom and apply in front of the mirror. Children having their own sunscreen caters to personal preference, hygiene and allergies. Each time a preschool educator receives a new sunscreen, they will record the expiry date on the sunscreen expiry date checklist. This is closely monitored to allow parents sufficient time to replace any that has expired.
The educational program	• Educators model sun safe behaviours by wearing Sun-Smart: ○ Clothing; ○ Hats; ○ sunglasses (optional); ○ by applying SPF 30+ sunscreen;

	○ promoting shade. • All visitors and parents will be encouraged to demonstrate appropriate sun safe behaviours when working at or visiting the centre. If they are doing an activity outside, they will be encouraged to bring a hat and referred to the handbook to understand sun smart procedures • 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. This involves reminders to put hats back on, reminders to reapply sunscreen when needed, setting up activities in the shade and encouraging children to play in shaded areas when the UV index is high. • Information is provided to families about sun protection. The information is provided at orientation, in the handbook, information pamphlets are in the foyer, and through newsletters. Sun protection will be addressed in learning experiences throughout the year to ensure children are aware of the reasons for being sun safe. Sun safe behaviour and sun protection information will also be promoted to all staff, families and visitors. Further information is available from Cancer Council NSW's website www.cancercouncil.com.au/sunsmart • In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted. ○ All children and staff will be required to apply sunscreen SPF30+ broad-spectrum water-resistant 20 minutes before leaving on the excursion. This will be reapplied every three hours. ○ All children and staff will be required to wear a suitable hat on the excursion which shades them from the sun. Suitable hats include broad-brimmed, bucket and legionnaire hats.
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	○ All children and staff will be encouraged to wear suitable clothing on the excursion. Suitable clothing is clothing that covers as much skin as possible including the shoulders, back and stomach e.g. collars, covered necklines, sleeves, longer skirts, shorts and trousers. ○ Wherever possible, excursions will be planned outside of the hottest hours of the day. ○ Wherever possible, the children will sit inside or in shaded areas during outdoor excursions.
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Record of procedure's review

Date of review	27/08/25
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Added that consideration of UV index is also taken into account when deciding where to set up outdoor experiences
Record of communication of significant changes to relevant stakeholders	Principal: participated in review, handed updated copy Staff: participated in review, updated copy in staffroom policy folder Parents: participated in review, updated copy on website 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.

Date of review	14/08/24
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	No changes needed at this time.
Record of communication of significant changes to relevant stakeholders	Principal: participated in review, handed updated copy Staff: participated in review, updated copy in staffroom policy folder Parents: participated in review, updated copy on website 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.
Date of review	7/11/23
Who was involved	preschool team
Key changes made and reason why	Transferred to new DOE format
Record of communication of significant changes to relevant stakeholders	Principal: participated in review, handed updated copy Staff: participated in review, updated copy in staffroom policy folder Parents: participated in review, updated copy on website 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.
Date of review	9/8/23
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	Clarified that if parents don't want their child to be given the general use sunscreen, they must either bring their own, or sit in the shade. Added the option to add spare hats to the laundry bag.
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	9/8/22
Who was involved	preschool team, whole school staff team, children, and families
Key changes made and reason why	New logo added
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.
Date of review	16/8/21
Who was involved	preschool team, whole school staff team, children, and families

Key changes made and reason why	Transferred to new DOE format. We have now made a form called Sunscreen Expiry Dates so that we can inform parents when they need to replace their child's sunscreen. Provided a reason why we encourage children to bring their own sunscreen
Record of communication of significant changes to relevant stakeholders	Permanent school staff will be alerted to changes during next school staff meeting. Casual teachers will be alerted to read local procedures folder on next commencement day of work with staff alerting them to changes.

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