



## Preschool sun protection procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation <a href="#">114</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>
2.2		<a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<p><a href="#">ACECOA Information sheet: Sun safety</a></p> <p><a href="#">Sun Smart Recommendations for Childcare Services</a></p> <p><a href="#">Sun Smart program</a></p>		
<b>Staff roles and 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</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> </ul>	

	<ul style="list-style-type: none"> <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 staff, families, visitors and volunteers.</li> <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 <i>sun safe / smart</i> 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 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. 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. Families who forget on a regular basis will be provided with information and discussions to help them understand and remember the sun safety rules.</li> <li>• 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</li> </ul>

	<p>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 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.</p>
<p><b>Shade</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.</li> </ul>
<p><b>Sunscreen</b></p>	<ul style="list-style-type: none"> <li>• 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. 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.</li> <li>• Parent / carer authorisations are collected for staff to apply sunscreen to children.</li> <li>• 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 form in the box underneath the sunscreen. This is closely monitored to allow parents sufficient time to replace any that has expired.</li> </ul>
<p><b>The educational program</b></p>	<ul style="list-style-type: none"> <li>• Educators model sun safe behaviours by wearing Sun-Smart: <ul style="list-style-type: none"> <li>○ Clothing;</li> <li>○ Hats;</li> <li>○ sunglasses (optional);</li> <li>○ by applying SPF 30+ sunscreen;</li> </ul> </li> </ul>

- 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, checking with children every day the UV rating and discussing what this means.
- 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](http://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.
  - 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.

Record of procedure's review

**Date of review and who was involved**

16/8/21 preschool team, whole school staff team, children, and families

**Key changes made and reason/s 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**

All staff will be informed by being provided with a copy of this policy and through showing them where the new Sunscreen Expiry Form is kept.