

Sun protection

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: <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 able to 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 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. This could include: <ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ▪ 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

<p>Hats and clothing</p>	<ul style="list-style-type: none"> ▪ Children and staff members are required to wear a sun safe or sun smart hat to protect their face, neck and ears, whenever outside. ▪ Parents/carers are informed of uniform requirements at the time of the enrolment interview, including not wearing a singlet top or dress and the wearing of a bucket hat all year, whenever they are outdoors. ▪ Uniform information is included in the 'Coota Gulla Information Booklet'. ▪ The school sells bucket hats. If parents/carers choose to provide their own hat for their child, they are encouraged to supply a bucket hat. ▪ The preschool has spare hats in case a child forgets theirs. They are washed after each use. ▪ Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. ▪ If a child arrives at preschool, inappropriately dressed, this is discussed with the parent/carer at the time of delivery. Parents/carers are asked to provide appropriate clothing for the day. ▪ Spare clothes are available in the preschool if needed ▪ If a non-family person delivers the child the family is called and is reminded about clothing requirements.
<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. ▪ Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.
<p>Sunscreen</p>	<ul style="list-style-type: none"> ▪ Parent/carer authorisation is collected for staff to apply sunscreen to children. ▪ Through this, parents/carers can: <ul style="list-style-type: none"> - consent to using preschool supplied sunscreen (Cancer Council Everyday Value Sunscreen) with or without educator support, or - decline use of sunscreen, or - supply their own sunscreen. ▪ Sunscreen is applied on arrival and reapplied before children go outside. ▪ Sunscreen is stored away from direct sunlight in the student bathroom and expiry dates monitored by the educators.
<p>The educational program</p>	<ul style="list-style-type: none"> ▪ Educators model sun safe behaviours. Educators are required to wear a hat when outdoors and avoiding clothing with straps. All visitors are asked to wear a hat. Spare adult hats are available in the preschool. ▪ 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, for example children are reminded about playing in the shade, to put hats back on, discussing the need to move inside during the hottest part of the day. ▪ Information from the Cancer Council is provided to families about sun protection as part of the orientation package. This information is also available on the school website. ▪ In developing excursion risk assessment plans, sun burn is noted as a potential risk and minimisation strategies recorded. Strategies include

utilising shaded areas to rest and eat, children asked to wear clothing with long sleeves, sunscreen reapplied regularly, depending on the venue.

Record of procedure's review

Date of review	20/9/24
Who was involved	Preschool educators
Key changes made and reason why	Updated and reviewed to include new team members.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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 is completed.

Date of review	6/12/23
Who was involved	Staff
Key changes made and reason why	Updated to reflect the new preschool environment and template.
Record of communication of significant changes to relevant stakeholders	Principal: via email Staff: via email Parents: ClassDojo for feedback and school website to share updated procedure 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 is completed.