



## 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
<p><b>NQS: 114</b></p> <p><b>Regulations: 2.1, 2.2</b></p>	<p>Leading and operating department preschool guidelines</p> <p><a href="#">Student health in NSW schools: A summary and consolidation of policy</a></p> <p><a href="#">Health and physical care – Sun safety</a></p>	<p><a href="#">Sun Smart Recommendations for Childcare Services</a></p> <p>ACECQA’s policy and procedures guidelines – <a href="#">Sun protection [PDF 244 KB]</a></p>

### Responsibilities

<p><b>School principal</b></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"> <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> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<p><b>Preschool supervisor</b></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 could include:</p>

	<ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Procedure

<b>Hats and clothing</b>	<ul style="list-style-type: none"> <li>• Children and staff members are required to wear a <i>sun safe or sun smart</i> hat to protect their face, neck and ears, whenever outside.</li> <li>• Families are informed of this requirement during enrolment and are reminded through messages on School Bytes, the Kinderloop application and the school webpage. Information around sun-safe hats and clothing is shared via SunSmart images, brochures and posters on our school webpage and in the parent handbook pack.</li> <li>• Our preschool provides spare sun safe hats to children requiring one. These hats are left on the premises and washed at the end of each group's week by the teacher. Children are required to wear hats all year at our preschool.</li> <li>• Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. If a child is wearing a singlet top or singlet dress the preschool provides spare sun safe clothing to ensure they are wearing sun safe attire.</li> </ul>
<b>Shade</b>	<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. The teachers</li> </ul>

	<p>are responsible for monitoring the UV levels on the BOM weather app to assess weather conditions. If the UV index is 3 and above sun protection measures are put in place such as transitioning the children indoors.</p> <ul style="list-style-type: none"> <li>• Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.</li> </ul>
<b>Sunscreen</b>	<ul style="list-style-type: none"> <li>• SPF50+ sunscreen is applied under the supervision of staff before children go outside. We encourage children to reapply sunscreen during the day and educators assist as necessary as a duty of care to children's safety.</li> <li>• Parent/carer authorisation is collected during enrolment for staff to apply sunscreen to children.</li> <li>• Sunscreen is stored away from direct sunlight and expiry dates monitored.</li> <li>• Sunscreen is stored in the foyer for parents/carers to apply on their child at morning drop off, on a shelf, where group time is conducted and is in the emergency evacuation bag that is taken outside. The teachers are responsible for monitoring the sunscreen expiry dates.</li> </ul>
<b>The educational program</b>	<ul style="list-style-type: none"> <li>• Educators model sun safe behaviours by wearing a sun safe hat, clothing and applying sunscreen with the children. Visitors and volunteers are required to wear a sun safe hat.</li> <li>• Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection.</li> <li>• Educators reinforce sun safe messages informally throughout the preschool day. For example, reminders about playing in the shade, to put hats back on, and discussing with the children the need to move inside during the hottest part of the day.</li> <li>• Information is provided to families about sun protection on School Bytes, Kinderloop application, our school's webpage.</li> <li>• In developing excursion risk assessment plans, sun burn is noted as a potential risk and minimisation strategies recorded. All sun protection measures including recommended outdoor times, shade, hat, clothing and sunscreen is considered when planning routines, incursions, excursions and playground activities.</li> </ul>

### *Record of procedure's review*

<b>Date of review</b>	02 September 2024
<b>Who was involved</b>	Early Leaning, Jodie Field, Ian Tapuska, Cathie Bateup, Emma Vilarrubi
<b>Key changes made and reason why</b>	New Preschool setup

<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: Ian Tapuska Staff: Cathie Bateup, Emma Vilarrubi Parents: 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.
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