



## Preschool sun protection procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1  2.2	Regulation <a href="#">114</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a>  <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>
<b>Pre-reading and reference documents</b>		
<a href="#">ACECOA Information sheet: Sun safety</a>  <a href="#">Sun Smart Recommendations for Childcare Services</a>  <a href="#">Sun Smart program</a>		
<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> <li>analysing complaints, incidents or issues and what the implications are for the updates to this procedure</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> </ul>	



	<ul style="list-style-type: none"> <li>• this procedure is stored in the preschool, and made 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>• details of this procedure are reviewed and documented.</li> <li>• planning and discussing ways to engage with families and communities, including how changes are communicated.</li> </ul>
<p><b>Procedure</b></p>	
<p><b>Hats and clothing</b></p>	<p>Children and educators are required to wear a <i>sun safe / smart</i> hat year-round to protect their face, neck and ears, whenever outside. A sun safe hat is:</p> <ul style="list-style-type: none"> <li>○ Legionnaire hat.</li> <li>○ Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm).</li> <li>○ Broad brimmed hat with a brim size of at least 6cm (adults 7.5cm).</li> <li>○ If a child borrows a spare preschool hat, the hat is temporarily labelled with the child's name. The child may use their allocated hat for any day they forget their hat for the days they attend that week. On their last day the hat will be laundered after use.</li> </ul> <ul style="list-style-type: none"> <li>• Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Children who are not wearing sun safe clothing will be provided with spare clothing.</li> <li>• Families are informed of sun safe clothing and hats at their initial meet and greet meeting and remaindered throughout the year through Class Dojo and the school newsletter.</li> </ul>
<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>• Shade options can include a combination of portable, natural and built shade.</li> <li>• The daily routine 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 able to borrow preschool clothing or play undercover in the shade.</li> </ul>
<p><b>Sunscreen</b></p>	<ul style="list-style-type: none"> <li>• Children apply SPF50+ broad-spectrum water-resistant sunscreen under the supervision of staff before going outside.</li> </ul>



	<ul style="list-style-type: none"> <li>• Educators will explicitly teach children and support them to learn how to apply sunscreen independently and correctly.</li> <li>• Parents are to supply written permission (during meet and greet appointments prior to enrolment) if they object to sunscreen being used on their child's skin and provide their own alternative sunscreen as needed.</li> <li>• Parent / carer authorisation are collected for staff/children to apply sunscreen at meet and greet interviews prior to commencement.</li> <li>• Sunscreen is stored away from direct sunlight and expiry dates monitored by the preschool administrator.</li> </ul>
<p><b>The educational program</b></p>	<ul style="list-style-type: none"> <li>• Educators model sun safe behaviours at preschool by.             <ul style="list-style-type: none"> <li>○ Wearing a sun safe hat (see Hats above).</li> <li>○ Wearing sun safe clothing (see Clothing above).</li> <li>○ Applying SPF50+ broad-spectrum water-resistant sunscreen before going outdoors.</li> <li>○ Using and promoting shade, especially when hot.</li> <li>○ Talking about sun safety throughout the day.</li> <li>○ Encouraging and reminding children regularly to have water from their water bottles or cups provided by preschool, to ensure children are drinking enough and keeping cool.</li> </ul> </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. Children are reminded about playing in the shade; reminded to put hats back on; and discussing the need to move inside during the hottest part of the day.</li> <li>• Information is provided to families about sun protection through current signage, brochures, Class Dojo messages, preschool handbook, and school newsletters.</li> <li>• In developing excursion risk management plans, sunburn is noted as a potential risk and minimisation strategies are noted (such as utilising shaded areas, wearing sun smart clothing/broadbrimmed hats, and applying sunscreen regularly).</li> </ul>



Record of procedure's review
<b>Date of review and who was involved</b>
5 <sup>th</sup> April 2023: Maree Guy, Anna Clemesha, Larissa Polak
<b>Key changes made and reason/s why</b>
Working within our new space led us to review and change some procedures around the meet and greet interviews.
<b>Record of communication of significant changes to relevant stakeholders</b>
Published on Class Dojo.

Record of procedure's review
<b>Date of review and who was involved</b>
11/10/22 Anna Clemesha, Maree Guy, Larissa Polak
<b>Key changes made and reason/s why</b>
Moving to new Preschool site location due to flooding rebuild
<b>Record of communication of significant changes to relevant stakeholders</b>



Record of procedure's review
<b>Date of review and who was involved</b>
21.6.2022: Maree Guy, Anna Clemesha, Larissa Polak
<b>Key changes made and reason/s why</b>
<b>Record of communication of significant changes to relevant stakeholders</b>

*Copy and paste a new table to record each occasion the procedure is reviewed.*

**LISMORE SOUTH PUBLIC SCHOOL  
NGULLIBOO JARJUMS PRESCHOOL**

*Nominated Supervisor / Responsible Person /  
Educational Leader: Larissa Polak*

