### Logo Description automatically generatedElermore Vale Public School

### Preschool sun protection procedure

| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.1  2.2 | Regulation [114](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div2/reg114) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)  [Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/student-health-in-nsw-public-schools-a-summary-and-consolidation-of-policy?refid=285776) |
| **Pre-reading and reference documents** | | |
| [ACECQA Information sheet: Sun safety](https://www.acecqa.gov.au/sites/default/files/2018-03/InformationSheetNominatedSupervisor.pdf)  [Sun Smart Recommendations for Childcare Services](https://www.cancercouncil.com.au/cancer-prevention/sun-protection/sunsmart-program/about-the-sunsmart-program-for-childcare/sunsmart-recommendations-for-childcare-services/)  [Sun Smart program](https://www.cancercouncil.com.au/cancer-prevention/sun-protection/sunsmart-program/) | | |
| **Staff roles and 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. | |
| **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 includes:   * analysing complaints, incidents or issues and what the implications are for the updates to this procedure * reflecting on how this procedure is informed by relevant recognised 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 educators** | The preschool educators are responsible for working with leadership to ensure:   * all staff in the preschool and daily practices comply with this procedure * storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers * being actively involved in the review of this procedure, as required, or at least annually * ensuring the 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 of this requirement and what a sun safe hat is in our parent information handout. They are encouraged to wear a legionnaire style or broad brimmed hat. Hats are worn all year round when playing outside. If a child has no hat, are they loaned a preschool hat. This is washed before being used by another child. * Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Children are discouraged from wearing a singlet top or singlet dress. Families are informed of this at the information session. If a child wears one they are provided with sun safe clothing to wear instead, provided by the preschool. | |
| **Shade** | * 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. * 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. | |
| **Sunscreen** | * Sunscreen is applied by parents *before* the children arrive. If no sunscreen has been applied then staff do so. * Sunscreen is applied every two hours under the supervision of staff. The sunscreen is supplied by the preschool. The rating is SPF 30+. The children apply sunscreen themselves. * Parent / carer authorisations are collected for staff to apply sunscreen to children. * Sunscreen is stored away from direct sunlight and expiry dates monitored. The sunscreen is stored on the outside trolley out of the sun. The expiry dates are monitored by the SLSO. | |
| **The educational program** | * Educators model sun safe behaviours. Such as wearing sun safe clothing and wearing a hat. All visitors and volunteers are asked to do the same. * 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 is done through reminders about playing in the shade; reminders to put hats back on; discussing the need to move inside during the hottest part of the day. * Information is provided to families about sun protection. This information is provided in the parent information handout as well as on display in the preschool. * **In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted. Strategies are used such as utilising shaded areas to rest and eat; children asked to wear clothing with long sleeves; sunscreen reapplied regularly.** | |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29/04/2022  Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| No new changes |

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| Record of procedure’s review |
| **Date of review and who was involved** |
| 1/06/2023  Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*