### Sun protection procedure

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| 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: 114Regulations: 2.1, 2.2 | Leading and operating department preschool guidelines[Student health in NSW schools: A summary and consolidation of policy](https://education.nsw.gov.au/policy-library/policies/pd-2004-0034)[Health and physical care – Sun safety](https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/sun-safety) | [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/)ACECQA’s policy and procedures guidelines – [Sun protection [PDF 244 KB]](https://www.acecqa.gov.au/sites/default/files/2021-08/SunProtectionGuidelines.pdf) |

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| **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.
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| **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.
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| **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.
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| **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.
	+ Children without a sun safe hat will be asked to play in an area protected from the sun (e.g. under shade, veranda or indoors) or can be provided with a spare hat.
	+ Families are informed of this requirement and what a sun safe hat is through the preschool information booklet, signage at the preschool entrance, SeeSaw posts throughout the year and conversations with families.
	+ Hats are worn all year round.
	+ The preschool has spare hats available that are loaned to students and washed after each use.
* Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. This includes wearing:
	+ Loose-fitting shirts and dresses with sleeves and collars or covered neckline
	+ Longer-style skirts, shorts and trousers.
* Families are encouraged to do so through information in the preschool information booklet and SeeSaw posts throughout the year.
* Children are discouraged from wearing a singlet top or singlet dress. Children who do wear one are encouraged to play in the shade, and preschool educators see if there is spare clothing in the child’s bag that can be worn to provide more protection.
* If the educators have ongoing concerns about the clothing children are dressed in, in regards to sun safety, they speak to parents and carers to explain the need for sun safe attire.
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| **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.
* Educators check the UV index and make decisions about play based on UV ratings. Sun protection is required above 3, and indoor play to be implemented when the UV rating reaches 8.
* 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. The preschool also keeps spare shirts which can be provided to children if needed, and washed after each use.
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| **Sunscreen** | * Sunscreen is applied under the supervision of staff before children go outside.
	+ Sunscreen is applied 20 minutes before sun exposure.
	+ Children are taught how to apply sunscreen during group times before outdoor play. Staff will assist children as required to ensure correct application.
	+ The preschool supplies SPF50+ sunscreen, and families are welcome to supply their own due to personal preference.
	+ Sunscreen is reapplied after a two hour period passes if children are still outside, or before lunch in summer periods.
* Parent / carer authorisations are collected for staff to apply sunscreen to children.
* Sunscreen is stored away from direct sunlight in a locked cupboard or out of reach of students and expiry dates monitored. Checking of expiry dates is included in termly cleaning checklist.
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| **The educational program** | * Educators model sun safe behaviours through wearing appropriate clothing, modelling how to wear a hat and apply sunscreen and using teachable moments to explore sun safe behaviours.
* 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 includes reminders about playing in the shade; reminders to put hats back on and discussing the need to move inside during the hottest part of the day.
* Information is provided to families about sun protection through the parent information booklet and brochures or SeeSaw posts as required. Information about sun safety is also included on the school website.
* **In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted, including utilising shaded areas to rest and eat, children being asked to wear clothing with long sleeves and sunscreen being reapplied regularly.**
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29.7.2021. Sally Egan, Rebecca Donaldson, Jessica Le. |
| **Key changes made and reason/s why** |
| Adopted new template.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Casual folder and preschool information handbook information to be checked and updated if required.  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29.7.2022. Sally Egan, Rebecca Donaldson. |
| **Key changes made and reason/s why** |
| Annual review – nil changes.  |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 21.3.2023. Sally Egan, Rebecca Donaldson, Francesca Peterson, Thi Nguyen.  |
| **Key changes made and reason/s why** |
| Annual review – noted that we will move the sunscreen out of student reach after the group has applied it.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Update to parents via Seesaw – Sally to send.  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 2.6.2023. Sally Egan, Rebecca Donaldson, Francesca Peterson, Thi Nguyen.  |
| **Key changes made and reason/s why** |
| Annual review – noted that we will reapply sunscreen when needed if it has been longer than 2 hours since application, and before lunch in summer.  |
| **Record of communication of significant changes to relevant stakeholders** |
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 6.8.2024. Rebecca Donaldson, Shumaila Shoaib, Thi Nguyen.  |
| **Key changes made and reason/s why** |
| Annual review – noted that the UV rating will be checked at least daily, and used to make decision about indoor and outdoor play over the day.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Copy sent to parents via Seesaw on 20.8.2024 |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 11.2.2025. Rebecca Donaldson, Shumaila Shoaib, Thi Nguyen, Sally Egan, Neil Bourke. |
| **Key changes made and reason/s why** |
| UV Widget added to SchoolBytes dashboard. Added that the preschool will keep spare shirts to give children if required to improve sun safety. Discussed importance of conversations with families at the beginning of the year to set good sun safe habits for the year.  |
| **Record of communication of significant changes to relevant stakeholders** |
| Copy sent to parents via Seesaw on 20.8.2024 |

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

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