



Oak Flats Public School Preschool



Sun protection – preschool procedure 2025

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	Sun Smart Recommendations for Childcare Services ACECQA's policy and procedures guidelines – Sun protection [PDF 244 KB]
Responsibilities		

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

<p>Preschool teacher(s) and educator(s)</p>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <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.
<p>Procedure</p>	

<p>Hats and clothing</p>	<ul style="list-style-type: none"> • 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. • Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. • Families are informed of this requirement and what constitutes a sun safe hat at the family interview. This information is also contained in the Preschool Handbook and the Preschool Information for Families sheet that is given to every family at the family interview or when they start preschool if during the year. • Children's hats are kept at the preschool while the child attends and are then returned to the family upon completion of preschool. • If a hat goes missing, the family is informed at pick up time and a spare hat from the preschool is provided for the child to wear. It is the parents / carers responsibility to replace the missing hat. • Preschool spare hats are kept in a basket in the laundry. • All loaned hats are washed before being used by another child. • Hats are to be worn for all incursions within the school and excursions. • A sun safe hat is: <ul style="list-style-type: none"> ○ Legionnaire hat. ○ Bucket hat with a deep crown and brim size of at least 5cm (adults 6cm). ○ Broad brimmed hat with a brim size of at least 6cm(adults 7.5cm). <p>Clothing</p> <ul style="list-style-type: none"> • When outdoors, educators, staff and children must wear sun-safe clothing that covers as much of the skin (especially the shoulders, back and stomach) as possible. This includes wearing: <ul style="list-style-type: none"> ○ Loose fitting shirts and dresses with sleeves and collars or a covered neckline. ○ Longer style skirts, shorts and trousers.
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	<ul style="list-style-type: none"> • Children who are not wearing sun safe clothing are provided with spare clothing. Midriff, crop or singlet tops, and sleeveless dresses do not provide enough sun protection and are therefore not recommended. • Parents / carers are made aware of the appropriate sun-safe clothing to dress their children in via the placement interview and the Preschool Information for Families sheet. • Educators have conversations with parents / carers regarding sun safe clothing and hats as the need arises.
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<p>Shade</p>	<ul style="list-style-type: none"> • 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. Where possible spare hats and clothing are offered to children to allow them to engage in outdoor play. • All outdoor activities are planned to maximise shaded areas. • Adequate shade for outdoor play is provided and maintained. Shade options include a combination of portable, natural and built shade. • Our preschool outdoor spaces include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun. • The preschool has 2 COLAs, numerous large trees, and a covered sandpit. • Children are encouraged to play in the shade when the UV index levels are high.
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<p>Sunscreen</p>	<ul style="list-style-type: none"> • Sunscreen is applied under the supervision of staff before children go outside. • Parent authorisation is collected for staff to apply sunscreen to children. • Sunscreen is stored away from direct sunlight and expiry dates are monitored by the SLSO. • All staff and children are required to apply SPF30 (or higher) broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours. <p>Role modelling of staff, families and visitors</p> <ul style="list-style-type: none"> • As part of WH&S UV risk controls and role modelling, staff, families, and visitors demonstrate SunSmart behaviours when outside, including: • Wearing a SunSmart hat, protective clothing, and wearing sunglasses (optional). • Applying SPF30 (or higher) broad-spectrum water-resistant sunscreen. • Promoting the use of shade. • Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service.
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<p>The educational program</p>	<ul style="list-style-type: none"> • Educators model 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. • Information is provided to families about sun protection. • In developing excursion risk assessment plans, sunburn is noted as a potential risk and minimisation strategies recorded. • The preschool provides SPF50+ sunscreen for all staff and children. • Sunscreen is available in the foyer for the parents to support the children to apply their first application. Parents then indicate that their child has sunscreen or not on the sign in/out sheet in the column provided. • Sunscreen is applied by the children, under the supervision of staff before children go outside. To support the children's sense of responsibility two children each week are selected to be the sunscreen champions. The two children's name cards are displayed with the 'Sunscreen Champion' sign. When the group is preparing to go outside the champions carefully squirting sunscreen into the palm of their peers. If the children go outside at a later time, this process is repeated and sunscreen is reapplied. • Parent / carer authorisation is collected for staff to apply sunscreen to children on the Preschool General Permission form. • Copies of the signed permission notes are kept in the preschool office and the originals on the children's personal file in the main office. • Sunscreen is stored away from direct sunlight on top of the lockers and expiry dates are checked and documented in the Operational Register at the start of each term by the SLSO.
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	<ul style="list-style-type: none"> • Children with allergies to the sunscreen provided or medical needs, have their sunscreen provided by their parents/carers. This sunscreen must have the child's name on it and no one else is allowed to use it. • The expiry dates of personal sunscreen are checked and documented at the beginning of each term along with the preschool sunscreen. It is returned to the family when either it has expired or the child has left the preschool, whichever occurs first.
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Outdoor activities	<p>We use a combination of sun protection measures at the preschool. These include:</p> <ul style="list-style-type: none"> • A daily check of the UV Index level on the SunSmart app. The levels are: <ul style="list-style-type: none"> 0-2 - Low 3-5 - Moderate 6-7 - High 8-10 - Very high 11+ - Extreme • Sun protection times are a forecast for the time-of-day UV levels will reach 3 or above. At these levels, sun protection is recommended for all skin types, and the policy areas should be implemented. In NSW, UV levels are high enough (UV 3 or above) to damage unprotected skin most months of the year. • UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements. • UV radiation exposure is considered as part of a service's risk management and assessment for all outdoor events and activities on and off-site. • When children are on excursions all sun protection practices are planned, organised, understood and available. • All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) are considered when planning excursions and activities. Sun safety measures are included in risk assessments for all excursions and whole school outdoor activities.
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Sun-safe educational program	<ul style="list-style-type: none"> ● Educators model sun safe behaviours by: <ul style="list-style-type: none"> ● wearing a sun safe hat (see Hats). ● wearing sun safe clothing (see Clothing). ● applying SPF50+ broad-spectrum water-resistant sunscreen before going outdoors. ● using and promoting shade. ● All volunteers and visitors are asked to wear a hat. The preschool has spare sun safe hats for adults who don't have one. These are stored in a basket in the laundry and washed before being used by another adult. ● Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection. ● Children are educated on sun safety through songs, books and discussions. ● Planned sun safety activities are included in the program especially during term 1 and 4 when the risks of sun damage are greater. ● Educators access current information from the Cancer Council websites www.cancercouncil.com.au/sunsmart and SunSmart NSW as needed. ● Educators reinforce sun safe messages informally throughout the preschool day. This is done via: <ul style="list-style-type: none"> ● 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. Posters promoting sun safety are displayed around the preschool and information in the form of pamphlets and flyers is available for families from the Cancer Council. Throughout the year, sun safe messages are posted on kinderloop. Educators have conversations with parents / carers regarding sun safe clothing and hats as the need arises.
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	<ul style="list-style-type: none"> • In developing excursion risk management plans, sunburn is noted as a potential risk and minimisation strategies are noted. These strategies include: <ul style="list-style-type: none"> • utilising shaded areas to rest and eat; • children asked to wear clothing with long sleeves; • sunscreen reapplied regularly.
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Record of procedure's review

Date of review	25/5/25
Who was involved	Alice Wigny, Amanda Falcon, Ellie Turton, Elisa Higgs, & Jodi Niedermayer
Key changes made and reason why	25/5/25 Sun Smart changes added.
Record of communication of significant changes to relevant stakeholders	Principal: 25/5/25 Staff: 27/05/25 Parents: 28/5/2025 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.

Date of review	28/2/25
Who was involved	Alice Wigny, Amanda Falcon, Ellie Turton, Elisa Higgs, & Jodi Niedermayer
Key changes made and reason why	Embedded links checked, implementation of procedure reviewed. 25/5/25 Sun Smart changes added.
Record of communication of significant changes to relevant stakeholders	Principal: 28/3/25 Staff: 20/2/25 Parents: 10/4/2025 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.

Date of review	31/7/24
Who was involved	Alice Wigny, Elisa Higgs, Amanda Falcon
Key changes made and reason why	Localised practices detailed in relation to the reflective questions provided by Early Learning.
Record of communication of significant changes to relevant stakeholders	Principal: 1/8/24 Staff: 31/7/2024 Parents: 14/08/2024 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.