

# Oak Flats Public School Preschool



## Sun protection – preschool procedure 2024

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>NQS: 114</p> <p>Regulations: 2.1, 2.2</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>
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Procedure

## Hats and clothing

- Children and staff members are required to wear a *sun safe or sun smart* 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:
  - 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).

### Clothing

- 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:
  - Loose fitting shirts and dresses with sleeves and collars or a covered neckline.

	<ul style="list-style-type: none"><li>○ Longer style skirts, shorts and trousers.</li><li>● 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.</li><li>● 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 .</li><li>● A preschool educator is to discuss inappropriate clothing with the parent / carer at pick up time.</li></ul>
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<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>● 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.</li> <li>● 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.</li> <li>● All outdoor activities are planned to maximise shaded areas.</li> <li>● Adequate shade for outdoor play is provided and maintained. Shade options include a combination of portable, natural and built shade.</li> <li>● Our preschool outdoor spaces include adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.</li> <li>● The preschool has 2 COLAs, numerous large trees, and a covered sandpit.</li> <li>● Children are encouraged to play in the shade when the UV index levels are high.</li> </ul>
<p><b>Sunscreen</b></p>	<ul style="list-style-type: none"> <li>● Sunscreen is applied under the supervision of staff before children go outside.</li> <li>● Parent authorisation are collected for staff to apply sunscreen to children.</li> <li>● Sunscreen is stored away from direct sunlight and expiry dates are monitored by the SLSO.</li> </ul>

<p><b>The educational program</b></p>	<ul style="list-style-type: none"> <li>● Educators model sun safe behaviours.</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.</li> <li>● Information is provided to families about sun protection.</li> <li>● In developing excursion risk assessment plans, sunburn is noted as a potential risk and minimisation strategies recorded.</li> <li>● The preschool provides SPF50+ sunscreen for all staff and children.</li> <li>● 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.</li> <li>● 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 day are selected to be the sunscreen champions, wearing a lanyard indicating this and, then carefully squirting sunscreen into the palm of their peers. If the children go outside at a later time, sunscreen is reapplied.</li> <li>● Parent / carer authorisation is collected for staff to apply sunscreen to children on the Preschool General Permission form.</li> <li>● 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.</li> <li>● 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.</li> </ul>
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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>
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<p><b>Outdoor activities</b></p>	<p>We use a combination of sun protection measures at the preschool. These include:</p> <ul style="list-style-type: none"> <li>• A daily check of the UV Index level on the SunSmart app. The levels are: <ul style="list-style-type: none"> <li>0-2 - Low</li> <li>3-5 - Moderate</li> <li>6-7 - High</li> <li>8-10 - Very high</li> <li>11+ - Extreme</li> </ul> </li> <li>• <b>From October to March</b> sun protection is required at all times. Extra sun protection is needed between 11am and 3pm and during this period outdoor activities should be minimised. Minimising outdoor activities includes reducing both the number of times (frequency) and the length of time (duration) children are outside.</li> <li>• <b>From April to September</b> outdoor activity can take place at any time. However, sun protection is required.</li> <li>• <b>In June and July</b> when the UV index is mostly below 3, sun protection is not required. Extra care is needed for all children who have very fair skin. The children are encouraged to wear a winter hat to support continuation of the habit of wearing a hat.</li> <li>• During terms 1 and 4, outdoor activities will occur from 9:00am until 11:00 am to avoid the hottest part of the day. During terms 2 and 3, outdoor activities can occur from 12:00 until 1:30pm.</li> <li>• 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.</li> </ul>
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**Sun-safe educational program**

- Educators model sun safe behaviours by:
  - 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](http://www.cancercouncil.com.au/sunsmart) and [SunSmart NSW](http://SunSmartNSW) as needed.
  
- Educators reinforce sun safe messages informally throughout the preschool day. This is done via:
  - 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.

	<ul style="list-style-type: none"> <li>● 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"> <li>● utilising shaded areas to rest and eat;</li> <li>● children asked to wear clothing with long sleeves;</li> <li>● sunscreen reapplied regularly.</li> </ul> </li> </ul>
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### Record of procedure's review

<b>Date of review</b>	31/7/24
<b>Who was involved</b>	Alice Wigny, Elisa Higgs, Amanda Falcon
<b>Key changes made and reason why</b>	Localised practices detailed in relation to the reflective questions provided by Early Learning.
<b>Record of communication of significant changes to relevant stakeholders</b>	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.

