



IRRAWANG PUBLIC SCHOOL

PRESCHOOL

Sun Protection Procedure

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 Health and physical care – Sun safety	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

	<ul style="list-style-type: none"> developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
Preschool teacher(s) and educator(s)	<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.

Procedure

Hats and clothing	<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. Sun protection requirements and descriptions of what a 'sun safe hat' is (broad brimmed) are reinforced daily in the preschool's learning programs, in the Preschool Handbook provided to all families, in our Foyer displays and during the interview process for enrolment. During enrolment, families can discuss any special requirements their child may have regarding sun protection (including allergies) with our preschool educator. Families are informed that a broad brimmed hat is required every day their child attends preschool. If a child has no hat, they are loaned a preschool hat that has been laundered before use from another child. This is then noted on the sign in book and families are reminded to pack a hat for the next day the child attends Preschool. The school sells broad brimmed hats from the front office for \$5 and families are advised of this, should they wish to purchase. Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. For example, loose-fitting shirts with sleeves and covered necklines, and longer-style skirts, shorts and trousers are encouraged. Midriff, crop, singlet or sleeveless tops are not recommended. Families are informed of clothing recommendations through the Preschool Handbook, on Sentral Parent Portal, via visual displays in the Foyer and through daily conversations. If a child wears one, they are given a spare shirt to wear over their clothing for the day if they do not have spare clothing that is suitable in their bag. This is documented in the communication book and families are reminded of the clothing recommendations at the end of the day. Educators model 'sun-safety' by wearing a broad brimmed hat, sun-safe clothing and at least SPF30+ broad-spectrum water-resistant sunscreen
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	<p>while outside. Staff who relieve educators during breaks will bring their own hats to wear outside and model sun-safe practices.</p>
<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. There is a large, covered area outdoors, and additional shade is provided by trees in the playground. ● 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.
<p>Sunscreen</p>	<ul style="list-style-type: none"> ● Sunscreen is encouraged to be applied to children by families upon their arrival. If sunscreen hasn't been applied, sunscreen will be applied under the supervision of staff before children go outside. ● The preschool will supply regular sunscreen and ensure it is readily available at arrival. Sunscreen must be SPF 30+ broad spectrum and water resistant. ● Children are encouraged to apply sunscreen themselves, however assistance may be provided where necessary when teaching children the skill of applying their own sunscreen. Sunscreen will be applied in the mornings and before outdoor play. It is recommended every 1-2hrs and 20mins prior to outdoor play. ● Parent authorisations are collected for staff to apply sunscreen to children if required. ● Families are asked about sensitivities to sunscreen and if their child cannot use the Preschool's sunscreen, families are required to provide the Preschool a sunscreen appropriate for their child. The Preschool will label the sunscreen (for that child only) and assist the child to apply when required. A small container of this sunscreen will also be put into the mobile First Aid Kit. ● Sunscreen is stored away from direct sunlight and expiry dates monitored. ● Sunscreen is stored on the counter of the Foyer, and on top of the spare clothes cubes in the children's bathroom. Expiry dates are monitored yearly as part of the Safety Audit by the Safety Officer and replaced where necessary.
<p>The educational program</p>	<ul style="list-style-type: none"> ● Educators model sun safe behaviours by wearing a broad brimmed hat, sun-safe clothing and at least SPF30+ broad-spectrum water-resistant sunscreen while outside. Staff who relieve educators during breaks will bring their own hats to wear outside and model sun-safe behaviours. Visitors and volunteers who visit Preschool will also be asked to wear a hat and apply

sun-screen. If they do not have a hat, a freshly laundered hat can be provided.

- 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.
- Children are reminded about the effects of the sun on our skin and the importance of playing in the shade. If children are seen to be playing without a hat, they are reminded to put their hat back on and are given a reminder about sun-safe behaviour. Children are also reminded of the importance of playing inside during the hottest part of the day and why their outdoor play may change throughout the year (due to the sun).
- Information is provided to families about sun protection via multiple formats including:
 - Preschool Parent Handbook
 - Preschool Foyer Displays
 - Parent Sentral Portal
 - Community Room – brochures, posters, flyers
- Information provided to families discusses sun protection, the importance of wearing sun-safe hats and clothing and the importance of wearing sunscreen and reapplying sunscreen.
- In developing excursion risk assessment plans, sunburn is noted as a potential risk and minimisation strategies recorded.
- As part of the excursion planning, shaded areas for eating outdoors are considered, sunscreen is packed into the essentials mobile backpack and will be applied by children with direct supervision of staff, or by staff where necessary, regularly throughout the day. Advise home when organising excursion notes that children will need to bring their broad-brimmed hat and wear protective clothing that is loose fitting and covers as much skin as possible.

Record of procedure's review

<p>Date of review and Who was involved</p>	<p>24/3/21 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>16/8/21 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>16/8/22 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>01/09/23 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>15/10/23 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p> <p>9/9/24 Michelle Lynch (Pedagogical Leader) Hylie McEvoy (Preschool Educator)</p>
<p>Key changes made and reason why</p>	<p>16/8/22 - Amendments made from feedback collected from families and staff. Inclusion of appropriate application times for sunscreen, inclusion of putting sensitive sunscreen into mobile First Aid Kit, specific inclusion of encouraging children to apply their own sunscreen.</p> <p>01/09/23- Addition of: -If a child is missing a hat, this is written on the Communication Clipboard (on the lunchbox trolley) and families are reminded to provide a sun safe broad Brimmed hat for the following day.</p> <p>15/10/2023 Updated as per Early Learning Leading and Operating Preschool Guidelines vSept2023</p> <p>9/9/24 - Location changes of where parents write a need for a spare hat or clothing and the location of sunscreen for families and children to us. Reminds are regularly placed on Sentral Parent Portal in regards to sun safety, spares hats and clothing..</p>
<p>Record of communication of significant changes to relevant stakeholders</p>	<p>Principal: Email & Acknowledgement Spreadsheet 13/9/24</p> <p>Staff: Email & Acknowledgement Spreadsheet 13/9/24</p> <p>Parents: Sentral Parent Portal 12/9/24</p> <p>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.</p>