

Coonamble Public School Preschool



Preschool Sun Protection Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation 114	Leading and Operating Department Preschool Guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
ACECQA Information sheet: Sun safety Sun Smart Recommendations for Childcare Services Sun Smart 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: <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.	

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.</p> <p>This includes:</p> <ul style="list-style-type: none"> · 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	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> · 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	<ul style="list-style-type: none"> · Children and educators are required to wear a <i>sun safe / smart</i> hat to protect their face, neck and ears, whenever outside. The preschool provide Sun Smart preschool hats. These are the only hats to be worn at preschool. This information is shared with families via the preschool information booklet and conversations. <p>Hats are worn all year round at preschool. If a child loses their hat a replacement is provided.</p> <p>Hats are stored separately for all children in their lockers. Hats are washed weekly at preschool.</p> <ul style="list-style-type: none"> · Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. This information is shared in the preschool information booklet and families are given reminders at point of need. Parents can purchase a collared preschool

	<p>shirt from the front office, however, this is not compulsory. Children who are not wearing sun safe clothing are offered a sun safe option.</p>
Shade	<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. Activities may be moved during the day to take advantage of the shade patterns. • 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 outdoor clothing are asked to choose a shaded play area. • Use the Sun Smart App daily to determine UV levels and the most appropriate times to be outside.
Sunscreen	<ul style="list-style-type: none"> • Sunscreen is applied under the supervision of staff before children go outside. The preschool supplies the SPF 30+ sunscreen. The children are supported to apply their own sunscreen upon arrival and 20min prior to going outdoors. Children reapply every 2 hours. • Parent / carer authorisation is collected for staff to apply sunscreen to children. • Sunscreen is stored away from direct sunlight inside the back door of the preschool. Expiry dates are monitored once a term, when the preschool SLSO completes the first aid check.
The educational program	<ul style="list-style-type: none"> • Educators model sun safe behaviours discussing the behaviours and why we need to be sun safe. Visitors are asked to wear a hat when outside to also promote sun safety. • 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, through: <ul style="list-style-type: none"> - Reminders to wear a hat and play in the shade - Discussions about why we go inside during the hottest part of the day. - Discussions around why we wear sunscreen. Information is provided to families about sun protection through flyers, Kinderloop - sun

	<p>protection lessons and through the preschool information booklet.</p> <ul style="list-style-type: none"> - SunSmart App daily UV times are promoted to guide staff, parents and children's behaviour. · In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted. Strategies such as utilising shaded areas to rest and eat, children asked to wear clothing with long sleeves and sunscreen reapplied regularly are used.
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Record of procedure's review
Date of review and who was involved
23/2/2021 Natalie Kenny, Shiralee Robinson, Annette Thomson, Emma Horan, Carolyn Jones
Key changes made and reason/s why
Change to format. It is now in line with the Department of Education format.
Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review
Date of review and who was involved
2/3/2022 Carolyn Jones, Leanne McMaster, Miriam McKeown and Shiralee Robinson
Key changes made and reason/s why
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Record of communication of significant changes to relevant stakeholders
Procedure will be presented at the next P&C meeting by Anthea Robinson and added to Kinderloop for parents/carers to view, to provide families the opportunity to contribute to the review.

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