

Coonamble Public School Preschool



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
<p>NQS: 114</p> <p>Regulations: 2.1, 2.2</p>	<p>Leading and operating department preschool guidelines</p> <p><u>Student health in NSW schools: A summary and consolidation of policy</u></p> <p><u>Health and physical care – Sun safety</u></p>	<p><u>Sun Smart Recommendations for Childcare Services</u></p> <p>ACECQA’s policy and procedures guidelines – <u>Sun protection [PDF 244 KB]</u></p>

Responsibilities

<p>School principal</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"> ● 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>
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<p>Preschool supervisor</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"> ● 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.

Procedure

<p>Hats and clothing</p>	<ul style="list-style-type: none"> ● Children and staff are required to wear SunSmart clothing that covers as much skin (especially the shoulders, back and stomach) as possible. 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. ● Hats are worn all year round at preschool. If a child loses their hat a replacement is provided. ● Hats are stored separately for all children in their lockers. Hats are washed weekly at preschool. ● 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 shirt form the front office, however, this is not compulsory. ● Children without SunSmart clothing/hats are encouraged to play in an area protected from the sun (e.g., under shade, veranda or indoors) or are provided with spare clothing <p>*SunSmart clothing includes wearing:</p> <ul style="list-style-type: none"> → Loose fitting shirts and dresses with sleeves and collars or covered neckline. → Longer style skirts, shorts and trousers.
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	<p>→ Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.</p>
<p>Shade & Scheduling</p> <p>Outdoor Activities</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. 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. ● 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.
<p>Sunscreen</p>	<ul style="list-style-type: none"> ● 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. ● Where children have allergies or sensitivity to the sunscreen, parents are asked to provide an alternative sunscreen, or the child encouraged to play in the shade. ● The Cancer Council recommends usage tests before applying a new sunscreen. ● Sunscreen is applied under the supervision of staff before children go outside. The children are supported to apply their own sunscreen upon arrival and 20 min prior to going outdoors. ● 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.

<p>The educational program</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: <ul style="list-style-type: none"> ○ Wearing a SunSmart hat, protective clothing, and wearing sunglasses (optional). ○ Applying SPF30+ 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. <p>Sun safety is everyone’s responsibility. By being role models ourselves and leading the way with our own sun safety, we can inspire our children to be SunSmart when they step outside.</p> <ul style="list-style-type: none"> ● 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 protection lessons and through the preschool information booklet. - 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.
<p>Information and Procedure Availability</p>	<ul style="list-style-type: none"> ● Sun protection policy, procedures, requirements, and updates are made available to staff, families, and visitors. ● Sun protection information and resources are accessible and communicated regularly to families. ● All parents/families are informed of the sun protection policy including appropriate hat, clothing, and sunscreen requirements on enrolling their child in the service.

Record of procedure’s review

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

21/11/22 Carolyn Jones, Leanne McMaster, Miriam McKeown and Shiralee Robinson

Key changes made and reason/s why

- Updated Cancer Council and Sunsmart recommendations

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, to provide families the opportunity to contribute to the review.

Record of procedure's review

Date of review and who was involved
7/3/23 Carolyn Jones, Leanne McMaster, Miriam McKeown and Shiralee Robinson
Key changes made and reason/s why
formatting
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, to provide families the opportunity to contribute to the review.

Date of review	6/3/24
Who was involved	Miriam McKeown, Leanne McMaster & Shiralee Robinson
Key changes made and reason why	Formatting
Record of communication of significant changes to relevant stakeholders	<p>Principal: Emailed to principal 20/3/24 to present to P&C at the next meeting.</p> <p>Staff: Shared with all staff during the review meeting 6/3/24</p> <p>Parents: Added to Kinderloop for feedback 20/3/34</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>