



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

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

	<ul style="list-style-type: none"> 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.
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 educators are required to wear a <i>sun safe / smart</i> hat year-round to protect their face, neck and ears, whenever outside. 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) If a child borrows a spare preschool hat, the hat is temporarily labelled with the child's name. The child may use their allocated hat for any day they forget their hat for the days they attend that week. On their last day the hat will be laundered after use. Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Children who are not wearing sun safe clothing will be provided with spare clothing. Families are informed of sun safe clothing and hats at their initial meet and greet meeting and reminded throughout the year in person and through Storypark and the school newsletter.
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. Shade options can include a combination of portable, natural and built shade. The daily routine varies depending on the time of year to reduce the amount of time children are exposed to the sun when it is most damaging.

	<ul style="list-style-type: none"> Children who do not have appropriate hats or outdoor clothing are able to borrow preschool sunsafe clothing.
Sunscreen	<ul style="list-style-type: none"> Children apply SPF50+ broad-spectrum water-resistant sunscreen under the supervision of staff 20 minutes before going outside. Educators will explicitly teach children and support them to learn how to apply sunscreen independently and correctly. Parents are to supply written permission (during meet and greet appointments prior to enrolment) if they object to sunscreen being used on their child's skin and provide their own alternative sunscreen as needed. Parent / carer authorisation is collected for staff/children to apply sunscreen at meet and greet interviews prior to commencement. Sunscreen is stored away from direct sunlight and expiry dates monitored by the preschool administrator.
The educational program	<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. Educators model sun safe behaviours at preschool by: <ul style="list-style-type: none"> Wearing a sun safe hat (see Hats above) Wearing sun safe clothing (see Clothing above) Applying SPF50+ broad-spectrum water-resistant sunscreen before going outdoors Using and promoting shade, especially when hot Talking about sun safety throughout the day Encouraging and reminding children regularly to have water from their water bottles or cups provided by preschool, to ensure children are drinking enough and keeping cool. 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 playing in the shade; reminded to put hats back on; and discussing the need to move inside during the hottest part of the day. Information is provided to families about sun protection through current signage,

	<p>brochures, Storypark messages, preschool handbook, and school newsletters.</p> <ul style="list-style-type: none"> In developing excursion risk management plans, sunburn is noted as a potential risk and minimisation strategies are noted (such as utilising shaded areas, wearing sun smart clothing/broadbrimmed hats, and applying sunscreen regularly).
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Record of procedure's review

Date of review	6/03/25
Who was involved	Maree Guy, Anna Clemesha, Tanya Collins, Larissa Polak, Beck Armstrong, Bec Bryant
Key changes made and reason why	
Record of communication of significant changes to relevant stakeholders	<p>Principal:</p> <p>Staff:</p> <p>Parents:</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>

Date of review	12/04/24
Who was involved	Maree Guy, Sonya Murphy, Larissa Polak, Beck Armstrong, Bec Bryant
Key changes made and reason why	Updated template (Leading and Operating Department Preschools).
Record of communication of significant changes to	<p>Principal:</p> <p>Staff:</p>

relevant stakeholders	<p>Parents:</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>
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Record of procedure's review
Date of review and who was involved
5th April 2023: Maree Guy, Anna Clemesha, Larissa Polak
Key changes made and reason/s why
Working within our new space led us to review and change some procedures around the meet and greet interviews.
Record of communication of significant changes to relevant stakeholders
Published on Class Dojo.

Record of procedure's review
Date of review and who was involved
11/10/22 Anna Clemesha, Maree Guy, Larissa Polak
Key changes made and reason/s why
Moving to new Preschool site location due to flooding rebuild
Record of communication of significant changes to relevant stakeholders

Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.