

# Orange Grove Public School Preschool

## Sun Protection Procedures

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation <a href="#">114</a>	<a href="#">Leading and Operating Department Preschool Guidelines</a> <a href="#">Student health in NSW schools: A summary and consolidation of policy</a>

### Pre-reading and reference documents

[ACECQA Information sheet: Sun safety](#)  
[Sun Smart Recommendations for Childcare Services](#)  
[Sun Smart program](#)

### Record of procedure's review

#### Date of review and who was involved

07/04/2021 - Lauren Tinslay  
 15/04/2021 - Kate Jones

#### Key changes made and reason/s why

- Adding roles and responsibilities for principal, supervisor and educators to improve clarity of who is responsible for each task.
- Changing structure and order of information to improve access to necessary information.
- Clarifying shaded areas within the preschool to demonstrate sun safe practices.
- Additional information about sun safety practices regarding hats, sunscreen and the daily UV rating check after changes to procedures.

#### Record of communication of significant changes to relevant stakeholders

15/04/2021 - communicated to Kasey Hennes  
 21/04/2021 - communicated to the P&C

### Staff roles and responsibilities

<b>School principal</b>	The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.
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	<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>
<b>Preschool supervisor</b>	<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> <ul style="list-style-type: none"> <li>• reflecting on how this procedure is informed by relevant recognised 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 educators including K-6 staff, relief staff and casual staff</b>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers</li> <li>• being actively involved in the review of this procedure, at least annually, or as required</li> <li>• ensuring the details of this procedure's review are documented.</li> <li>• analysing complaints, incidents or issues and what the implications are for the updates to this procedure.</li> </ul>

## Hats and clothing

Children and educators are required to wear a sun safe / smart hat to protect their face, neck and ears, whenever outside, with a brim of at least 6cm. Children and staff wear hats all year when outside.

Families are informed of the requirement to provide a sun safe hat through the preschool handbook and at the information session held before the start of the year. Families are informed that a sun safe hat must have a brim all the way around or a neck and ears covering as well as have a brim of at least 6cm.

Families are encouraged to purchase a hat from the school uniform shop as these meet the sun safe requirements. Children's hats are stored in hat boxes labelled with each child's name inside the preschool for the entire year and is not taken home until the

child's last day of preschool for the year. The preschool educators wash the children's hats each term and as needed.

Where a child has no hat or has brought an unsuitable hat, spare school hats are provided for the child to wear. The spare hat is then washed before being used by a different child.

Parents and carers are encouraged to dress their children in sun safe clothing with sleeves that cover their shoulders. Families are informed about this requirement through the preschool handbook and information session held before the start of the year. Where a child arrives at preschool with a shirt or dress that does not cover their shoulders, they are provided with a spare shirt to wear while outside. The family is reminded that children's shoulders must be covered at preschool.

## **Shade**

The preschool has two large COLA/shade cloths as well as trees which provide ample shaded areas in the outdoor play area.

The availability and quality of shade is considered when planning all outdoor activities and outdoor play experiences are set up in the shade, as far as possible.

Educators check the UV rating each day as part of the daily safety check. The daily timetable varies depending on the time of year and the daily UV rating to reduce the amount of time children are exposed to the sun when it is most damaging. In Term 1 and 4, children play outside in the morning when the UV rating is lower.

Shade is taken into consideration when placing benches, tables and seats for children to eat morning tea and lunch outside.

## **Sunscreen**

Parent / carer authorisation is collected at the start of each year for staff to apply sunscreen to children. Families are asked to provide a roll on bottle of sunscreen for their child to apply while at preschool. Families are informed of this requirement through the preschool handbook and information session held prior to the start of the year.

Children's sunscreen bottles are stored in a tub in the preschool for the duration of the year, labelled with each child's name. Sunscreen is stored away from direct sunlight and expiry dates monitored each term. When children's sunscreen runs out or expires, the empty bottle is sent home with the child and a reminder is given verbally or via Seesaw to the family to replace the bottle promptly. Safety data sheets are collected for sunscreen bottles, where possible and stored with the service safety data sheets.

Educators check the daily UV rating as part of the daily safety check. Where the UV rating is above 2 during the time that children will be outside, children apply sunscreen with supervision by educators 20 minutes prior to going outside. In Term 1 & 4 when children play outside in the morning, families are asked to apply sunscreen at home to ensure the sunscreen has time to soak in. Educators check with children as to whether sunscreen has been applied before school and apply sunscreen if needed.

Children reapply sunscreen under educator supervision, after 2 hours when they continue to play outside.

### **The educational program**

Educators model sun safe behaviours by wearing hats and applying their own sunscreen with the children. School staff, visitors and volunteers are required to wear hats during outside play.

Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection, such as talking about days where the UV rating is high and the need for extra sun protection such as seeking shade or staying inside.

Educators reinforce sun safe messages informally throughout the preschool day in routines and through the positive behaviour for learning program, such as reminding children to apply sunscreen and wear hats when moving outside or discussing the need to change the daily routines when UV rating is high.

Information is provided to families about sun protection through the preschool handbook and information session held prior to the start of the year including explaining how daily routines change based on the UV rating and when sunscreen will be applied.

In developing general preschool and excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted, such as those listed above.