

Orange Grove Public School Preschool Sun Protection Procedures

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]

Record of procedure's review

Date of review and who was involved

08/05/2024 - Lauren Tinslay

Key changes made and reason/s why

- Minor changes to the structure of the document in line with an updated template

Record of communication of significant changes to relevant stakeholders

- Communicated to preschool staff and principal on 08/05/24

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. These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.
Preschool supervisor (if applicable)	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: <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

Staff roles and responsibilities

	<p>authorities</p> <ul style="list-style-type: none">• 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 including K-6 staff, relief staff and casual staff	<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.

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 whenever 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 are 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 in the preschool before being used by a different child.

Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Families are informed about this 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 t-shirt to wear while outside. The family is reminded that children's shoulders must be covered at preschool. The spare clothing item is washed before being given to another child to wear.

Shade

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.

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

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.

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.

Children who do not have appropriate hats or outdoor clothing are asked to choose a shaded play area.

Sunscreen

Sunscreen is applied under the supervision of staff before children go outside. Families are asked to provide a roll on bottle of sunscreen to keep at preschool that their child can apply independently during the day at preschool. Families are informed of this requirement through the preschool handbook and information session held prior to the start of the year.

Parent / carer authorisation is collected at the start of each year for staff to apply sunscreen to children.

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 as part of the end of term cleaning and maintenance checklist. 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 4 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. 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 walking and sitting in the shade, where possible, and wearing hats and applying sunscreen before the excursion and during the excursion, if required.

Record of previous procedure reviews

Date of review and who was involved

03/05/2023 - Lauren Tinslay

Key changes made and reason/s why

- No changes made

Record of communication of significant changes to relevant stakeholders

- Communicated to preschool staff and principal on 10/05/23

Date of review and who was involved

30/03/2022 - Lauren Tinslay

Key changes made and reason/s why

- clarification of alternative t-shirt provided to children who come to preschool with shoulder less shirts to improve clarity.

Record of communication of significant changes to relevant stakeholders

01/04/22- Kylie Pearse (educator), Scott McBain (Preschool supervisor)

29/04/22- Kasey Heness (Nominated Supervisor)

09/05/22- communicated to the school Parents and Citizens association