Birraleegal Goondi Preschool

Walgett Community College

Our school community is built on **safe, respectful, happy learners,** striving for our motto of **Courage and Excellence.**

Sun protection – preschool procedure table

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]

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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: • 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	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 which includes: • 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 teacher(s) and educator(s)	Preschool teachers and educators are responsible for working with the preschool leadership team to ensure: • 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.

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Procedure

Hats and clothing	• Children and staff members are required to wear a *sun safe or sun smart* hat to protect their face, neck and ears, whenever outside. • The preschool provides all children with their own sun safe bucket hat. Each hat is marked with the child's name, and they remain at school. Hats are not shared and there are spare hats readily available if one becomes lost, soiled or damaged. • Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. This is included in the preschool information handbook. • The preschool provides all children with a sun safe shirt that has a collar and sleeves. There are spare shirts readily available if a shirt becomes soiled or damaged. Parents can purchase additional shirts if they wish. This also supports children's sense of belonging.
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 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 hats or outdoor clothing are asked to choose a shaded play area. The school endeavours to provide a hat and suitable clothing to ensure children are not restricted in play area choice.
Sunscreen	• Sunscreen (SPF 30+) is provided for parents to apply when children arrive. • Outdoor time is timetabled so children are not exposed to high levels of UV radiation in the middle of the day, so reapplication is not necessary. • Sunscreen is stored away from direct sunlight and expiry dates monitored by the preschool administration officer.

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The educational program	• Educators model sun safe behaviour by wearing hats. Volunteers are guests are expected to follow this behaviour. • 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. • Information is provided to families about sun protection verbally or via the preschool handbook, posters and handouts are available. • In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted. • Hats are always worn, and shaded areas utilised.

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Record of procedure's review

Date of review	3/3/25
Who was involved	Alison Finlayson
Key changes made and reasons why	Wording – sunblock is provided as needed by parents for children, parents do not need to request this.
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: Steph, Ghata, Barbara and Michelle Parents: Parents informed of this at end of last year ready for 2025. 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.

Date of review	7/03/2024
Who was involved	Alison Finlayson
Key changes made and reason why	Nil changes - updated template available from Early Learning
Record of communication of significant changes to relevant stakeholders	Principal: Alison Finlayson Staff: New templates from Early Learning to be implemented during review cycle and minuted in staff meeting 8/02/24. Parents: Nil changes required for this procedure. 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.

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Copy and paste the section below to the bottom of the table each time a new review is completed.

Date of review	
Who was involved	
Key changes made and reasons why	
Record of communication of significant changes to relevant stakeholders	Principal: Staff: Parents: 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.

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