



# Little Jarjums Preschool

Casino West Public School

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

## Responsibilities

<b>School principal</b>	<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"><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> <p>These tasks may be delegated to other members of the preschool team, but the responsibility sits with the principal.</p>
<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. This could include:</p>

	<ul style="list-style-type: none"> <li>• analysing complaints, incidents or issues and the implications for updates to this procedure</li> <li>• reflecting on how this procedure is informed by stakeholder feedback and relevant expert 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 teacher(s) and educator(s)</b>	<p>Preschool teachers and educators are responsible for working with the preschool leadership team to ensure:</p> <ul style="list-style-type: none"> <li>• all staff in the preschool and daily practices comply with this procedure</li> <li>• this procedure is stored in a way that it is accessible to all staff, families, visitors and volunteers</li> <li>• they are actively involved in the review of this procedure, as required, or at least annually</li> <li>• details of this procedure's review are documented.</li> </ul>

## Procedure

<b>Hats and clothing</b>	<ul style="list-style-type: none"><li>• All staff and children are required to wear SunSmart hats that protect their face, neck, and ears.</li><li>• Children without a SunSmart hat are encouraged to play in an area protected from the sun (e.g. under shade, veranda or indoors), or are provided with a spare SunSmart hat.</li><li>• SunSmart hats include:<ul style="list-style-type: none"><li>- Broad-brimmed hats with a brim size of at least 6cm (adults 7.5cm)</li><li>- Bucket hats with a deep crown and brim size of at least 5cm (adults 6cm)</li><li>- Legionnaire style hats.</li><li>- NB - Baseball caps or visors do not provide enough sun protection and therefore are not recommended.</li></ul></li><li>• Children and staff are required to wear SunSmart clothing that covers as much skin (especially the shoulders, back and stomach) as possible.</li><li>• SunSmart clothing includes wearing:<ul style="list-style-type: none"><li>- Loose fitting shirts and dresses with sleeves and collars or covered neckline.</li><li>- Longer style skirts, shorts and trousers. Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.</li></ul></li><li>• Families are informed of what sun safe clothing to provide in the preschool information booklet, given to families on enrolment. The information booklet states that children must wear a wide brimmed hat, with a picture above for reference.</li><li>• The Casino West wide brimmed hats can be purchased from the administration office for \$10. Alternatively, there are spare hats that children may borrow for the day and are washed after use.</li><li>• Hats are worn outside all year round regardless of weather conditions.</li><li>• Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible.</li><li>• The preschool provides each family with one preschool polo shirt at the time of enrolment. Additional shirts can be purchased for \$25.</li><li>• Children are discouraged from wearing a singlet top or singlet dress. Families are informed of this in the preschool information booklet. If a child attends preschool in a singlet top or dress, a spare sleeved shirt will be placed over the top.</li></ul>
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<b>Shade</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The daily rhythm and staff to child ratio allows for simultaneous indoor and outdoor play. Children will move between the learning environments depending on their needs and interests. During extreme heated periods, when outside, the children are encouraged to play under the shaded and covered areas.</li> <li>• Shade options are provided, maintained, and promoted to the children.</li> <li>• Play-based learning activities are set up and moved throughout the day to take advantage of shade patterns.</li> <li>• Cancer Council encourages regular shade assessments and the monitoring of existing shade structures, to assist in planning for additional shade.</li> </ul>
<b>Sunscreen</b>	<ul style="list-style-type: none"> <li>• All staff and children are required to apply SPF50+ broad-spectrum water-resistant sunscreen 20 minutes before going outdoors and reapply every 2 hours.</li> <li>• Sunscreen is applied under the supervision of staff before children go outside. The children apply the sunscreen themselves and are assisted by staff if required.</li> <li>• Preschool supply Ultra Protect SPF 50+ Sunscreen that is stored in the indoor learning environment away from direct sunlight. The Administration Manager monitors sunscreen expiry dates which are recorded in a spreadsheet that is monitored/updated weekly.</li> <li>• Where children have allergies or sensitivity to the sunscreen. Parents are asked to provide an alternate sunscreen, or the child is encouraged to play in the shade.</li> <li>• Cancer Council recommends usage tests before applying a new sunscreen.</li> <li>• Parent / carer authorisation is collected for staff to apply sunscreen to children.</li> </ul>

<p><b>The educational program</b></p>	<ul style="list-style-type: none"> <li>• Children understand why sun safety is important and learn how to take effective sun protection, including taking leadership roles in managing sun protection e.g., accessing daily UV levels and sun protection times, hat reminders and management of sunscreen.</li> <li>• 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.</li> <li>• UV levels and daily sun protection times are used to plan daily activities and ensure a correct understanding of local sun protection requirements.</li> <li>• 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.</li> <li>• When children are on excursions all sun protection practices are planned, organised, understood and available.</li> <li>• Educators provide intentional teaching experiences that promote discussion around sun protection and demonstrate a positive approach to the management of sun protection.</li> <li>• Educators reinforce sun safe messages informally throughout the preschool day. SunSmart practices are reiterated at every transition time before putting on sunscreen. If a child is seen without their hat on in the outdoor learning environment, they are reminded to put their hat back on. During peak heat periods of the day, staff monitor children and encourage them to move inside or into the shade to play.</li> <li>• Information is provided to families about sun protection. A brief explanation of our SunSmart policy is outlined in the sunscreen application permission note and preschool information booklet.</li> <li>• In developing excursion risk management plans, sun burn is noted as a potential risk and minimisation strategies are noted. Strategies used are: <ul style="list-style-type: none"> <li>- utilising shaded areas to rest and eat.</li> <li>- children asked to wear clothing with long sleeves.</li> <li>- sunscreen reapplied regularly.</li> </ul> </li> <li>• As part of WH&amp;S UV risk controls and role modelling, staff, families, and visitors demonstrate SunSmart behaviours when outside, including: <ul style="list-style-type: none"> <li>- Wearing a SunSmart hat, protective clothing, and wearing sunglasses (optional).</li> <li>- Applying SPF50 broad-spectrum water-resistant sunscreen.</li> <li>- Promoting the use of shade.</li> <li>- Discussing sun protection with children and demonstrating a positive and proactive approach to the management of sun protection in the service.</li> </ul> </li> </ul> <p><i>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.</i></p>
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## Record of procedure's review

<b>Date of review</b>	13/03/24
<b>Who was involved</b>	All preschool staff and Claire Osborne from the SunSmart NSW team have provided input. Shared with families to give feedback/input.
<b>Key changes made and reason why</b>	Moved to template provided in the update Department Guidelines.  Previous SunSmart policy was not comprehensive enough and did not address SunSmart NSW' recommendations.
<b>Record of communication of significant changes to relevant stakeholders</b>	Principal: Lesley Mills communicated at Staff meeting 25/03/24  Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell  Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.  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.  Email received with input from Clair Osbourne from SunSmart NSW 30/05/2022 Recommendations and feedback given by Clair Osbourne 15/03/2023 New draft sent to SunSmart 15/03/2023 SunSmart status approval granted 30/03/2023

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

<b>Date of review</b>	09/04/2025
<b>Who was involved</b>	All preschool staff and Claire Osborne from the SunSmart NSW team have provided input. Shared with families to give feedback/input.
<b>Key changes made and reason why</b>	Changes to price of preschool shirts to reflect pricing of new shirts.

<b>Record of communication of significant changes to relevant stakeholders</b>	<p>Principal: Lesley Mills communicated at Staff meeting 07/03/2025</p> <p>Staff: Amy Clark, Astoria Chapman, Leanne Davis, Karen Campbell</p> <p>Parents: Copy for all Parents placed on communication board and in the Localised Procedures folder in foyer.</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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