

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1 2.2	Regulation 114	Leading and Operating Department Preschool Guidelines Student health in NSW schools: A summary and consolidation of policy
Pre-reading and reference documents		
ACECQA Information sheet: Sun safety Sun Smart Recommendations for Childcare Services Sun Smart program		
Procedure		
Hats and clothing	<ul style="list-style-type: none"> Children and educators are required to wear a sun safe / smart hat to protect their face, neck and ears, when outdoors, all year. If a child can't locate their hat, they will be loaned a preschool hat (which will be washed after use). The preschool has available for families to purchase for \$10, 7cm brimmed hats. Parents and carers are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. Children are discouraged from wearing a singlet top. If they do wear one to preschool, they will be changed into a suitable t shirt with sleeves either from their bag or from preschool's spare clothes during outdoors play. 	
Shade	<ul style="list-style-type: none"> Activities will be adapted to each season and adjustments made to ensure maximum protection. The availability and quality of shade is considered when planning all outdoor activities and outdoor play experiences are set up in the shade, as much as possible. Where and when possible, activities and routines will accommodate to ensure sun safety. When the UV rate is high, activities will be set up under the shaded area of the preschool, and the children encouraged to play in the shade. 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. 	
Sunscreen	<ul style="list-style-type: none"> SPF 30+ broad-spectrum water-resistant sunscreen will be provided in the preschool foyer and families encouraged to apply it to their child on arrival at preschool, when the UV index is high. Sunscreen is stored away from direct sunlight and expiry dates monitored. 	
The educational program	<ul style="list-style-type: none"> Educators and staff will act as role models and demonstrate sun safe behaviour by: <ul style="list-style-type: none"> - Wearing a sun safe hat - Wearing sun safe clothing - Applying SPF 30+ broad-spectrum water-resistant sunscreen before going outdoors. 	

	<ul style="list-style-type: none"> - Using and promoting shade. • Sun protection will be incorporated regularly into learning programs with intentional teaching experiences. Sun protection information will be promoted to all staff, families and visitors. Educators will access further information from the Cancer Council website www.cancercouncil.com.au/sunsmart as needed. • All sun protection measures (including recommended outdoor times, shade, hat, clothing and sunscreen) will be considered when planning outdoor activities and excursions.
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Record of procedure's review	
Date of review and who was involved	
03/11/2022	Karen Ali, Sarah Philp, Shayla Rash
Key changes made and reason/s why	
Sections created to make procedure clearer to follow	
Record of communication of significant changes to relevant stakeholders	
Procedure displayed in preschool foyer and communicated to staff at staff meeting.	

Copy and paste a new table to record each occasion the procedure is reviewed.