

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]
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. This could include: - 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 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.
Procedure	
Hats and clothing	• Children and staff members are required to wear a <i>sun safe or sun smart</i> hat to protect their face, neck and ears, whenever outside. The preschool provides hats for all students. These hats are kept onsite and are washed weekly. • Parents are encouraged to dress their children in clothing that is loose fitting and covers as much skin as possible. We have a preschool shirt that parents purchase during enrolment and a section in our parent handbook that the children are to wear sun safe clothing to preschool. If a child arrives at preschool in clothing that is not appropriate educators will speak to the parents and provide a spare preschool uniform shirt for the day.
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.
Sunscreen	• Sunscreen is applied under the supervision of staff before children go outside, using preschool supplied sunscreen. The exception to this is if a child has an allergy to sunscreen in this instance the parent is to provide a labelled bottle of suitable sunscreen and complete any medical conditions paperwork. • The UV rating is checked daily by the staff member completing the daily safety check. We follow the recommendations of the SunSmart app for when to apply sunscreen and what hours are best for being outdoors. • Parent authorisation are collected for staff to apply sunscreen to children when the child is enrolled in the preschool. • Sunscreen is stored away from direct sunlight and expiry dates monitored each term as a part of our own monitoring checklists.
The educational program	• Educators model sun safe behaviours and ensure that their clothing follows sun safe standards and that hats are worn when outside. Visitors and volunteers are asked to also wear sun safe clothing and wear hats when outside with the children.



	- 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. Especially when applying sunscreen and hats prior to playing outside. - Information is provided to families about sun protection. - In developing excursion risk assessment plans, sun burn is noted as a potential risk and minimisation strategies recorded. For example, utilising shaded areas to rest and eat, children asked to wear clothing with long sleeves, sunscreen reapplied regularly.)
Record of procedure's review	
Date of review	August 30, 2024
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	Procedure layout updated to reflect the changes made in the leading and operating department preschool guidelines document.
Record of communication of significant changes to relevant stakeholders	Principal: consultation and email Preschool Staff consultation, discussed at staff meeting and email. Whole School Preschool induction and email Parents: via noticeboard in entrance, school newsletter and seesaw app 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.
Copy and paste the last 4 rows to the bottom of the table each time a new review is completed.	
Date of review	13 August 2025
Who was involved	Principal, Preschool Staff, Whole-School Staff, Parents
Key changes made and reason why	No changes made.
Record of communication of significant changes to relevant stakeholders	Principal: consultation and email Preschool Staff consultation, discussed at staff meeting and email. Whole School Preschool induction and email Parents: via noticeboard in entrance, school newsletter and seesaw app 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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