

**Version 4**

**Effective Date: October 2024**

**Next Review: October 2027**

**Document Approver: Chief Executive**

**Document Owner: Facilities & Services Team Leader**

## **Applies To | Ko Wai Whakahāngaitia**

All kindergarten staff and children.

## **General Principles | Mātāpono Whānui**

To increase child and adult awareness of the harmful effects of the sun.

To encourage the development of individual responsibility for skin protection.

To ensure the provision of shade is incorporated into kindergarten site planning.

## **Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka**

Kindergarten Taranaki Enrolment Agreement Form.

## **References | Tohutoro / Huānga ki**

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Early Childhood and Care Services 2008

## **Display Document | Whakamātakitaki Pukapuka – No**

## **Practice Statement | Whakaharatau Tauākī – Required - No**

## **Policy Review Cycle | Kaupapa Arotake Hurihanga**

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

## **Policy**

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1. All staff shall model sun-safe practices in the kindergarten service and ensure sun-safe procedures are implemented for children.
2. Kindergarten Taranaki will work in good faith with kindergartens to ensure outdoor environments provide teachers and children with adequate protection from the harmful effects of the sun.
3. Sunscreen will be available at all kindergartens.
4. Sunscreen is not considered a medication therefore the Administration of Medicines Policy does not apply.

## Procedure

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1. Sun Smart Programme
  - 1.1. Kindergarten Taranaki Sun Smart Period is during daylight savings time.
  - 1.2. Knowledge of safety in the sun shall be incorporated into the kindergarten programme, with a special focus in the early summer.
2. Permission & Communication
  - 2.1. Permission will be sought from parents/whānau at enrolment for teachers to apply sunscreen to their child while at kindergarten.
  - 2.2. At the start of each Sun Smart Period, Kindergartens shall provide parents with details of the specific brand of sunscreen.
  - 2.3. Information about sun protection will be made available to parents/whānau/caregivers at enrolment and reminders about the kindergarten's sun safe procedures will be communicated through newsletters, on noticeboards, at parent meetings and directly with parents/whānau/caregivers.
3. Sunscreen
  - 3.1. During the Sun smart Period, sunscreen should be applied as required and at least once a day.
  - 3.2. A broad-spectrum SPF 30+ (or higher) sunscreen will be made available for use by staff and children.
  - 3.3. Parents may supply their own sunscreen. This should be clearly labeled with the child's name and a list of those children with their own sunscreen should be kept.
4. Other Sun Safety Behaviours
  - 4.1. Staff will model sun-safe behaviours by wearing appropriate clothing for the level of sun, using sunscreen and, where possible, accessing shade when outside during the months of daylight savings.
  - 4.2. Provision will be made for children who do not have sufficient sun protection e.g. hat to enable them to access both indoor and outdoor areas.
5. Outdoor Environment
  - 5.1. Teachers will assess the programme for outdoor activity during the months of the Sun Smart Period (daylight savings time) and, where necessary, adjust the programme to ensure children are not unnecessarily exposed to the sun during the hottest part of the day.
  - 5.2. In the development and use of outdoor areas, steps shall be taken to ensure adequate shade provision and appropriate placement of activities.