



## HOT WEATHER POLICY

This policy is applicable to: all DECD employees.

### DOCUMENT CONTROL

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| <b>Contact position:</b><br>Preschool Coordinator | <b>Date approved:</b> 15/09/2014<br><b>Last Reviewed:</b> 15/02/2016 | <b>Status:</b><br>Final                |
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### REVISION RECORD

| Date     | Version               | Revision description   |
|----------|-----------------------|--|
| 21/06/13 | 1 <sup>st</sup> Draft | Draft created and viewed by all Preschool Families   |
| 12/08/14 | Final Draft           | Passed at Preschool Parents Committee Meeting on 12/08/2014 to hand over to Governing Council for ratification |
| 12/08/14 | Final Draft           | Forwarded onto the Governing Council to be added to the agenda for the next meeting for final ratification     |
| 15/09/14 | Final Draft           | Ratified by Governing Council  |
| 05/08/15 | Reviewed              | Policy reviewed by Preschool Staff and forwarded onto Early Years Sub Committee for further review.            |
| 10/08/15 | Ratified              | Policy ratified at Governing Council Meeting.  |
| 20/06/16 | Reviewed              | Reviewed by Early Years Sub Committee and ratified by Governing Council  |

## 1. TITLE

### HOT WEATHER POLICY

## 2. POLICY STATEMENT

Staff at this preschool promote safety for all children in line with a site specific Hot Weather Policy. The policy is in place with the aim of reducing the risk of heat illness for children in our care. We recognise that children are at a greater risk of suffering heat illness than adults.

The preschool has effective cooling systems in place and will therefore remain opened for normal operating hours of hot days.

## 3. PURPOSE

All employees must take reasonable care to protect their own health and safety as well as others in the workplace by:

- Providing a comfortable and safe environment for children
- Heating and cooling equipment provided to maintain a comfortable temperature for the children
- Sun protection and advice will be taken from the Cancer Council and implemented through our Skin Protection Policy.

## 4. SCOPE

This policy applies to all educators, volunteers and children in Tintinara Preschool.

## 5. OBJECTIVE

To maintain safety of staff, volunteers and children at all times at Tintinara Preschool

## 6. POLICY DETAILS

### Curriculum

Our preschool will:

- Encourage and educate children to drink water frequently on hotter days to ensure hydration is maintained
- Encourage children to be aware of personal safety on hotter days by removing layers of clothing, the wearing of hats and sunscreen
- Aim to educate where ever possible around the effects of heat, UV Rays and the body

### The Learning environment

Children at our preschool:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- provide children with rest and relaxation time enabling children to cool and calm down

The preschool will:

- conduct activities in the shaded areas of the yard
- communicate with parents around layered clothing being appropriate for preschool as this type of clothing minimises heat gain as layers can be easily removed during play

- encourage parents to pack food in insulated containers with a freezer brick or frozen water.
- Provide a cool place to store lunch boxes
- Set up water play activities in shaded areas of the yard
- Implement its Skin Protection Policy as recommended by the Cancer Council of SA

### **Delivery & Collection of Children from the Preschool**

- Children that catch the school bus to preschool will be escorted to the bus by their parent/guardian and be collected by the teacher and/or preschool SSO and accompanied into the preschool as quickly as possible to avoid heat related illness.
- Families who bring their children to preschool will also be encouraged to move inside as quickly as possible to avoid heat related illness

### **Power Outage or Breakdown of Cooling Systems**

- The preschool will assess a power outage by contacting SA Power networks to determine how long power may be affected
- If the power outage exceeds or is expected to exceed 2 hours families will be contacted to collect their children from the site
- If a child or children are unable to be collected staff will adequately supervise the children and ensure they are comfortable as possible

## **7. ROLES AND RESPONSIBILITIES**

| <b>Party / Parties</b> | <b>Roles and responsibilities</b>                                    |
|------------------------|--|
| Staff                  | Promote safety for all children                                      |
| Staff                  | Protect their own safety as well as other in their care at Preschool |
| Children               | Wear hats, sunscreen, drink frequently                               |
| Staff                  | Educate children on sun safe information                             |

## **8. MONITORING, EVALUATION AND REVIEW**

Monitor children at all times to ensure safety in hot weather  
Review Policy on an annual basis