

# SunSmart Application Form and Agreement for ACT primary schools



School: \_\_\_\_\_ Date: \_\_\_\_\_

Contact name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact's email address: \_\_\_\_\_

General school email address: \_\_\_\_\_

School type:     Catholic     Government     Independent     Other: \_\_\_\_\_

School enrolment: \_\_\_\_\_ Year levels taught: \_\_\_\_\_

Gender composition:     Co-ed     Boys     Girls \_\_\_\_\_

**Your privacy:** Your school contact details will only be used to provide you with information and resources relating to Cancer Council ACT and the SunSmart Program. All school information will be at all times kept private and confidential, and no identifying information will be used for statistical purposes. If you wish to discuss the storage and use of your details, please contact Cancer Council ACT on 6257 9999.

On being awarded **SunSmart status** your school's name will be acknowledged on the Cancer Council ACT website in recognition of your school's ongoing efforts and commitment toward skin cancer prevention and awareness. You will also be able to monitor your school's current SunSmart status and review dates online. Your emails will be added to our school's email list so we can continue to provide you and your school with current information and SunSmart reminders etc.

**Background:** A healthy balance of the sun's ultraviolet radiation (UV) exposure is important for general health. Too much UV from the sun can cause sunburn, skin damage, eye damage and skin cancer. Australia has one of the highest rates of skin cancer in the world. Two in three Australians will develop some form of skin cancer before they are 70. Over-exposure to UV during childhood and adolescence is a major cause of skin cancer including melanoma later in life. A combination of sun protection behaviour is recommended when UV levels reach three (3) and above. In Canberra average UV levels are 3 and above for part or most of each day from August to May. During the daylight saving period (ie Term 1 and 4) it is important to take extra care between 11am – 3pm when UV levels reach their peak, schools can aim to minimise outdoor activities and events during this period.

Too little UV from the sun can lead to low vitamin D levels, especially during the winter period. Vitamin D regulates calcium levels in the blood. It is also necessary for the development and maintenance of healthy bones, muscles and teeth. Around the June and July winter period in Canberra, average UV levels remain low (below three) so sun protection isn't usually required during school times during this period unless spending extended periods outdoors.

# SunSmart Application Form and Agreement for ACT primary schools

## SUN PROTECTION MEASURES

1. *Does your school refer to the SunSmart UV Alert to find out the times sun protection is needed for the day?*
  - Yes - Go to question 2
  - No - Go to question 3
  - Don't know what it is -Go to question 3
  
2. *Where do you access SunSmart UV Alert information from?*
  - The Canberra Times
  - Cancer Council ACT website- [www.actcancer.org](http://www.actcancer.org)
  - Bureau of Meteorology website > [www.bom.gov.au/weather/uv/](http://www.bom.gov.au/weather/uv/)
  - Other (please specify) .....
  
3. *Are students required to wear hats at your school when UV levels reach 3 and above?*
  - Yes
  - No
  
4. *What types of hats are allowed at your school?*
  - Broad-brimmed hats
  - Legionnaire hats with suitable flap
  - Bucket hats (deep crown)
  - Other: please specify, e.g. caps.....
  
5. *During a typical day from August to May about how many students would be wearing a broad brimmed, legionnaire or bucket hat?*
  - All of the students
  - Most of the students
  - Half of the students
  - Some of the students
  - Very few of the students
  
6. *What are the consequences for a student not having an appropriate sun protective hat and/or clothing when outside?*
  - They must remain in the shade - play allowed
  - They must return indoors
  - They must wear a hat provided by the school
  - No restrictions
  - Other: please specify .....
  
7. *Does your school require that teachers/staff wear broad-brimmed, bucket or legionnaire hats when UV levels reach 3 and above?*
  - Yes
  - No
  
8. *Does your school request that families and visitors wear sun protective hats when participating in or attending school outdoor activities?*
  - Yes
  - No
  
9. *Are any of the following items included in your dress code / uniform?*
  - Shirts with collars
  - Tops with higher necklines
  - Shirts with minimum elbow-length sleeves
  - Longer-style shorts/skirts
  - Sleeveless / singlet tops
  - Other: please specify
  
10. *Are any of the following items included in your sports uniform?*
  - Shirts with collars
  - Tops with higher necklines
  - Shirts with elbow-length sleeves or longer (3/4)
  - Longer-style shorts/skirts

# SunSmart Application Form and Agreement for ACT primary schools

- Sleeveless / singlet tops
  Rash vests or t-shirts for outdoor swimming events
- Sun protective hats (bucket, broad brimmed, legionnaire)
  Caps
11. *Does your school encourage the use of wrap-around sunglasses that meet Australian Standard 1067 (Sunglasses – Category 2, 3 or 4)?*
- Yes
  No
12. *What obstacles (if any) would prevent your school from including sunglasses in your uniform and sun protection policy?*
- Cost
  Safety
- Practicality of each student having their own pair of sunglasses
- Other (please specify) .....
13. *What happens at your school regarding the use of SPF 30+ broad spectrum sunscreen?*
- Sunscreen is available to students in ALL classrooms
- Families are encouraged to supply their children with sunscreen
- Students are encouraged to come to school wearing sunscreen all year round
- Students are encouraged to come to school wearing sunscreen during daylight saving time only (ie Term 1 and 4)
- Students are encouraged to come to school wearing sunscreen from August to May
- Sunscreen is available for student use on specific occasions, e.g. PE, sports days, excursions
- Sunscreen is available at various points around the school, e.g. canteen, PE
- Time is given for the application of sunscreen before recess and the lunch breaks
- Students are reminded to apply sunscreen before going outdoors
- With parental consent, students with naturally very dark skin (skin that rarely or never burns) are not required to wear sunscreen
- Sunscreen is not supplied
14. *Are any of the following practices in place to provide additional protection to students (and staff) during 'peak UV times' (ie between 11am and 3pm during Term 1 and 4)*
- Sport is held in the morning
  Lunch is eaten inside
- Lunch is eaten in special shaded areas
  Lunch is shortened
- Lunch is held earlier in the day
- Outdoor assemblies are held earlier in the day, indoors or under shade
- We allow play indoors
- PE / outdoor classes are held earlier in the morning or indoors
- Sports carnivals are held earlier in the morning, at twilight or during outside DLST
- Shade is considered when planning ALL outdoor excursions / events
- Outdoor excursions are scheduled early in the day
- We have an extended recess and shortened lunch break
- Outdoor experiences are minimised as much as possible
- Outdoor activities are minimised as much as reasonably practicable between 11am and 3pm during daylight the saving period ie Terms 1 and 4
- Other: please specify .....
15. *How do staff and teachers actively reinforce sun protection on a regular basis with students?*
- Role modelling
  Website

# SunSmart Application Form and Agreement for ACT primary schools

- |   |  |
|---|--|
| <input type="checkbox"/> Posters Displays                 | <input type="checkbox"/> Enrolment                           |
| <input type="checkbox"/> Classroom discussions            | <input type="checkbox"/> Assemblies                          |
| <input type="checkbox"/> Cancer Council Kidskin resources | <input type="checkbox"/> By fulfilling OH&S responsibilities |
| <input type="checkbox"/> Curriculum                       | <input type="checkbox"/> School access UV Alert              |
| <input type="checkbox"/> Other: please specify            | <input type="checkbox"/> UV Alert monitor                    |
- 

## ENVIRONMENT

16. *Please describe the available shade at your school.*
- |  |   |
|--|---|
| <input type="checkbox"/> We have shady trees   | <input type="checkbox"/> We have some built shade structures    |
| <input type="checkbox"/> We have some portable shade structures  | <input type="checkbox"/> Shade is not currently a priority area |
| <input type="checkbox"/> We have definite plans to increase shade in next 12 months  |   |
| <input type="checkbox"/> Shade poses funding concerns for our school   |   |
| <input type="checkbox"/> We have conducted a shade audit to determine the quality and level of shade at the school.        |   |
| <input type="checkbox"/> We have plans to conduct a shade audit to determine the quality and level of shade at the school. |   |
| <input type="checkbox"/> We currently do not have adequate shade throughout our school.                                    |   |
- Did your school receive BER funding to develop new shade structures?  Yes  No  No, but we did apply.

## CURRICULUM

17. *In what year levels will sun protection / SunSmart education be incorporated into the curriculum?*
- |                                    |                                    |                                   |                                       |
|------------------------------------|------------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Pre       | <input type="checkbox"/> Year One  | <input type="checkbox"/> Year Two | <input type="checkbox"/> Year Three   |
| <input type="checkbox"/> Year Four | <input type="checkbox"/> Year Five | <input type="checkbox"/> Year Six | <input type="checkbox"/> Year Seven + |
18. *How will sun protection (and vitamin D) education be incorporated into your school's curriculum?*
- |  |  |
|--|--|
| <input type="checkbox"/> Class teachers may <i>choose</i> to incorporate SunSmart education into the curriculum.   |  |
| <input type="checkbox"/> Class teachers are <i>required</i> to incorporate SunSmart education into the curriculum. |  |
| <input type="checkbox"/> We use school assemblies to encourage sun protection behaviour                            |  |
| <input type="checkbox"/> We have whole school activities such as SunSmart days, tree-planting etc                  |  |
| <input type="checkbox"/> Generation SunSmart website   | <input type="checkbox"/> Cancer Council Kidskin resources        |
| <input type="checkbox"/> Other: please specify   | <input type="checkbox"/> Our Health/PE specialist is responsible |

## POLICY

19. *Does your school have a comprehensive and active sun protection policy endorsed by the school council/community?*
- |  |                             |
|--|-----------------------------|
| <input type="checkbox"/> Yes                           | <input type="checkbox"/> No |
| <input type="checkbox"/> No, but we are developing one |                             |
20. *Does your school's sun protection policy address staff OH&S issues regarding occupational UV exposure levels?*
- |  |                             |
|--|-----------------------------|
| <input type="checkbox"/> Yes   | <input type="checkbox"/> No |
| <input type="checkbox"/> No, but we have a separate staff OH&S policy which includes Occupation UVR Exposure |                             |

# SunSmart Application Form and Agreement for ACT primary schools

21. *Who was involved in the development of your school's sun protection policy?*
- |  |   |
|--|---|
| <input type="checkbox"/> Principal                   | <input type="checkbox"/> School Council     |
| <input type="checkbox"/> Teachers                    | <input type="checkbox"/> Parents/Families   |
| <input type="checkbox"/> Students                    | <input type="checkbox"/> Cancer Council ACT |
| <input type="checkbox"/> Other: please specify ..... |   |
22. *What obstacles (if any) has your school encountered in introducing a comprehensive sun protection policy?*
- |   |  |
|---|--|
| <input type="checkbox"/> Limited support by teachers/staff              | <input type="checkbox"/> Limited support by parents/families |
| <input type="checkbox"/> Limited student cooperation                    | <input type="checkbox"/> Cost of sunscreen                   |
| <input type="checkbox"/> Cost of shade development                      | <input type="checkbox"/> Not a priority for school council   |
| <input type="checkbox"/> Insufficient information on policy development | <input type="checkbox"/> Complacency                         |
| <input type="checkbox"/> Other: please specify .....                    |  |
23. *Does your school agree to complete a SunSmart policy and program review with Cancer Council ACT every 3 years and to update its policy if required to maintain high national SunSmart standards?*
- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|
24. *Does your school use sun protection measures around the June and July period when average daily UV levels are below three in Canberra?*
- |                              |                             |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|
- If yes, why?

## IMPORTANT INFORMATION FOR YOUR SCHOOL

If your school is awarded with a nationally recognised SunSmart status it will receive a 60 cm x 90 cm metal **SunSmart School** sign, SunSmart certificate, resource material including the SunSmart E-News.

Please note that there is a one-off joining fee of \$55 (incl. GST), this is to cover the cost of the metal SunSmart sign, an invoice will be posted to your school after you have received your SunSmart sign. If your school would like its sign awarded at a school assembly please discuss this with Cancer Council's SunSmart Services Coordinator so these arrangements can be made.

Once your school has been awarded SunSmart status it becomes an active member of the National SunSmart Schools program, your school has therefore agreed to participate in a SunSmart policy and program review every 3 years and to update its policy and practices if necessary. Your school will set high national SunSmart standards for other schools to follow.

Failing to take part in the SunSmart review process will result in your school's SunSmart status being suspended until further notice, your school will also be politely asked to remove its SunSmart sign from being displayed at the entrance of the school.

# SunSmart Application Form and Agreement for ACT primary schools

If your school is awarded SunSmart status, you will be promoting the Cancer Council ACT's SunSmart messages in your daily activities and providing a role model to other schools throughout Canberra.

Schools participating in the **National SunSmart Schools Program** must agree to the following terms and conditions:

- To enforce their sun protection policy as documented
- To take reasonable steps to ensure that all staff, students and families are aware of the sun protection policy and its requirements
- To inform Cancer Council ACT of any changes to the school's policy and practices and anything else that may relate to or affect its inclusion in the National SunSmart Schools Program.

Our school agrees to comply with the following minimum standards:

- Sun protection measures are used from August to May whenever the UV Index level reaches **3 and above**.
- Outdoor times are minimised as much as reasonably practicable between 11am and 3pm during DLST (ie Terms 1 and 4)
- A combination of sun protection measures are considered when planning ALL outdoor activities. (e.g. recess, camps, excursions, sporting events, swimming carnivals etc).
- The school has sufficient shade or is working toward increasing the number of trees and shade structures so as to provide adequate sun protected areas in the school grounds.
- Students are encouraged to use available areas of shade for outdoor activities.
- Students who do not have appropriate hats or sun protective clothing are directed to play in the shade or a suitable area protected from the sun.
- Appropriate sun protective clothing is included in the school uniform / dress code *and* sports uniform.
- When UV levels are 3 and above ALL students (and workers) wear a broad brimmed, legionnaire or bucket style hat.
- The use of wrap-around sunglasses that meet Australian Standard 1067 (Sunglasses – Category 2, 3 or 4) is *encouraged*.
- The use of SPF 30+ broad spectrum, water resistant sunscreen is encouraged, with time for application of sunscreen allowed. Students are reminded to apply sunscreen and sunscreen is accessible throughout the school for students and workers.
- Students with naturally very dark skin (skin that rarely or never burns) are not required to wear sunscreen but will wear a hat.
- All workers are *required (OH&S)*, whilst families and visitors to the school are *encouraged*, to act as role models by practising SunSmart behaviour.
- During the June and July winter period sun protection will not be enforced.
- Programs on SunSmart messages are included in the curriculum for at least 3 grade levels. ie Kidskin
- SunSmart behaviour is regularly reinforced and promoted to the whole school community (eg. via newsletters, assemblies, website etc).
- The school submits its SunSmart policy at least once every three (3) years to Cancer Council ACT. The school monitors its compliance with its policy and works toward improvement where necessary.

## AGREEMENT

School Name \_\_\_\_\_ agrees to the above stated SunSmart terms and conditions.  
(name of school)

School Principal's name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School President's name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SunSmart Application Form and Agreement for ACT primary schools

## Submitting this Application and Agreement Form



Please post to:

Cancer Council ACT  
Attention: National SunSmart Schools Program  
5 Richmond Ave  
FAIRBAIRN  
ACT 2609

OR

Fax to:  
6257 5055

Once Cancer Council receives your application form you will be contacted via email to confirm that your application has been received and will also be asked to submit an electronic copy of your schools current sun protection policy via email.

For more information please contact Cancer Council ACT on 6257 9999 or view our Frequently Asked Questions for schools online at [www.actcancer.org](http://www.actcancer.org)