

# SunSmart application form and agreement for ACT early childhood services



Service name: \_\_\_\_\_ Managed by: \_\_\_\_\_ Date: / / \_\_\_\_\_

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

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

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

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

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

Service type:     Long Day     Preschool     Independent     Occasional Care     Other \_\_\_\_\_

Age group \_\_\_\_\_

**Your privacy:** Your service contact details will only be used to provide you with information and resources relating to Cancer Council ACT and the SunSmart Program. All your 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 service's name will be acknowledged on the Cancer Council ACT website in recognition of your service's ongoing efforts and commitment toward skin cancer prevention and awareness. You will also be able to monitor your service's current SunSmart status and review dates online. You will be invited and encouraged to subscribe to our childcare service's email list so we can continue to provide you and your service 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 between August to May. During the daylight saving period it is important to take extra care between 11am – 3pm when UV levels reach their peak, services should 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 the day unless spending extended periods outdoors.





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- No
- Babies avoid the sun all year round
- Sun protection behaviour is relaxed during June and July
- Babies wear sunscreen
- Babies don't wear sunscreen
- Other

11. *Does your service 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 service from including sunglasses in your uniform and sun protection policy?*

- Cost
- Practicality of each child having their own pair of sunglasses
- Other (please specify) .....
- Safety

13. *What happens at your service regarding the use of SPF 30+ broad spectrum sunscreen?*

- Sunscreen is available to all children (and staff).
- Parents are encouraged to apply their child with their own sunscreen
- Children are encouraged to come to school wearing sunscreen all year round
- Children are encouraged to come to school wearing sunscreen during daylight saving time only
- Children are encouraged to come to school wearing sunscreen from August to May
- Children are taught how to apply their own sunscreen
- Time is given to apply sunscreen 15-20 minutes before going outdoors
- Sunscreen is reapplied after two hours, and more frequently if washed off.
- With parental consent, children with naturally very dark skin (skin that rarely or never burns) are not required to wear sunscreen
- Sunscreen is not supplied
- Other- please explain

14. *Are any of the following practices in place to provide additional protection to children (and staff) during 'peak UV times' (ie between 10am and 3pm)*

- Outdoor games are held in the morning and late afternoon during daylight saving times.
- Lunch is eaten in special shaded areas
- Lunch is held earlier in the day
- Lunch is eaten inside
- We allow play indoors during lunch time
- Lunch is shortened
- Excursions are held earlier in the morning or later in the afternoon
- Shade is considered when planning ALL outdoor excursions / events
- We have an extended recess and shortened lunch break
- Outdoor experiences are minimised as much as possible between 11am and 3pm during the daylight saving period only
- We avoid outdoor events and activities between 11am and 3pm all year round
- Other: please specify .....

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*How do your staff actively reinforce sun protection on a regular basis with children and parents?*

15.

- |   |  |
|---|--|
| <input type="checkbox"/> Role modelling           | <input type="checkbox"/> Website                                   |
| <input type="checkbox"/> Posters Displays         | <input type="checkbox"/> Enrolment                                 |
| <input type="checkbox"/> Classroom discussions    | <input type="checkbox"/> Information nights                        |
| <input type="checkbox"/> Cancer Council resources | <input type="checkbox"/> By fulfilling their OH&S responsibilities |
| <input type="checkbox"/> Activities and games     | <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 service.*

- |  |   |
|--|---|
| <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.                                    |   |

## EDUCATION

17. *Is sun protection / SunSmart education be incorporated into your service's play activities?*

- |                              |                             |  |   |
|------------------------------|-----------------------------|--|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> We need resources | <input type="checkbox"/> Staff's responsibility |
|------------------------------|-----------------------------|--|---|

18. *How will sun protection education be incorporated into your services daily activities?*

- |   |  |
|---|--|
| <input type="checkbox"/> Staff may <i>choose</i> to incorporate SunSmart education into activities        |  |
| <input type="checkbox"/> Staff are <i>required</i> to incorporate SunSmart education into the curriculum. |  |
| <input type="checkbox"/> We use encourage sun protection behaviour and education amongst all staff        |  |
| <input type="checkbox"/> We have activities such as SunSmart days, tree-planting, dress ups etc           |  |
| <input type="checkbox"/> Generation SunSmart website  | <input type="checkbox"/> Cancer Council poster resources |
| <input type="checkbox"/> Other: please specify  |  |
- 

## POLICY

19. *Does your service have a comprehensive sun protection policy in place?*

- |  |  |
|--|--|
| <input type="checkbox"/> Yes                           | <input type="checkbox"/> Yes, and it was last reviewed in..... |
| <input type="checkbox"/> No                            |  |
| <input type="checkbox"/> No, but we are developing one |  |

20. *Does your 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 |                             |

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21. *Who was involved in the development of your sun protection policy?*
- |  |   |
|--|---|
| <input type="checkbox"/> Director              | <input type="checkbox"/> Cancer Council ACT |
| <input type="checkbox"/> Staff                 | <input type="checkbox"/> Parents/Families   |
| <input type="checkbox"/> Other: please specify | .....                                       |
22. *What obstacles (if any) has your service encountered in introducing a comprehensive sun protection policy?*
- |   |  |
|---|--|
| <input type="checkbox"/> Limited support by staff                       | <input type="checkbox"/> Limited support by parents/families |
| <input type="checkbox"/> Complacency                                    | <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"/> Other: please specify                          | .....  |
23. *Does your service 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 service 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            |
| <input type="checkbox"/> If yes, why? | <input type="checkbox"/> I don't know. |

## IMPORTANT INFORMATION FOR YOUR SERVICE

If your service is awarded with a SunSmart status it will receive a 60 cm x 90 cm metal **SunSmart** sign, SunSmart certificate, resource material including the SunSmart E-News (you will be required to subscribe to this).

Please note that there is a one-off joining fee of \$55 (incl. GST), this is to cover the cost of the large metal SunSmart sign, an invoice will be posted to your service after you have received your SunSmart sign.

Once your service has been awarded SunSmart status it becomes an active member of the SunSmart Early Childhood Program, your service has also agreed to participate in a SunSmart policy and program review every 3 years and to update its policy and practices if necessary. Your service will set high national SunSmart standards for other services and the community at large to follow.

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

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If your service 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 childhood services throughout Canberra.

Services participating in the SunSmart Early Childhood 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, children and families are aware of the sun protection policy and its requirements
- To inform Cancer Council ACT of any changes to the service's policy and practices and anything else that may relate to or affect its inclusion in the SunSmart Early Childhood Program.

Our service 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 daylight saving time.
- A combination of sun protection measures are considered when planning ALL outdoor activities. (e.g. recess, excursions, etc).
- The service 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 grounds for the future.
- Children are encouraged to use available areas of shade for outdoor activities.
- Children 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 our dress code.
- When UV levels are 3 and above ALL children (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. Children are assisted to apply sunscreen, sunscreen is reapplied after 2 hours or more frequently if washed off.
- Children 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 service are *encouraged*, to act as role models by practising SunSmart behaviour.
- During the June and July winter period sun protection will not be enforced amongst children and babies unless spending extended time outdoors.
- Activities and games that promote positive SunSmart messages are included in our activities and events
- SunSmart behaviour is regularly reinforced and promoted throughout the year (eg. via newsletters, enrolment, website etc).
- The service will submit its SunSmart policy at least once every three (3) years to Cancer Council ACT. The service monitors its compliance with its policy and works toward improvement where necessary.

## AGREEMENT

Service's Name \_\_\_\_\_ agrees to the above stated SunSmart terms and conditions.  
(name of childcare service)

Managers Name: \_\_\_\_\_  
(please print)

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

Service Director's Name: \_\_\_\_\_  
(please print)

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

# SunSmart application form and agreement for ACT early childhood services

## Submitting this Application and Agreement Form



Please post to:

Cancer Council ACT  
Attention: SunSmart Early Childhood 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 current sun protection policy via email.

For more information please contact Cancer Council ACT on 6257 9999 or view our Frequently Asked Questions for services online at:

<http://www.actcancer.org/sun-smart/faq-childhood.aspx>