



National SunSmart Schools Program

policy review and membership renewal

Please use this checklist to review your school's current SunSmart policy and practices.

Tick the boxes that apply to your school's current practices and return it to Cancer Council SA with a copy of your updated policy. Please ensure your updated policy includes the points listed in the checklist. Once we have received and checked your review, we will send you a letter to confirm that your SunSmart membership has been renewed.

Date of review: _____

School name: _____

School address: _____

Ph: _____ Email: _____

Nominated SunSmart contact / coordinator: _____

Position: _____

Contact email: _____

To highlight how your sun protection policy is implemented at your school, please include a copy of your updated policy and *at least one* other document from the list below:

- updated policy (essential)
- copy of curriculum plan
- sample newsletter articles
- sample of children's work
- picture of school displays
- shade plans
- picture of outdoor areas
- other (please state)

Strategies working well:

How we keep families, staff and students informed and involved in the SunSmart Schools Program:

Plans for next 12 months:



Policy review and membership checklist

<input type="checkbox"/>	This policy applies to all school activities and events (on and off site).
<input type="checkbox"/>	Sun protection measures are used all year.
<input type="checkbox"/>	Sun protection measures are used from 1 September to 30 April and whenever UV Index levels reach 3 and above.
<input type="checkbox"/>	Staff, students and families can access our policy in: (please tick all that apply) <input type="checkbox"/> school website <input type="checkbox"/> school handbook <input type="checkbox"/> orientation kit <input type="checkbox"/> other (please specify)

When UV levels are 3 and above

<input type="checkbox"/>	A combination of sun protection measures are used for all outdoor activities (e.g. recess, outdoor lessons, camps, excursions, sporting events, swimming carnivals) when UV levels are 3 and above.
<input type="checkbox"/>	Extra care is taken between 10 am and 3 pm when UV levels are most intense.
<input type="checkbox"/>	Maximum use of shade and rescheduling outdoor events will be encouraged particularly during peak UV times.
<input type="checkbox"/>	Our policy addresses staff OH&S issues regarding occupational UV exposure.
<input type="checkbox"/>	The school has sufficient shade or is working towards increasing the number of trees and shade structures to provide adequate sun protected areas in the school grounds.
<input type="checkbox"/>	Students are encouraged to use available areas of shade for outdoor activities.
<input type="checkbox"/>	All students wear a hat that shades the face, neck and ears e.g. broad brimmed, legionnaire or bucket hat whenever they are outside.
<input type="checkbox"/>	Appropriate sun protective clothing (shirts/dresses with sleeves and high neckline or collar and longer style shorts/skirts) is included in the school uniform or dress code.
<input type="checkbox"/>	Our sports uniform also includes appropriate sun protective clothing. Students are required to wear rash tops or t-shirts for outdoor water activities.
<input type="checkbox"/>	Children who do not have appropriate hats or sun protective clothing are asked to play in the shade or a suitable area protected from the sun.
<input type="checkbox"/>	All students and staff have access to SPF 30+ broad spectrum, water resistant sunscreen. Students are encouraged and reminded to apply sunscreen before going outdoors.
<input type="checkbox"/>	The use of wraparound sunglasses that meet Australian Standard 1067 (Sunglasses—Category 2, 3 or 4) is encouraged (where applicable).
<input type="checkbox"/>	Staff are required, and families and visitors to the school are encouraged, to act as role models by practising SunSmart behaviours including wearing appropriate hats and clothing when outdoors.
<input type="checkbox"/>	Educational activities and programs on a healthy UV balance to maintain adequate vitamin D levels and minimise skin and eye damage and skin cancer risk are included in the curriculum for each year level.

When UV levels are below 3

<input type="checkbox"/>	To help maintain winter vitamin D, sun protection measures are not used when UV levels are below 3.
Ongoing	
<input type="checkbox"/>	SunSmart behaviour is regularly reinforced and promoted to the whole school community (e.g. via newsletters, assemblies, school website).
<input type="checkbox"/>	The school reviews its sun protection policy and submits a copy to Cancer Council SA at least once every two years to ensure it is current and effectively implemented.
<input type="checkbox"/>	Where applicable, staff are encouraged to access the daily SunSmart UV Alert to assist with the implementation of this policy.

Terms and conditions

Schools participating in the 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 SA of any changes to the school's policy and practices and anything else that may relate to or affect its inclusion in the SunSmart Schools Program.

Agreement

We have reviewed our school's sun protection policy and practices and believe we still meet the essential criteria as outlined by the Cancer Council's SunSmart Schools Program. We agree to the above terms and conditions.

School representative's name:			
Signature:			Date:
Role	<input type="checkbox"/> Principal	<input type="checkbox"/> Teacher	<input type="checkbox"/> Administration
<input type="checkbox"/> Staff OH&S Representative	<input type="checkbox"/> School Council President	<input type="checkbox"/> Coordinator	<input type="checkbox"/> Other (please state)

For more information on the SunSmart Program and available resources visit www.sunsmart.org.au

Also see:

- **Generation SunSmart** (www.generationsunsmart.com.au) Fun and interactive sun protection modules for teachers, school nurse, early childhood educators and Year 6–9 students.
- **SunSmart Millionaire: How SunSmart are you?** (www.sunsmartmillionaire.com.au) An innovative game-based resource for Year 5–7 students that promotes the science behind the SunSmart message.

Your privacy: your school contact details will be used to provide you with information and resources relating to the Cancer Council's SunSmart Program. All contact information will be at all times kept private and confidential, and no identifying information will be used for statistical purposes. All documents and photos received will not be used unless prior permission is obtained. Please do not send originals as these documents will not be returned. If you wish to discuss the storage and use of your details, please contact Cancer Council SA on 8291 4147.