

SunSmart primary and combined school policy guidelines.







Contents.

Introduction	3
What is skin cancer?	
What causes skin cancer?	
The UV Index and daily sun protection times	
Sun exposure and vitamin D—a healthy balance	4
When should I protect my skin?	4
UV Index 3 and above	4
UV Index below 3	4
SunSmart implementation times for schools	4
How about our OSHC and Vacation Care service?	4
Is skin protection a school issue?	6
For further information	6
Useful weblinks	6
Skin cancer—an important school issue	7
Schools have a duty of care to students	7
Work Health & Safety (WH&S)	7
How can my school protect our staff and students?	7
Department for Education requirements	7
The process for reviewing or developing your policy	8
Step 1: Form a committee	8
Step 2: Conduct information sessions	8
Step 3: Identify sun protection measures that are already in place	8
Step 4: Write and review	8
Step 5: Submit an online application	8
Step 6: Implement the policy	9
Step 7: Monitor and evaluate your sun protection policy	9
Implementation tips for primary and combined schools	10
Joining the National SunSmart Schools Program	13
How to become a SunSmart school	

Introduction.

What is skin cancer?

Skin cancer occurs when skin cells are damaged. The majority of skin cancers are caused by exposure to ultraviolet (UV) radiation from the sun.

Australia has one of the highest rates of skin cancer in the world. Medicare records show there are over a million treatments for non-melanoma skin cancers each year in Australia – more than 3,000 skin cancer treatments each day. At least two in three people are diagnosed with some form of skin cancer in their lifetime. Over 2,000 people die from skin cancer each year, with 66 per cent of those deaths due to melanoma.

Melanoma is the most dangerous form of skin cancer and is also the most common cancer diagnosed in young Australians aged 15-29 years.

There has been a recent decline in melanoma rates in South Australians under forty. These recent changes illustrate the importance of decreased UV exposure in childhood as a key contributor in lowering skin cancer risk later in life.

It is estimated that 95–99 per cent of skin cancers are caused by overexposure to UV radiation. Therefore, many skin cancers can be prevented by adequately protecting the skin from overexposure to damaging UV radiation.

Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk. Schools can make a significant contribution to lowering the risk of childhood skin damage by implementing comprehensive policy and practice that protects the children in their care and encourages the development of positive sun protection habits which are important throughout the lifespan.

What causes skin cancer?

UV radiation from the sun causes skin damage.

Too much UV radiation from the sun can cause sunburn, skin damage (e.g. wrinkles, blotches and other signs of ageing), eye damage and skin cancer.

Skin damage from UV radiation adds up over time causing permanent damage to our DNA, increasing the risk of skin cancer occurring.

The UV radiation level is determined by a number of factors including:

- time of year the angle of the sun to the earth's surface changes throughout the year
- time of day UV radiation levels peak over the middle of the day when the sun is directly overhead
- where you live the closer your location is to the equator, the higher the UV levels will be year-round.

UV radiation cannot be seen or felt and is different to infra red radiation (heat), therefore UV levels are not related to temperature.

UV radiation can be high even on cool and cloudy days, so clear skies or high temperatures can't be used to determine when sun protection is needed.

A UV radiation level of 3 is high enough to cause damage to unprotected skin, therefore it is important to protect skin when the UV radiation level is 3 and above. In South Australia, the UV radiation levels are 3 and above from the beginning of August to end of April. The UV radiation level may also be 3 and above from May to July so it is important to check the UV radiation levels daily.

The UV Index and daily sun protection times

The Global Solar UV Index is a rating system developed by the World Health Organization (WHO) that measures the amount of UV radiation at the earth's surface.

It has five categories which are detailed below. The higher the UV Index value, the greater the potential for skin damage. Sun protection is required when the UV Index is 3 and above.

11+	Extreme
8, 9, 10	Very High
6, 7	High
3, 4, 5	Moderate
1, 2	Low

The sun protection times are issued daily by the Bureau of Meteorology (BOM), when the UV Index is forecast to reach 3 and above.

When the sun protection times are issued, sun protection measures are recommended during the times indicated.

The sun protection times are reported on the **BOM website**, via the **SunSmart Global UV app**, **SunSmart widget**, and via **myuv.com.au**.

Sun exposure and vitamin D a healthy balance

A balance between sun protection to lower the risk of skin cancer, and sun exposure for the production and maintenance of Vitamin D is important for general health, normal growth and development of bones and teeth.

The sun's ultraviolet (UV) radiation is both the major cause of skin cancer and the best natural source of vitamin D. In Australia, we need to balance the risk of skin cancer from too much sun exposure with maintaining vitamin D levels.

Sensible sun protection when the UV is 3 and above does not put people at risk of vitamin D deficiency.

When should I protect my skin?

Whenever the UV level is 3 and above, UV radiation is strong enough to cause skin damage and therefore skin cancer.

UV Index 3 and above

When the UV level is 3 and above, a combination of sun protective measures (broad-brimmed hat, sun protective clothing, SPF 50+ broad-spectrum, water-resistant sunscreen, sunglasses and shade) is recommended when outdoors.

In South Australia, the UV Index is generally 3 and above from 1 August until 30 April.

UV Index below 3

Generally, when the UV Index is below 3, it is recommended that people are outdoors in the middle of the day with some skin uncovered on most days of the week to support vitamin D production. Being physically active while outdoors will further assist with vitamin D levels.

In South Australia, during May, June and July, the UV Index should be monitored for your location.

Use the **SunSmart Global UV app, SunSmart widget** on the school website, or visit **bom.gov.au/places/sa/adelaide/ forecast/** or **myuv.com.au** to check the daily sun protection times for your location, which are when the UV Index is forecast to be 3 and above.

During May, June and July sun protection times will shorten, yet will coincide with lunch playtimes as the UV Index peaks at solar noon, when the sun is highest in the sky.

SunSmart implementation times for Schools

Sun protection policies should outline adequate sun protection measures and be in place during terms 1, 3 and 4 (or from 1 August to 30 April) and any other time the UV Index is 3 and above.

Staff are encouraged to check the local sun protection times each day during term 2 to determine when sun protection is necessary.

If your location is in or south of Kingston SE or Naracoorte due to lower latitude, during August your school can choose to implement sun protection only when the UV is 3 and above. Procedures must be implemented to ensure sun protection times are monitored daily.

If your location is in or north of Elliston, Cowell, Burra or Port Broughton it is particularly important to monitor sun protection times during May, June and July due to higher local UV Index from being closer to the equator.

How about our OSHC and Vacation care service?

Schools with an OSHC service managed by the school governing council may like to implement a combined school and OSHC sun protection policy.

OSHC service implementation times differ to schools due to time of day and time of year of operation.

The sun protection policy should be in place at the service during the following times.

Before school care: sun protection is not required as the UV Index is rarely 3 and above at this time.

After school care: terms 1 and 4 and when the UV Index is 3 and above at other times. Staff are encouraged to monitor the daily local sun protection times to determine if sun protection is necessary during terms 2 and 3.

Vacation care: 1 August to 30 April and when the UV Index is 3 and above at other times.

Steps to being SunSmart

When the UV Index level is 3 and above, use a combination of five SunSmart steps whenever you are outside to protect against skin damage and skin cancer.

1. Slip on sun protective clothing

Students and staff should wear clothing which covers as much skin as possible.

The higher the UV protection factor (UPF) of the fabric, the greater the protection provided.

When clothing doesn't have a UPF label, look for fabrics that are closely woven and darker in colour. The tighter the fabric structure, whether knitted or woven, the better the protection from UV radiation.

Aim to offer school uniform that protect areas of the body at higher risk of skin damage such as the legs, shoulders, arms, chest and neck. Shorts or skirts that reach the knee, tops with sleeves that are at least elbow length and collared or polo shirts provide good protection to these high risk areas.

Rash vests/t-shirts are recommended for outdoor water-based activities.

2. Slop on SPF 50+ sunscreen

Apply SPF 50+ broad-spectrum, water-resistant sunscreen to skin not protected by clothing at least 20 minutes before going outdoors. Reapplication every two hours is essential if remaining outdoors.

Most people don't apply enough sunscreen, so frequent reapplication is important to maintain maximum sun protection. School-aged children can independently apply sunscreen, but require regular reminders and encouragement. Schools should have a sunscreen application and reminder process in place before going outdoors.

Sunscreens with titanium dioxide or zinc oxide scatters UV radiation away from the skin, and are less likely to cause problems with sensitive skin.



Choose hats that provide good shade to the face, back of the neck, eyes and ears. A good sun hat can also help protect the eyes by reducing the amount of UV radiation by 50 per cent.

Suitable sun protection hats include:

- legionnaire hats with a flap at the back to protect the neck—the flap and front peak should overlap.
- bucket hats with a deep crown and angled brim that sit easily on the child's head.
- broad-brimmed hats.

Baseball caps do not offer enough protection for the cheeks, ears and neck and are not an acceptable choice for sun protection. Cancer Council recommends making a broad brimmed, bucket or legionnaire hat available on the uniform list and phasing out the use of baseball caps. Baseball caps should be removed from the uniform list and uniform shop.

4. Seek shade

A combination of natural and built shade is essential for the outdoor play space. Research has shown that natural outdoor play spaces with shrubs, uneven ground and low reflective surfaces are better for sun protection and stimulate more physical activity.

Shade alone can reduce overall exposure to UV radiation by about 75 per cent. Shade should be correctly designed to offer the greatest coverage during peak UV radiation times and peak periods of use. For best protection, choose shade that has extensive overhead and side cover and is positioned away from highly reflective surfaces.

All students should be encouraged to use shaded areas for outdoor play. Even when in the shade, the sun's UV radiation can reflect from surfaces such as sand and concrete, so always wear a hat, clothing, sunscreen and sunglasses.

To assess the quality and need for shade in your location, use our **shade comparison check**.

For more information about shade design at your school, read our **Fact Sheet on Shade**.

😎 5. Slide on some sunglasses

If practical, encourage students to wear sunglasses when playing outdoors. Sunglasses and a hat provide very good eye protection. Look for sunglasses that:

- are a close fitting, wraparound style that cover as much of the eye area as possible.
- meet the Australian Standard AS/NZS 1067.1:2016 (Sunglasses: lens category two, three or four).
- are preferable marked eye protection factor (EPF) 10.
- have soft elastic to keep them in place.

Novelty tinted glasses do not meet the requirements for sunglasses under the Australian Standard and should not be used for sun protection.

Is sun protection a school issue?

Research shows that overexposure to the sun's UV radiation during childhood and adolescence increases the risk of developing skin cancer.

Children are at school five days a week throughout the high risk period of the day. Adequate sun protection whilst at school is crucial in decreasing a child's risk of developing skin cancer later in life. Schools can play a significant role in changing behaviours through education and are well placed to protect students with good sun protection policy and practice.

For further information

Cancer Council SA has various resources to help share the sun protection message with your school community. These resources include posters, brochures, information sheets, lesson activities and teaching resources. Information regarding the SunSmart program and SunSmart policy guidance are also available. Visit **cancersa.org.au/ sunsmart-program**.

For more advice on sun protection or skin cancer see your doctor, or call Cancer Council 13 11 20.

Useful web links

Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) **arpansa.gov.au**

Bureau of Meteorology (BOM) **bom.gov.au/places/sa/** adelaide/forecast/

MyUV myuv.com.au/

Generation SunSmart free learning modules generationsunsmart.com.au/online-learning/

6

Skin cancer—an important school issue.

Schools have a duty of care to students

In general, duty of care refers to the need to protect students against foreseeable harm.

All staff must take reasonable steps to reduce the risk of foreseeable harm to students.

SunSmart recognition supports schools to meet their duty of care obligations.

Sunburn is a foreseeable outcome of overexposure to UV radiation and there is considerable evidence linking UV radiation exposure and a history of sunburns, particularly during childhood and adolescence, to the development of skin cancer. It should also be remembered that skin damage may occur without any sign of sunburn.

Every teacher has a duty of care towards every student under their supervision, by virtue of the conditions of the teacher's employment, and by virtue of the common law principles of negligence.

Any activity that involves students being outdoors for any period of time should be seen as potentially placing them at risk of sunburn and other skin damage, and subsequent skin cancer.

Legal action has occurred in some states as a result of students being sunburnt during school organised activities, particularly all-day events such as swimming carnivals and excursions.

Work Health & Safety (WH&S)

Exposure to UV radiation has been accepted as an occupational hazard for people who spend all or part of their working day outside. It is estimated that 95 per cent of skin cancers can be prevented by reducing UV exposure. Educators that spend all or part of their day outdoors can receive up to ten times more UV exposure than an indoor worker. In South Australia, under the Work Health and Safety Act 2012 all staff must take reasonable steps to reduce the risk of foreseeable harm to themselves. When the UV is 3 and above, staff are to practice SunSmart behaviours.

A useful reference document is **'Guide on Exposure to Solar Ultraviolet Radiation (UVR) 2019'** from Safe Work Australia.

How can my school protect our staff and students?

Schools can play a major role in protecting staff and students and reducing their risk of developing skin cancer in future years as evidence shows:

- the crucial period for sustaining damaging levels of UV radiation exposure occurs during childhood and adolescence.
- students are at school during high-risk UV radiation times five days a week.
- schools, in partnership with families and their communities, can play a significant role in reducing exposure and changing behaviours through policy, education and role modelling.

Primary and combined school communities have a responsibility to implement skin cancer prevention strategies in the interests of student and staff health and welfare. Strategies must be practical in the context of the school's environment and circumstances.

It is recommended that all schools implement a comprehensive sun protection policy during terms 1, 3 and 4 (or 1 August to 30 April), and when the UV radiation level is 3 and above at other times, and that the policy covers the areas of:

- curriculum
- the environment (shade)
- sun protection behaviours (clothing, hats, sunscreen)
- scheduling of outdoor activities to minimise exposure during peak UV radiation times
- role modelling and WH&S risk controls.

Department for Education requirements

Department for Education schools and early childhood education services must have a sun protection policy in place to meet their duty of care and work health and safety obligations outlined in the department's Safety Management Procedure. The policy must be in place in terms 1, 3 and 4 (or from 1 August to 30 April) and whenever the UV radiation level is 3 and above at other times, and must address how the site will comprehensively address the risk of over exposure to UV radiation. Review the department's Intranet page on 'sun exposure' for further details.

The process for reviewing or developing your policy.

The process of reviewing or developing a sun protection policy is as important as the policy itself. All stakeholders of the school community need to be consulted and given an opportunity to comment on the draft.

The policy is more likely to be adhered to if all those affected have been involved in its development and agree and understand its intent. These steps can be used as a guide:

Step 1: Form a committee

The committee may include any of the following members: principal, work health and safety coordinator, teachers, students, parents, health/physical education coordinator. The committee's role is to make recommendations about the content of the policy, to develop and circulate a draft and to prepare the final version of the document. They do this on behalf of the school community.

Once a sun protection policy is in place an existing committee, could monitor its long-term implementation.

Step 2: Conduct information sessions

The whole school community (parents, staff and students) needs to be aware of the dangers of overexposure to the sun, especially during childhood and adolescence.

Cancer Council SA can provide awareness raising sessions for parents and staff which will assist in gaining support for the implementation of a sun protection policy.

Step 3: Identify sun protection measures that are already in place

Use the **SunSmart policy checklist for primary schools** to compare your current sun protection practices (and policy, if existing) to those recommended for primary and combined schools.

The SunSmart policy implementation times guide for primary and combined schools can be shared with your committee. The guide provides information on how the UV Index changes throughout the year in SA.

Step 4: Write and review

The policy should contain defined goals and clear statements on the implementation of sun protection strategies that accurately reflect your setting.

We recommend using our **SunSmart sample sun protection policy template** and/or **policy checklist for primary and combined schools** to assist in developing or reviewing your policy.

Schools with an OSHC service managed by the Principal or Governing Council may opt for a combined policy and are welcome to use our **SunSmart sample sun protection policy template for primary and combined schools including OSHC and Vacation Care.**

The SunSmart policy guidance and FAQ's for primary and combined schools provides answers for any questions you may have.

Step 5. Submit an online application

By completing an online application via **cancersa.org.au/ sunsmart-program**, your school will obtain policy feedback from Cancer Council SA and apply to be recognised as a SunSmart school.

Allow approximately 40 minutes to complete the **online application**, alternatively the applicant can return to the partly completed application as many times as they need, using a unique link sent via email.

Once the application has been submitted, the SunSmart team will review the application and policy and provide feedback (if any).

For more information on the application process see How to become a SunSmart school on page 16.

Once any feedback from the SunSmart team has been reviewed and considered, the draft policy can be made available for staff and appropriate decision makers to review and approve (e.g. Governing Council, leadership staff, school board, management committee).

Step 6: Implement the policy

Publicise the policy as widely as possible. Consider giving a copy to all staff, including the policy in a newsletter and distributing information to parents and students. Include the policy in all teacher induction packages and student enrolment packages.

See our implementation tips on page 10 for more ideas.

Step 7: Monitor and evaluate your sun protection policy

A policy is only as good as its implementation. Routinely promote your policy by:

- briefing all new staff
- including sun protection as a set agenda item on relevant committee meetings at appropriate times (e.g. first staff meeting of the year)
- including information in your parent information booklet
- using newsletters and assemblies to promote sun protection.

Review the effectiveness of the policy after a set time period. Involve students where possible. Evaluation strategies could include:

- conducting a brief survey
- making observations (e.g. the number of students and staff wearing hats and applying sunscreen)
- assessing shade provision
- conducting a curriculum audit.

SunSmart recognition lasts for three years, after which a policy and practice review and an online application is completed.

Implementation tips for primary and combined schools.

Consider the following SunSmart tips to help with implementing your sun protection policy and to create a SunSmart culture at your school.

1. Education and learning

Top tips:

- SunSmart Global UV app and widget Embed the SunSmart Global UV widget to your homepage and the SunSmart Global UV app on school iPads and phones.
- Set up teacher and student monitor roles to monitor the UV Index and daily sun protection times across the reasons and display this information on **UV charts** in each classroom and reception area.
- Incorporate sun protection and skin cancer prevention into the curriculum for at least every second year level using **Twinkle SunSmart resources**.
- Loan one of our SunSmart themed school and OSHC story book packs for a term and use the **SunSmart Literature Toolkit** to support student learning about the sun, weather, seasons and much more.
- Promote Think UV, not heat messaging through posters, displays, conversations and the school newsletter.
- Loan a mini-UV meter from the SunSmart Team to compare UV levels in sunlight, under shade and indoors.
- Regularly reinforce and promote sun protection behaviours to students, staff and parents and families using our **SunSmart resources**.
- Use our **SunSmart newsletter snippet examples** and tailor to your school.
- Order or print SunSmart posters and brochures.
- Encourage staff to complete free **Generation SunSmart training** to learn about learn about skin cancer, sun protection, UV radiation and its relevance to the school environment.
- Book an education session from the SunSmart team to talk to staff and parents about skin cancer prevention.

2. WH&S and Role Modelling for staff.

Top tips:

- Encourage staff to keep an appropriate hat, loose fitting long-sleeved top and sunglasses on site for outdoor activities and yard duty.
- Staff apply sunscreen with students before going outdoors to normalise positive sun protective behaviours.
- Umbrellas can be used as a hat substitute.

3. Scheduling of outdoor activities

Top tips:

• Consider the peak UV radiation times of the day (when UV levels are highest) when planning outdoor school activities and events.

Peak UV times of the day are when the UV is highest during in the daytime and differ are different from the local sun protection times issued by the BOM, which change daily. For an implementation guide peak UV times of the day are:

- 11 am-3 pm during daylight savings
- 10 am-2 pm during non-daylight savings
- Schedule excursions, physical activity lessons, sports days or outdoor swimming activities earlier in the morning or twilight to avoid peak UV times, during term 2, or in densely shaded areas.
- Arrange outdoor assemblies and fire drills outside peak UV times.
- Shorten lunchtimes and have a longer morning break.
- Hold swimming activities at an indoor venue. Alter physical education (PE)/sports lessons/outdoor swimming timetables to avoid having the class in peak UV radiation times.

4. Slip on sun protective clothing.

Top tips

- Consider sun protection as part of uniform/dress code review.
- Include a student voice in the uniform committee to look at and discuss style options.
- Polo tops are ideal for school and sports uniforms.
- Include a reminder in excursion consent forms to bring a rashie or long-sleeved bathers before outdoor swimming or aquatic lessons.
- On free days dress encourage students to wear T-shirts can be worn underneath/over the top of singlet tops or dresses.

5. Slop on sunscreen

Top tips

- For sunscreen to be most effective it should be applied 20 minutes before going outdoors and reapplied every two hours, or after swimming, towel drying or perspiring.
- Educate the school community about the correct use of sunscreen and the level of protection it provides.
- Communicate to parents and students who is responsible for providing a suitable SPF 50+ broad-spectrum, water-resistant sunscreen for their child's use.
- Students who have sensitive skin can be asked to provide their own suitable sunscreen.
- Parents who are concerned about Vitamin D requirements are encouraged to speak with their GP.
- Provide sunscreen at various points around the school.
- Actively encourage students to apply sunscreen, particularly before the morning, lunch break and physical outdoor education.
- Use sunscreen buddies for peer-to-peer reminders.
- Make sunscreen application fun with music or educational e.g., recite times tables, spelling revision.
- Aim for sunscreen to be applied at least twice throughout the day.

Some strategies to achieve this include:

1st application

- Encourage students to apply SPF 50+ broad-spectrum, water-resistant sunscreen before or on arrival at school.
- Before going outdoors remind students to apply sunscreen ideally 20 minutes before going outside to allow sunscreen to reach it's SPF rating.

2nd and further applications

• If returning or remaining outdoors it is recommended to reapply every 2 hours or immediately after sweating, water-based activities, towel drying or being washed off.



6. Slap on a hat

Top tips:

- Use the **SunSmart Hat Wearing Toolkit** to work towards 100 per cent hat wearing compliance at your school.
- Ensure a sun protective hat is part of the school uniform and remove unsuitable options (such as caps).
- Consult students on sun protective hat styles at the school.
- Stock approved hats that can be purchased from the uniform shop.
- Educate all staff, students and parents on the importance of **SunSmart hat styles** including broad brim, bucket and legionnaire and 'say no to the cap'.
- Consider cultural headwear; a SunSmart hat can be worn over the top of headwear for best protection, alternatively a wide brimmed visor can be worn. Sunscreen should be applied to any exposed skin on the face, back of the neck and ears. Ask parents to provide a non-greasy sunscreen to prevent damage to headwear fabric.
- Make wearing a broad-brimmed, bucket or legionnaire style hat mandatory during terms 1, 3 and 4 and whenever the UV reaches 3 and above at other times.
- Allow only SunSmart hats to be worn for all outdoor activities including outdoor sport e.g., cricket games.
- Your school may like to loan spare hats to students who do not have an appropriate hat.
- Consistent role modelling by all adults is important to encourage hat wearing behaviour for students.

7. Seek shade

Top tips:

- Use undercover areas as much as possible for outdoor activities.
- Choose densely shaded areas for designated No Hat, Play in the Shade – rather than shade from scattered trees.
- Consider shade when planning events, excursions, and camps, for example competitors' marshalling areas set up in shaded areas throughout sports carnivals.
- Purchase and provide portable shade for use in school lessons, special events and school sport (e.g., tents, umbrellas).
- Encourage students use shaded areas while waiting to participate in activities during physical education lessons and sports days.
- Evaluate the use of current shaded areas and areas where students congregate at peak UV radiation periods, particularly lunchtimes.



8. Slide on sunglasses

Top tips:

- Discuss eye protection and safety implications with staff, parents, and students.
- Source wraparound style sunglasses with an EPF10 for maximum protection.
- Uniform shop to stock approved 'school sunglasses' that students can wear.

9. Monitoring your policy

Top tips:

- Make a commitment to review the policy at least every three years using our policy review checklist for primary and combined schools.
- Nominate a committee and/or staff member within the school to take responsibility for reviewing the policy.
- Complete an online application every three years with Cancer Council SA to ensure that the school's policy is aligned to current sun protection guidance for schools and to maintain SunSmart recognition.



Joining the National SunSmart Schools Program.

Research has shown that schools who take part in the National SunSmart Schools Program have more comprehensive sun protection policies and practices in place and therefore offer students a more sun protective environment.

Cancer Council SA offers free SunSmart recognition with the SunSmart Schools Program

Benefits of becoming a SunSmart school include:

- formal recognition of your commitment to protecting staff and students from the risks of UV radiation
- providing documented proof of your sun protection measures through a comprehensive sun protection policy approved by Cancer Council SA
- promoting your school within the community as one that is committed to the health of students in your care.

However, the best benefit of all is knowing your school is making a significant difference to the health of students and staff in your care, which lasts a lifetime.

Your school will receive:

- a large aluminium sign to display on your fence
- free teaching resources to download or order online
- access to up to date information on sun protection
- ongoing support from Cancer Council SA's SunSmart team
- A hard copy story book to support student learning around the sun, weather, seasons and more (while stocks last)
- a range of resources including posters, UV charts and brochures
- 25 per cent discount on Cancer Council body sunscreens for staff and students
- 20 per cent off other Cancer Council retail products for staff from the Cancer Council Regent Arcade store
- access to our UV meter and literature book loan programs to support student learning
- staff training and development opportunities.

How to become a SunSmart school

By completing an online application via **cancersa.org.au/ sunsmart-program**, your school will obtain policy feedback from Cancer Council SA and apply to be recognised as a SunSmart school.

Prior to completing the online application, we recommend using our SunSmart sample sun protection policy template and/or policy checklist for primary and combined schools to assist in developing or reviewing your school's policy.

Allow approximately 40 minutes to complete the online application, alternatively the applicant can return to the partly completed application as many times as they need, using a unique link sent via email.

The online application will:

- ask for current student enrolments
- ask questions about your school's sun protection policy content and practice
- ask the applicant to upload the draft sun protection policy for review
- Display immediate feedback for the applicant to find out if the school is eligible for SunSmart recognition, or how to improve the school's policy or practice to become eligible as detailed in the application feedback. The application feedback can be printed and/or saved.

Green: Areas your school is doing well in.

Amber: Suggested areas for improvement to meet best-practice sun protection.

Red: Areas your school must make improvements in, to be eligible for SunSmart recognition.

- allow the applicant to adopt any of the suggestions by amending their application responses and re-uploading the draft policy
- allow the applicant to submit the application and policy for review once all red feedback (if any) has been addressed.

Once the application has been submitted, the SunSmart team will review the application and policy and provide feedback.

Once feedback from the SunSmart team has been reviewed and considered, the draft policy can be made available for staff and appropriate decision makers to review and approve (e.g. Governing Council, leadership staff, school board, management committee). Once the policy has been approved, advise the SunSmart team so the school's SunSmart recognition can be finalised and accepted.

The applicant and school will receive a congratulatory email and arrangements will be made for delivery of SunSmart resouces and a sign to show your school community that you are a registered SunSmart school.

SunSmart recognition lasts for three years, after which a policy and practice review and an online application is completed.

If you have any questions, or would like support in your policy review or application process, please don't hesitate to contact the SunSmart team at sunsmart@cancersa.org.au or by phone (08) 8291 4316. We're here to help.

Cancer Council SA

PO Box 929 Unley BC South Australia 5061 t 08 8291 4111f 08 8291 4122e cc@cancersa.org.au

For more information please call 08 8291 4316, email sunsmart@cancersa.org.au or visit sunsmart.org.au

