



## SunSmart Schools Accreditation Programme Application Form

School Name: .....

School: ID Number .....

Contact Name: ..... Position: .....

Email address: .....

Name : ..... Position: .....

(of person completing this form if different from contact person)

School Address: .....

Postcode: .....

Telephone: ..... Fax: .....

School enrolment: ..... Year levels taught: .....

Gender Composition:  Boys  Girls Date: .....

In New Zealand it is recommended that schools' sun protection policies are implemented in Terms 1 and 4. Please answer the following questions in regard to Terms 1 and 4 and send the completed application form to your local division of the Cancer Society (contact details available at: [www.SunSmartschools.co.nz](http://www.SunSmartschools.co.nz) under "contact us".)

(Please refer to the last page of this document for minimum requirements for SunSmart Schools Accreditation).

### BEHAVIOUR

**1. Is hat wearing enforced at your school?**

- A  Yes - enforced  
B  No - not enforced but encouraged  
C  No – neither enforced nor encouraged

**2. What types of hats do your students wear? (Please tick all answers that apply)**

- A  Broad-brimmed hats (at least 7.5 cm brim)  
B  Legionnaire hats (caps with flaps)  
C  Bucket hats (at least 6 cm brim and a deep crown)  
D  Any hat  
E  Other: please specify types

**3. What are the consequences for a student not wearing a hat when outside?**

- A  They must play in the shade or indoors  
B  They must wear a hat from the spare hat provision  
C  No restriction or consequence

**4. Does your school encourage teachers/staff to wear broad brimmed, bucket or legionnaire hats during school outdoor activities and breaks during Terms 1 and 4?**

- A  Yes  
B  No

5. **Does your school encourage children to wear clothing that protects the skin from the sun (e.g. with sleeves and collars)?**

- A  Yes  
B  No

6. **What happens at your school regarding the use of sunscreen? (Please tick all answers that apply)**

- A  Sunscreen is available to students in all classrooms  
B  Parents are encouraged to provide sunscreen  
C  Sunscreen is available at various points around the school (e.g.school office)  
D  Sunscreen is available for student use on specific occasions, e.g. PE, sports days, excursions  
E  Time is given for the application of sunscreen before lunch break  
F  Sunscreen is not supplied

7. **What type of sunscreen does your school provide or encourage parents to provide?**

- A  SPF 30+  
B  SPF15+  
C  Other: Please specify
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8. **Does your school frequently publicise and reinforce the sun protection message during Terms 1 and 4, for example, through newsletters, parent meetings, student and teacher activities and school website?**

- A  Yes  
B  No

9. **Which of the following are parents/ caregivers told about your sun protection policy at enrolment?**

- A  Requirement for children to wear hats when outside  
B  Encouragement for children to wear clothing that protects the skin from the sun  
C  Encouragement to supply their children with sunscreen  
D  Encouragement for adults to practise sun protection behaviours when involved with the school  
E  Information about sun protection is provided in the school prospectus  
F  No information is given

## **CURRICULUM**

10. **Does your school incorporate sun protection education and activities at all levels when delivering the curriculum, particularly in Terms 1 and 4?**

- A  Yes  
B  No (If no, please specify sun protection education)
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11. **How is sun protection education incorporated into your school's curriculum? (Please tick all answers that apply)**

- A  Health or P.E. teacher is responsible  
B  Class teachers are primarily responsible  
C  We use student assemblies to encourage sun protection behaviour  
D  We have whole school activities such as SunSmart days, tree-planting etc  
E  Other – please specify:
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12. **Does your school have adequate educational resources to teach about sun protection?**

- A  We have all the resources we need to teach sun protection effectively  
B  We know we can get the resources we need easily  
C  We would use more resources if they were available  
D  We have no resources for teaching about sun protection.

**13. Which of the following educational resources has your school used? (Please tick all answers that apply).**

- A  Cancer Society "Be SunSmart" Curriculum resources available on the SunSmart Schools website <http://www.sunsmartschools.co.nz/curriculum.asp>
- B  Resources developed by your school
- C  Other - please specify:
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## ENVIRONMENT

**14. Has your school undertaken a documented shade assessment within the last year?**

- A  Yes
- B  No

**15. Considering trees, covered or sheltered areas and portable shade, please describe the situation at your school in respect to shade?**

- A  Inadequate shade for students to use for any activity
- B  Some useful shade but insufficient for most activities
- C  Sufficient shade for most students to sit under shade while involved in passive activity. E.g. eating lunch, outdoor classroom activities etc.
- D  Substantial shade available for both passive and active activities. (Go to question 17)

**16. What future plans does your school have for increasing shade?**

- A  We have documented plans to increase shade in next 3years
- B  Shade is not currently a priority area
- C  Increasing shade poses funding concerns for our school
- D  No plans to increase shade as substantial shade available for most activities
- E  Other please specify
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**17. Which of the following practices does your school endeavour to do to minimise the time spent outside between 10am-4 pm in Terms 1 and 4? (Please tick all answers that apply)**

- A  Assemblies are held indoors, or if outdoors, are held under shade or before 10am
- B  PE classes and sport are held before 10am
- C  Sports days are held before 10am or after school
- D  Outdoor excursions are scheduled early in the day where possible
- E  Lunch is eaten inside or in shaded areas
- F  Children are allowed to stay indoors during breaks on fine days
- G  We have an extended morning break and shortened lunch break
- H  Teachers are requested to use shade for outdoor classes after 10am
- I  Other - please specify
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**18. With respect to outdoor swimming (please tick all that apply).**

- A  We do not use an outdoor pool (continue to Q 19)
- B  We use an outdoor pool off site
- C  We use an outdoor pool on site
- D  There is shade near the pool
- E  We encourage non-swimming students to use available shade
- F  We have water-resistant sunscreen available for use at the pool
- G  We encourage the use of water resistant sunscreen and allow time for its application
- H  We encourage the use of rash shirts
- I  Other - please specify
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**19. Has your school raised funds to increase shade in the school grounds?**

- A  Yes  
B  No Go to question 21

**20. If Yes, how were funds raised**

- A  Ministry Operational grant  
B  Direct contribution from parents  
C  Grant from a community trust  
D  Community fundraising e.g. school fairs / raffle tickets/ sausage sizzle etc.  
E  Letter of support from Cancer Society  
F  Other (Including Grants from other organisations) please specify

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## **POLICY**

**21. Does your school have a written sun protection policy?**

- A  Yes  
B  No

**22. Does your school undertake ongoing assessment of sun protection behaviour, shade provision, and curriculum emphasis on sun protection?**

- A  Yes  
B  No

**23. Does your Board of Trustees and Principal review the sun protection policy at least every 3 years?**

- A  Yes, policy is reviewed at least 3 yearly  
B  Yes, policy is less than 3 years old but has provision for review at least 3 yearly  
C  No  
D  N/A as policy not developed yet

**24. Who was involved in the development of the policy? (Please tick all answers that apply)**

- A  Principal  
B  Board of Trustees  
C  Teachers  
D  Parents/caregivers  
E  Students  
F  The Cancer Society of New Zealand  
G  Regional Public Health  
H  N/A as policy not developed yet  
I  Other – please specify

**25. What obstacles has your school encountered in introducing a sun protection policy? (Please tick all answers that apply)**

- A  Limited support by Principal  
B  Limited support by teachers/staff  
C  Limited support by parents  
D  Limited student cooperation  
E  Cost of sunscreen  
F  Cost of shade development  
G  Insufficient information on policy development  
H  Not a priority for Board of Trustees  
I  Other – please specify

**26. If your school is involved in extra activities to promote the sun protection message, (other than those covered in this application form) please give details below.**

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**27. Is your school participating in the following programmes? (Please tick any that apply)**

- A  Health Promoting Schools  
B  Fruit In Schools  
C  Other: please specify

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Thank you for completing the Application form

Becoming a SunSmart Accredited School tells the community that your school is committed to the future health of its students.

**Please send your:**

- SunSmart Schools Accreditation Programme Application Form and**
- Copy of your school's Sun Protection Policy**

To: Your local Division of the Cancer Society contact details available at:  
: [www.SunSmartschools.co.nz](http://www.SunSmartschools.co.nz) under "contact us"

For more information, please contact your local Division.  
Please see next page for Minimum criteria for SunSmart Schools Accreditation

**Minimum criteria for SunSmart Schools Accreditation:**

- The sun protection policy is implemented during terms 1 and 4, when ultraviolet radiation levels are most intense.
- All staff, students and parents/caregivers are to be informed of the sun protection policy and its intended practices.
- All students wear a broad brimmed, legionnaire or bucket hat (minimum 7.5cm brim), legionnaire or bucket hats when outside.
- Students not wearing a hat are required to play in allocated shade areas.
- The use of SPF 30+ broad spectrum sunscreen is encouraged.
- The use of sun protective clothing is encouraged (e.g. sleeves and collars).
- Staff are encouraged to act as role models by practising SunSmart behaviours.
- SunSmart education programmes are included in the curriculum at all levels every year.
- The sun protection policy is reflected in the planning of all outdoor events (e.g. camps, excursions, sporting events).
- Outdoor activities are rescheduled, whenever possible, to minimise time outdoors between 10 am and 4 pm.
- The school has sufficient shade or is working towards increasing the number of trees and shade structures so as to provide adequate shade in the school grounds.
- The Board of Trustees and Principal review the sun protection policy regularly, including making suggestions or improvements at least once every three years.