



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 Roll: Year Levels taught School/Kura Type:

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.org.nz under "contact us".)

Please refer to the last page of this form to see the minimum requirements for SunSmart Schools Accreditation

BEHAVIOUR

1. **Is hat wearing enforced at your school? (In Terms 1 and 4)**

- 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 7.5cm brim)
- B Legionnaire hats (hats with flaps)
- C Bucket hats (at least 6cm 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, legionnaire or bucket hats during school outdoor activities and breaks during Terms 1 and 4 ?**
 A Yes
 B No
5. **Does your school have a uniform?**
 A Yes
 B No
6. **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
7. **What happens at your school regarding the use of sunscreen? (*more than one can be ticked*)**
 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., sports days, PE, excursions)
 E Time is given for students to apply sunscreen before lunch break
 F Sunscreen is not supplied
8. **What type of sunscreen does your school provide, or encourage parents to provide?**
 A SPF 30+
 B SPF 50+
 Other, please specify:
9. **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; school website?**
 A Yes
 B No
10. **Which of the following are parents/caregivers told about at enrolment regarding your sun protection policy?**
 A Requirement for children to wear hats when outside
 B Encouragement for children to wear clothing that protects 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

11. **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 (if any)

12. **How is sun protection education incorporated into your school's curriculum?**

A Our Health or PE teacher is responsible

B Class teachers are primarily responsible

C We use school assemblies to encourage sun protection behaviour

D We have whole school activities such as SunSmart days, tree-planting etc

Other, please specify

13. **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

14. **Which of the following educational resources has your school used?**

A Cancer Society resources on the SunSmart Schools website <http://www.sunsmartschools.org.nz/>

B Resources developed by our school

Other, please specify.....

ENVIRONMENT

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

A Yes

B No

16. **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 is available for both passive and active activities (*Skip to Question 18*)

17. **What future plans does your school have for increasing shade?**
- A We have definite plans to increase shade within the next 3 years
 - B Shade is not currently a priority area
 - C Increasing shade poses funding concerns for our school
 - D Sufficient shade available for passive and/or active activity (*answered C or D to Q16 above*)
- Other, please specify.....
18. **Which of the following practices does your school endeavour to do to minimise the time spent outside between 10am - 4pm in Terms 1 and 4?**
- A Assemblies are held indoors, or if outdoors, are held under shade or before 10am
 - B PE classes and sports are scheduled early in the day where possible
 - C Sports days are held early or later in the day where possible
 - 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 tea break and shortened lunch break
 - H Teachers are requested to use shade for outdoor classes after 10am
- Other, please specify.....
19. **With respect to outdoor swimming: (please tick all that apply)**
- A We do not use an outdoor pool (continue to Q20)
 - B We use an outdoor pool **offsite**
 - C We use an outdoor pool **onsite**
 - 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
- Other, please specify.....
20. **Has your school raised funds to increase shade in the school grounds?**
- A Yes
 - B No. Go to Question 22
21. **If yes, how were the 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 the Cancer Society
- Other (including grants from other organisations) please specify

POLICY

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

A Yes

B No

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

A Yes

B No

24. **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, policy not developed yet (go to <http://www.sunsmartschools.org.nz/> to see a policy template)

25. **Who was involved in the development of the policy? (please tick all 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, policy not developed yet

Other, please specify.....

26. **What obstacles has your school encountered in introducing a sun protection policy? (please tick all 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

Other, please specify.....

27. 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:

28. Is your school participating in the following programmes?

A Health Promoting Schools

B Fruit in Schools

Other, please specify.....

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:

1. This completed SunSmart Schools Accreditation form AND
2. A copy of your schools' Sun Protection Policy

To your local division of the Cancer Society. Contact details available at

<http://www.sunsmartschools.org.nz/> under "Contact Us"

If you need further information please visit <http://www.sunsmartschools.org.nz/> or contact your local Cancer Society office.

MINIMUM CRITERIA FOR SUNSMART SCHOOLS ACCREDITATION

- The sun protection policy is implemented during terms 1 and 4, when ultraviolet radiation (UVR) 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 6cm brim, deep crown) when outside.
- Students not wearing a hat are required to play in allocated shade areas
- The use of SPF 30+ broad spectrum sunscreen (or higher) 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.