

**Application Form**

School Name: School ID:

Contact Name: Position:

Email address:

Your name: *As above*

Your position:

**Please answer the following questions about your school’s sun protection practices and policies.**

# BEHAVIOUR

# CLOTHING

|  |  |
| --- | --- |
| 1 | Is hat-wearing enforced at your school? (Terms 1 and 4) |
|  |  | Yes – enforced |
|  |  | No – not enforced but encouraged |
|  |  | No – neither enforced nor encouraged |
|  |  |  |
| 2 | What types of hats do your students wear?*(Please tick all that apply)* |
|  |  | Broad-brimmed hats (at least 7.5cm brim) |
|  |  | Bucket hats (at least 6cm brim and deep crown) |
|  |  | Other (please specify) |
|  |  |  |
| 3 | What are the consequences for a student not wearing a hat when outside? (Terms 1 and 4)*(Please tick all that apply)* |
|  |  | Must play in shade or indoors |
|  |  | Must wear school ‘spare’ hat |
|  |  | No restriction or consequence |
|  |  | Other (please specify) |
|  |  |  |
| 4 | Are staff encouraged to wear broad-brimmed or bucket hats when outside? (Terms 1 and 4) |
|  |  | Yes |
|  |  | No |

|  |  |
| --- | --- |
| 5 | Does your school have a uniform? |
|  |  | Yes – compulsory *please go to Q7* |
|  |  | Yes – optional  |
|  |  | No |
|  |  |  |
| 6 | Does your school encourage students to wear sun protective clothing (e.g. sleeves, collars) |
|  |  | Yes |
|  |  | No |

# SUNSCREEN

|  |  |
| --- | --- |
| 7 | What happens in your school regarding sunscreen (broad spectrum at least SPF30)?*(Please tick all that apply)* |
|  |  | Available in all classrooms |
|  |  | Parents are encouraged to provide |
|  |  | Available at various points around the school (e.g., school office) |
|  |  | Available for specific occasions (e.g., sports days, excursions) |
|  |  | Time is given to apply before lunch |

# INFORMATION ON SUN PROTECTION

|  |  |
| --- | --- |
| 8 | When does your school publicise and reinforce sun protection messages? (Terms 1 and 4)*(Please tick all that apply)* |
|  |  | School assemblies |
|  |  | Newsletters |
|  |  | Parent meetings |
|  |  | Student activities |
|  |  | Staff activities |
|  |  | School website |
|  |  | School handbook/prospectus |
|  |  | None of the above |
|  |  |  |
| 9 | On Enrolment - what are parents/caregivers told about your sun protection policy/procedure?*(Please tick all that apply)* |
|  |  | Children are required to wear hats outdoors |
|  |  | Children encouraged to wear sun protective clothing |
|  |  | Parents encouraged to provide sunscreen |
|  |  | Adults (involved in school activities) are encouraged to practice sun protection behaviours |
|  |  | No information is given |

# CURRICULUM

|  |  |
| --- | --- |
| 10 | Does your school incorporate sun protection education when delivering the curriculum?  |
|  |  | Yes – every year group, every year |
|  |  | Yes – once or twice during primary years |
|  |  | No – delivered informally *please go to Q12* |
|  |  | No – not delivered *please go to Q12* |
|  |  | Other (please specify)  |

|  |  |
| --- | --- |
| 11 | How is sun protection education incorporated into your school’s curriculum? *(Please tick all that apply)* |
|  |  | Classroom based activities |
|  |  | School assemblies |
|  |  | Whole school activities (e.g., SunSmart days, tree planting) |
|  |  | Other (please specify) |
|  |  |  |
| 12 | What resources do you use to deliver sun protection education? |
|  |  | Cancer Society SunSmart Schools curriculum resources ([www.sunsmart.org.nz/sunsmart-schools/teaching-resources/](http://www.sunsmart.org.nz/sunsmart-schools/teaching-resources/)) |
|  |  | Resources developed within school |
|  |  | Other (please specify) |

# ENVIRONMENT

|  |  |
| --- | --- |
| 13 | Considering trees, covered areas and portable shade, what is the situation at your school with respect to shade? |
|  |  | Inadequate shade for students to use for any activity |
|  |  | Some useful shade but insufficient for most activities |
|  |  | Sufficient shade for most students to sit during passive activities (e.g., eating lunch) *please go to Q14* |
|  |  | Sufficient shade available for both passive and some active pursuits (e.g., shade cover over playground equipment) |
|  |  |  |
| 14 | What future plans does your school have for increasing shade? |
|  |  | We have definite plans to increase shade within the next 3 years |
|  |  | No plans to increase shade |
|  |  |  | Due to funding concerns |
|  |  |  | Not a priority area |
|  |  |  | Other (please specify) |

# MINIMISING UVR EXPOSURE

|  |  |
| --- | --- |
| 15 | What does your school endeavor to do to minimize UVR exposure? (Terms 1 and 4)*(Please tick all that apply)* |
|  |  | Assemblies are either held indoors, under shade or before 10am |
|  |  | Outdoor excursions/sports days held early or later in the day (if possible) |
|  |  | Lunch is eaten indoors or in shady areas |
|  |  | On fine days, students are allowed to stay indoors during breaks (e.g., library) |
|  |  | Extended morning tea break and shortened lunch break |
|  |  | Outdoor classes after 10am are conducted in the shade |
|  |  | Other (please specify) |

|  |  |
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| 16 | What happens at your school with respect to outdoor swimming?*(Please tick all that apply)* |
|  |  | No school swimming/ indoor pool *please go to Q17* |
|  |  | Outdoor pool onsite / offsite (please circle) |
|  |  |  | Shade near pool |
|  |  |  | Encourage non-swimming students to use available shade |
|  |  |  | Water resistant sunscreen available |
|  |  |  | Encourage sunscreen use  |
|  |  |  | Allow time for sunscreen application |
|  |  |  | Encourage rash suits |
|  |  |  | Other (please specify) |
|  |  |  |  |

# POLICY/PROCEDURE

|  |  |
| --- | --- |
| 17 | Does your school have a written sun protection policy/procedure? |
|  |  | Yes |
|  |  | No (sample policies <https://www.sunsmart.org.nz/sunsmart-schools/sunsmart-sample-policies/>) |
|  |  |  |
| 18 | Does your Board of Trustees and Principal review (or will review if new document) the sun protection policy/procedure at least once every 3 years? |
|  |  | Yes |
|  |  | No |

# ADDITIONAL ACTIVITIES

|  |  |
| --- | --- |
| 19 | Is your school involved in any additional activities to promote sun protection messages (not already covered above)? |
|  |  |

**Please send:**

1. **This completed form AND**
2. **A copy of your schools’ Sun Protection Policy/Procedure**

**To:**

**Local Cancer Society Division (**<https://www.cancer.org.nz/about-us/find-a-cancer-society-office-near-you/>)

**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.**

# MINIMUM CRITERIA FOR SUNSMART SCHOOLS ACCREDITATION

|  |
| --- |
| The sun protection policy/procedure 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/procedure and its intended practices. |
| All students wear a broad brimmed (at least 7.5cm brim) 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 broad-spectrum, water-resistant, sunscreen of at least SPF30 is encouraged. |
| The use of sun protective clothing is encouraged (e.g. sleeves and collars). |
| Staff are encouraged to act as role models by practicing SunSmart behaviours. |
| SunSmart education programmes are included in the curriculum at all levels yearly. Year. |
| The sun protection policy is reflected in the planning of all outdoor events (e.g., camps, excursions, sporting events). |
| 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 BOT and Principal review the sun protection policy/procedure regularly, including making suggestions or improvements at least once every three years. years. |