



Joining the program

Joining the program is very easy, and does not cost anything. All you have to do is:

1. Adopt and implement The Cancer Council Victoria's sun protection policy.

The policy template (pages 4–6) includes elements SunSmart considers essential to an effective sun protection policy for secondary school communities. SunSmart encourages secondary schools to adopt this policy by simply ticking the boxes that correspond with each policy item.

Schools may adapt the policy if they wish as long as all the key elements are covered.

2. Sign the secondary school sun protection program membership and agreement form on pages 7–8.

3. Send/fax a photocopy of your school's sun protection policy and the signed agreement to:

The Cancer Council Victoria
Secondary School Sun Protection Program
1 Rathdowne St, CARLTON VIC 3053
Fax: 03 9635 5260 Ph: 03 9635 5148



The Cancer Council Victoria's secondary school sun protection policy template

School name: _____

Rationale

Too much exposure to ultraviolet (UV) radiation from the sun causes sunburn, skin and eye damage and increases the risk of developing skin cancer. Australia has the highest rate of skin cancer in the world.¹

Adolescence and childhood are critical periods during which sun exposure is likely to contribute to skin cancer later in life.^{2,3,4} It is estimated that more than 75% of all skin cancers could be prevented by practising sun protection in childhood and adolescence.⁵

This policy has been developed as part of our commitment to a safe school environment, to reduce the risk to students and staff of exposure to UV radiation from the sun.

Objectives

The objectives of this sun protection policy are to:

- increase student and whole-school awareness of skin cancer and other damage caused by exposure to UV radiation
- work towards a safe school environment that provides shade and other sun protective measures for the entire school community

- encourage the entire school community to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- ensure that families and new staff are informed of the school's sun protection policy.

Implementation

Strategies 1–4 (clothing, sunscreen, scheduling, role modelling) will be implemented from the beginning of September until the end of April, as this is when UV Index levels are high enough (3 and above) to damage the skin and lead to skin cancer.

Strategies 5–7 (shade, curriculum, professional development for staff) are ongoing and will therefore be implemented at various times throughout the year.

1. Clothing

Sun protective clothing is included in our school uniform/dress code and sports uniform in the following ways.

Note: As a minimum standard, **at least three** of the following items must be included in your policy. It is anticipated that schools will work towards achieving all of these standards over time.

- The summer uniform/dress code includes a shirt with at least elbow length sleeves and a collar that sits close to the neck, above the collarbone.
- The summer uniform/dress code includes longer style skirts/shorts/pants at least to the knee.



- The sport uniform/dress code includes a shirt that covers the shoulders well and a collar that sits close to the neck, above the collarbone.
- Students and staff are required to wear hats that protect their face, neck and ears (i.e. broad brimmed or bucket hats), whenever they are outside. During sports classes, baseball caps are worn where a broad brimmed or bucket hat may be impractical.
- The sport uniform/dress code includes longer style skirts/shorts/pants at least to the mid-thigh.
- Rash vests or T-shirts are compulsory for outdoor swimming, when students are waiting to compete.
- Students and staff are encouraged to wear close fitting, wrap-around sunglasses that meet the Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and cover as much of the eye area as possible.

2. Sunscreen

- SPF 30+ broad spectrum, water resistant sunscreen is available for staff and students' use and students are encouraged to bring their own sunscreen to school.
- Staff encourage students to use sunscreen and provide time for students to apply sunscreen before going outside.
- The school community is educated about the correct use of sunscreen and the level of protection it provides.

3. Scheduling

- This policy is considered in the planning of all outdoor events such as assemblies, camps, excursions and sporting events.
- Where possible, outdoor activities/events will be scheduled earlier in the morning or later in the afternoon, or indoor venues will be considered.

4. Role modelling

- Staff are encouraged to act as role models by using a combination of sun protection measures (sun protective clothing and hats, sunglasses, sunscreen and shade) when outside.
- Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses, sunscreen and shade) when participating in and attending outdoor school activities.

5. Shade

- The school council/board ensures shade is available in the school grounds particularly in areas where students congregate – for example, lunch areas, canteen, outdoor lesson areas.
- The school council/board ensures shade provision is considered in plans for future buildings and grounds.
- Processes for the planning of outdoor activities and excursions include the consideration of shade.



- Students are encouraged to use shade when outside particularly if they are not wearing appropriate hats or clothing.

6. Curriculum

- Sun protection and educational programs are incorporated into appropriate areas of the secondary school curriculum.
- Students are encouraged to be involved in initiatives to promote and model sun protection measures to the whole school community.
- Sun protective behaviour is regularly reinforced and promoted to the whole school community through a variety of channels such as newsletters, staff meetings and school assemblies.

7. Professional development for staff

- Sun protection is included in staff training to enable staff to work safely outdoors and to encourage them to be positive role models.
- Sun protection information is included in staff booklets.
- New staff are given a copy of this policy.

8. Review of policy

- The school council, staff and SRC regularly monitor and review the effectiveness of the sun protection policy (at least every three years) and revise the policy when required.
- Next policy review:

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- Name of person/position with ultimate responsibility for reviewing policy:
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Secondary school sun protection program membership and agreement form

School details

School:

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Address:

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Postcode:

Telephone:

Fax:

General school email address:

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School type:

Catholic Government

Independent Other:

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Year levels taught on campus:

Gender composition: Co-ed Boys Girls

Contact name (sun protection co-ordinator):

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Position:

Email address:

Date:

Your Privacy: Your contact details will be used only by The Cancer Council Victoria in order to provide you with information and resources relating to sun protection and will never be shared with a third party without your consent. Identifying information will be at all times be kept private and confidential. Non-identifying information such as school type and region may be used to compile summary statistical reports on the program. If you wish to discuss the storage and use of your details please contact The Cancer Council Victoria on (03) 9635 5148 or write to us at 100 Drummond St, Carlton, VIC, 3053.



Agreement

Participating schools must agree to the following terms and conditions:

- to enforce this 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 The Cancer Council Victoria of any changes to the school's policy and practices
- to nominate a sun protection co-ordinator, with whom The Cancer Council Victoria staff can communicate.

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agrees to the above terms and conditions. Name of school

School Principal:

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Name - please print

Signature:

Date:

School Council President:

.....
Name - please print

Signature:

Date:

Please send or fax this signed agreement form, together with a copy of your school's sun protection policy.

To:

The Cancer Council Victoria's Secondary School Sun Protection Program
100 Drummond St, CARLTON VIC 3053
Fax: (03) 9635 5260