

# SunSmart Early Childhood & OSHC Program Application Form

The SunSmart Early Childhood & OSHC Program aims to minimise exposure to UV radiation from the sun during childhood, reducing the risk of developing skin cancer later in life.

Service/Centre name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Position: \_\_\_\_\_

Physical address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative or former names of service (if applicable): \_\_\_\_\_

Management group name (if applicable): \_\_\_\_\_

Type of service (tick all that apply):  Long day care  Vacation care  Out of school hours care

Family day care  Other: \_\_\_\_\_

Age groups:  0-2 years  2-4 years  4-6 years  School age  Other: \_\_\_\_\_

Approved places (number of children): \_\_\_\_\_

Does your service have a SunSmart metal fence sign on display?

Yes  No  Yes but it is damaged/old

Yes, my service would like a new SunSmart sign (charges may apply)

1. Does your centre have a written Sun Protection policy? :  Yes  No

*A sun protection policy is essential criteria for becoming a SunSmart member. Please contact Cancer Council WA on (08) 9388 4351 or sunsmart@cancerwa.asn.au for assistance in developing a policy.*

**PLEASE INCLUDE A COPY OF YOUR SUN PROTECTION POLICY WITH THIS APPLICATION**

2. Who was involved in the development of the policy? (please tick all that apply)

Service Coordinator/Director

Staff

Cancer Council WA

Management Committee

Parents

Peak organisation

Other – please specify \_\_\_\_\_

3. When is sun protection required at your service?

At all times

Whenever the UV Index is 3 or above

During terms 1 and 4 only

At the discretion of staff

Other – please specify \_\_\_\_\_

4. Does your service refer to the UV (ultraviolet) alert/forecast to find out the times sun protection is needed each day?  Yes  No  Sometimes  Not sure what that is

5. Where does your service access UV alert/forecast information?
- SunSmart App on a mobile device     BoM (Bureau of Meteorology) website     Newspaper
- [www.myuv.com.au](http://www.myuv.com.au)     Cancer Council website     ARPANSA website     Other
- We don't currently access the UV alert/forecast
6. Does your service's sun protection practises consider the special needs of babies?
- Infants under 12 months old should not purposely be exposed to direct sun when UV levels are 3 or above.*
- Yes     No     Not applicable
7. Are children required to wear hats at your service?
- Yes - compulsory     Yes – encouraged but not compulsory
- No – neither compulsory or encouraged
8. What type(s) of hat are compulsory or encouraged? (please tick all that apply)
- Any hat     Legionnaire hats     Broad-brimmed hats
- Baseball caps     Bucket hats     Other – please specify: \_\_\_\_\_
9. On a typical day at your service, how many children wear broad-brimmed, bucket or legionnaire style hats when outside?
- All children (100%)
- Nearly all children (76-99%)
- At least half of the children (51-75%)
- Some children (26-50%)
- Very few children (0-25%)
10. Do you request that children wear sun protective clothing during outdoor play experiences?
- Sun protective clothing includes shirts or dresses that cover the shoulders, shirts with collars and elbow-length sleeves, longer style shorts and skirts and rash vests or t-shirts when swimming provide protection against harmful UV radiation.*
- Yes     No
11. What are the consequences for a child not wearing a sun protective hat or clothing when outside? (please tick all that apply)
- They must remain in the shade – play allowed
- They must wear a spare hat provided by the centre
- They must return indoors
- They must wear a shirt over their singlet or dress
- No restrictions
- Other – please specify \_\_\_\_\_
12. Does your service require that staff wear sun protective hats and clothing?
- Yes     No
13. Does your service encourage families and visitors to wear sun protective hats and clothing while involved in outdoor activities held by your service?
- Yes     No
14. Does your service actively encourage the use of SPF 30 or higher broad spectrum sunscreen?
- Yes     No

15. On a typical day when the UV is 3 or above, how many children apply sunscreen?
- All children (100%)
  - Nearly all children (76-99%)
  - At least half of the children (51-75%)
  - Some children (26-50%)
  - Very few children (0-25%)
16. How is the use of sunscreen encouraged at your service? (please tick all that apply)
- Sunscreen is supplied by the service for children's use
  - Parents or guardians are encouraged to supply their children with sunscreen
  - Staff are mainly responsible for the application of sunscreen
  - Children are encouraged to apply sunscreen themselves under staff supervision
  - It is encouraged that children arrive wearing sunscreen
  - Time is given for the application of sunscreen 20 minutes before children go outside
  - Sunscreen is reapplied every two hours while outside
  - Other – please specify \_\_\_\_\_
17. Which of the following are in place to minimise the time spent outside during peak ultraviolet (UV) radiation times (between the forecast UV Alert times)?
- Outdoor experiences are held outside peak UV times, indoors or under shade, where possible
  - Outdoor excursions are scheduled early in the day
  - Lunch and snacks are eaten inside or in shaded areas
  - We allow play indoors
  - Other – please specify \_\_\_\_\_
18. Please describe the situation at your service with respect to shade? (please tick all that apply)
- We have adequate shade for children to play outside under shade
  - We have definite plans to increase the available shade in the next 12 months
  - Our service has little or no shade
  - Other – please specify \_\_\_\_\_
19. How is sun protection incorporated into your service's learning framework or planned experiences?
- |   |  |
|---|--|
| <input type="checkbox"/> Role modelling             | <input type="checkbox"/> Songs                                   |
| <input type="checkbox"/> Displays                   | <input type="checkbox"/> Games, online interactive activities    |
| <input type="checkbox"/> Literacy activities        | <input type="checkbox"/> Play experiences (imaginative play etc) |
| <input type="checkbox"/> SunSmart website resources | <input type="checkbox"/> Other – please specify _____            |

### Privacy Statement

We need to collect personal information in order to process your order, as well as to otherwise conduct our functions and activities. By providing your personal information, you agree that it will be used and disclosed by Cancer Council WA in accordance with this statement and our Privacy Policy, available via [www.cancerwa.asn.au/notices/privacy](http://www.cancerwa.asn.au/notices/privacy). If you do not agree, (i) you must not provide your personal information; and (ii) we may not be able to communicate with you or provide certain products or services to you. We may disclose your personal information to other parties, including Cancer Councils in other Australian States and Territories, and to third parties who provide products and services to us or through us in the ordinary operation, administration or promotion of our business and otherwise in accordance with our Privacy Policy. From time to time, these third parties may be located (and therefore your personal information may be disclosed) overseas. We may use and disclose your personal information for direct marketing purposes, unless you opt out (which you can do at any time in accordance with our Privacy Policy). Our Privacy Policy contains information about how you may access and seek correction of your personal information, how you may complain about a breach of your privacy, and how we deal with that complaint. If you would like to change how we communicate with you, or would no longer like to receive updates from Cancer Council WA please call (08) 9388 4351 or email us on [sunsmart@cancerwa.asn.au](mailto:sunsmart@cancerwa.asn.au)

# SunSmart Early Childhood & OSHC Program Agreement

If your service is accepted as a SunSmart Early Childhood or OSHC service, you will be promoting the Cancer Council's sun protection messages in your daily activities, thus providing a role model to other services throughout Western Australia.

## Services participating in the National SunSmart Early Childhood & OSHC program must agree to the following terms and conditions.

- To enforce their sun protection policy as documented.
- To take reasonable steps to ensure that all staff, children and parents are aware of the sun protection policy and its requirements.
- To inform Cancer Council WA of any changes to the service's policy and practices and anything else that may relate to or affect its inclusion in the SunSmart Early Childhood & OSHC program.

## The service agrees to comply with the following minimum standards:

- The sun protection policy is implemented whenever the UV Index reaches 3 or above.
- All children and staff wear a broad brimmed, legionnaire or bucket hat when outside.
- The use of SPF 30 or higher broad spectrum water resistant sunscreen is encouraged.
- Sun protective clothing is encouraged.
- Play experiences about sun protection are included in the service's program.
- Staff are requested to act as role models by practising sun protective behaviours.
- The sun protection policy is reflected in the planning of all outdoor events (e.g. excursions, picnics).
- Outdoor experiences are rescheduled, whenever possible, to minimise time outdoors when the UV Index is 8 and above.
- The service has sufficient shade or is working towards increasing shade in the outdoor play space.
- The service reviews its sun protection policy regularly (at least once every three years). This involves management, staff and parents and includes monitoring compliance with policy and making suggestions for improvement. Cancer Council WA requires compliance with the sun protection policy for the service to remain a part of the SunSmart Early Childhood & OSHC program.
- SunSmart Early Childhood & OSHC services will be reassessed every three years to reconfirm sun protection practices.

The coordinator/director agrees to the above stated terms and conditions of the SunSmart Early Childhood & OSHC Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this completed form, the signed and dated agreement and copy of your service's sun protection policy to:

**Email:** [sunsmart@cancerwa.asn.au](mailto:sunsmart@cancerwa.asn.au)

**Fax:** (08) 9212 4334

**Post:**

SunSmart Education Coordinator

Cancer Council WA

Level 1, 420 Bagot Road

Subiaco WA 6008

A joining fee is payable upon qualification as a SunSmart service.

Child care centres: \$75 (incl GST)

OSHC services: \$50 (incl GST)

Renewal of SunSmart membership: no charge

Replacement sign fee: \$50 (incl GST)