



PROCEDURAL GUIDELINES
SUN SENSE

RATIONALE

Appropriate sun safety habits are essential to maximize health and and prevent skin cancer. Students are at school during the highest ultraviolet radiation (UVR) risk period of the day – between 11 a.m. and 3 p.m. Children spend an average of one to three hours per day outdoors for recess, lunch, gym, fieldtrips and extracurricular activities. Schools play a major role in both minimizing student exposure and positively influencing student behaviour by establishing routines that foster healthy, safe enjoyment of the outdoors. Healthy behaviours established during childhood are more likely to persist into adulthood.

The Sun Sense policy applies to all Board employees. As mandated by the Ministry of Labour's official *Occupational Health and Safety Act (OHSA)*, employers and employees have responsibilities in reducing the risk of all types of injuries to health while at work. Overexposure to the sun is one of these risks.

KEY COMPONENTS OF SUN SENSE

To ensure a comprehensive sun safety plan, the Canadian Cancer Society recommends a three key component approach. Schools are encouraged to include activities from all three components.

1. Education and Awareness

Students, staff and parents/guardians are educated about the importance of sun safety and best practices for preventing skin cancer.

2. Best Practices

Best practices for sun safety are integrated into daily routines and implemented school-wide.

3. Enhancement of Shade

Safe learning environments and improved spaces for outdoor play are created by increasing shade on the schoolyard where sun exposure is greatest.

A few simple measures can also be taken by employers to protect employees from the risk of skin cancer, such as providing shade, personal protection from the sun, training and education and planning of outdoor activities (e.g. dividing into shorter segments, or scheduling outside of peak ultraviolet radiation (UVR) times where possible).

TOOLS AND RESOURCES

The Canadian Cancer Society provides a number of tools and resources to assist you in meeting your goals. The items listed below are available for FREE download on the *SunSense* website:

- Fact sheet
- Parent Information Postcards
- Lesson Plans and Presentations
- Crosswords, Trivia and Word Scramble Activity Sheets
- Letter to Parents
- Webinars
- Videos

[Canadian Cancer Society SunSense](#)

Algoma Public Health, Porcupine Health Unit and Public Health Sudbury and Districts may provide additional support in the implementation of the SunSense Practices.

[Algoma Public Health \(APH\)](#)

[Porcupine Health Unit \(PHU\)](#)

[Public Health Sudbury and Districts \(PHSD\)](#)

APPENDIX 1

SUN SENSE PRACTICES

The Canadian Cancer Society outlines five important *SunSense* behaviours to promote and build into school routines. Students, staff, parents and community partners are encouraged to practice the five sun-safe behaviors. In cases where a student is unable and/or is unwilling to protect him/herself, it is recommended that the caring adult, who best knows the student, gently encourages the gradual acquisition of sun-safe behaviours.

Protect Your Child - Use SunSense



Childhood is an important time to intervene to prevent development of skin cancer. Start these healthy habits early to protect your child from sun burns and increased risk of skin cancer. Be sure to protect yourself as well and be a strong role model.



Seek | Seek shade or create your own where it is not available



Slip | Wear weather appropriate clothing that provides sun protection



Slap | A wide brim hat protects your ears, neck and face



Slop | SPF 30 or higher to protect your skin



Slide | Protect your eyes

Learn more at :
cancer.ca/sunsense

APPENDIX 2

SUN SENSE CHECKLIST

The Canadian Cancer Society's *SunSense Checklist* may be used to help identify goals and existing sun protection measures. (Appendix 2) As part of their School Improvement Plan for Student Achievement (SIPSA), principals may use this tool to identify what is working well and where improvements can be made within the school setting.

[Protect Your Child - Use SunSense - Appendix: Supporting Tools - page 16](#)

1. Build SunSense practices into your school's everyday routines.

| Sun Protection strategy | In Place | Planned | Not Planned | How can we improve in this area |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|-------------|---------------------------------|
| SHADE | | | | |
| We choose shaded locations for activities that happen over an extended period of time (lunch, group gatherings, etc.). | | | | |
| When shade is not available, outdoor time is focused into shorter periods where possible (for example, lunch break is shortened and morning break is extended). | | | | |
| CLOTHING | | | | |
| Hats on for fun in the sun! Students are encouraged to wear wide brim hats that protect ears, neck and face and eyes. | | | | |
| Students are encouraged to wear tops that cover their shoulders (vests and strappy tops are discouraged). | | | | |
| Students are allowed and encouraged to wear UVR protective sunglasses. | | | | |
| Staff are encouraged to wear sunglasses, hats and suitable clothing to role model sun safe behavior. | | | | |
| Parents/guardians are encouraged to wear sun hats when visiting the school. | | | | |
| SUNSCREEN | | | | |
| Students are encouraged to come to school wearing sunscreen. | | | | |
| Letters are sent home to parents/guardians regarding: <ul style="list-style-type: none"> · the importance of wearing sunscreen · recommended contents of the sunscreen: SPF 30+, broad-spectrum and water resistant · permission for students to reapply sunscreen as needed · child is to be trained, by parents/guardians, on how to correctly apply sunscreen · students may come to school: <ul style="list-style-type: none"> · wearing sunscreen applied at home · bringing their own labelled bottle of sunscreen | | | | |
| Teachers will remind students, as appropriate, when to apply/reapply their sunscreen during the outdoor activity. | | | | |
| If a student is having difficulty applying the sunscreen, the teacher will provide training to the student on how to apply sunscreen correctly (teachers will not physically apply sunscreen to any part of the student's body). | | | | |
| Each student has their own labelled bottle of sunscreen at school. | | | | |

APPENDIX 3

SUNSENSE CERTIFICATION

The Canadian Cancer Society's *SunSense Certification Program* is an optional incentive for elementary schools to support sun-safe environments that protect students and staff from harmful ultraviolet radiation. By using a multi-component approach that engages parents, staff and students, schools can influence sun-safe behaviours and attitudes, resulting in a positive impact on health and a culture of sun safety within the school community.

[7 Steps to becoming a SunSense School - page 3](#)



7 Steps to becoming a SunSense School



How does my school get certified?

Schools become SunSense certified by completing the 7 steps outlined below and earning enough points to be awarded a Gold, Silver or Bronze level certification.

Step 1: Register Online

Visit the Canadian Cancer Society's SunSense website at www.cancer.ca/sunsense to register your school. **The deadline for registration is Friday, November 2, 2018.** Space is limited so be sure to register early.

Step 2: Form a SunSense Team

Create a committee that will be dedicated to implementing SunSense in your school. Try to engage representatives of different groups within your school, for example, students, staff, parents etc. You will need to designate a team lead to act as the key contact person and also provide a letter of support from the Principal or Vice Principal of the school. A template letter of support is available on the [SunSense website](#).

Step 3: Review the Guide and Develop a Plan

Review this Guide to determine what types of activities you need to complete to earn points towards becoming a SunSense certified school. Select the activities that are realistic for your team to implement and begin to make a plan. A template planning document is available on the [SunSense website](#).

Step 4: Submit Progress Report

To be eligible for certification your team must provide a progress report by the deadline. This report will include information about your team and details of your plan for implementing SunSense in your school. It will be submitted online. **The deadline to submit this report is Friday, February 1, 2019.**

Step 5: Implement your plan

Implement the activities outlined in your plan. Review the final report to become familiar with what kind of information you will need to report on. Share your successes by taking photos and posting to social media.

Step 6: Submit Final Report

To be considered for certification you will need to submit the final report by the deadline. This report will include details of the success of your planned activities and will be completed online. **The deadline to submit the report is Friday June 14, 2019.**

Step 7: Celebrate!

Host a celebration event with your team or within the school. Be proud of your accomplishments!