



How to become a SunSmart School

Please read the following information before submitting your application form.

Applying for the SunSmart School accreditation is free!

The SunSmart School Toolkit resource enclosed provides your school with information, resources and supports to become a SunSmart School.

Please complete the online application form AND send a copy of your schools' SunSmart Charter to prevention@cancercontrol.ie.

Full implementation of at least 5 of the strategies listed in Appendix 1 '**Criteria to become a SunSmart School**' in the toolkit resource enclosed is required in order to be considered for a SunSmart School accreditation. The HSE's NCCP will review the application to determine whether the school can be accredited as a SunSmart School.

The application form is available digitally at

<https://www.smartsurvey.co.uk/s/WXW6VB/>



If your application is unsuccessful we will provide feedback on how to progress to successful accreditation.

If your application is approved you will be notified and you should keep an eye on the post for your SunSmart School certificate.

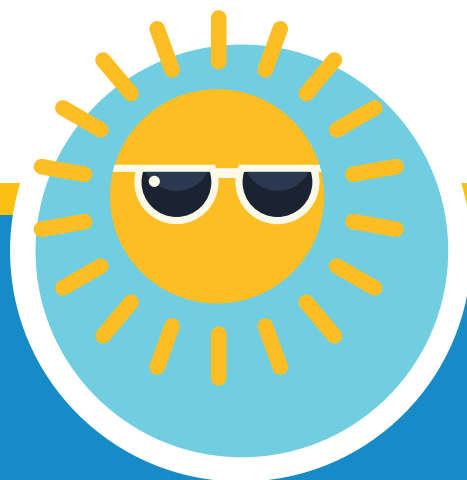
For more information visit www.hse.ie/skincancerprevention

Kind regards,

Dr Breeda Neville,
Specialist in Public Health Medicine,
HSE National Cancer Control Programme



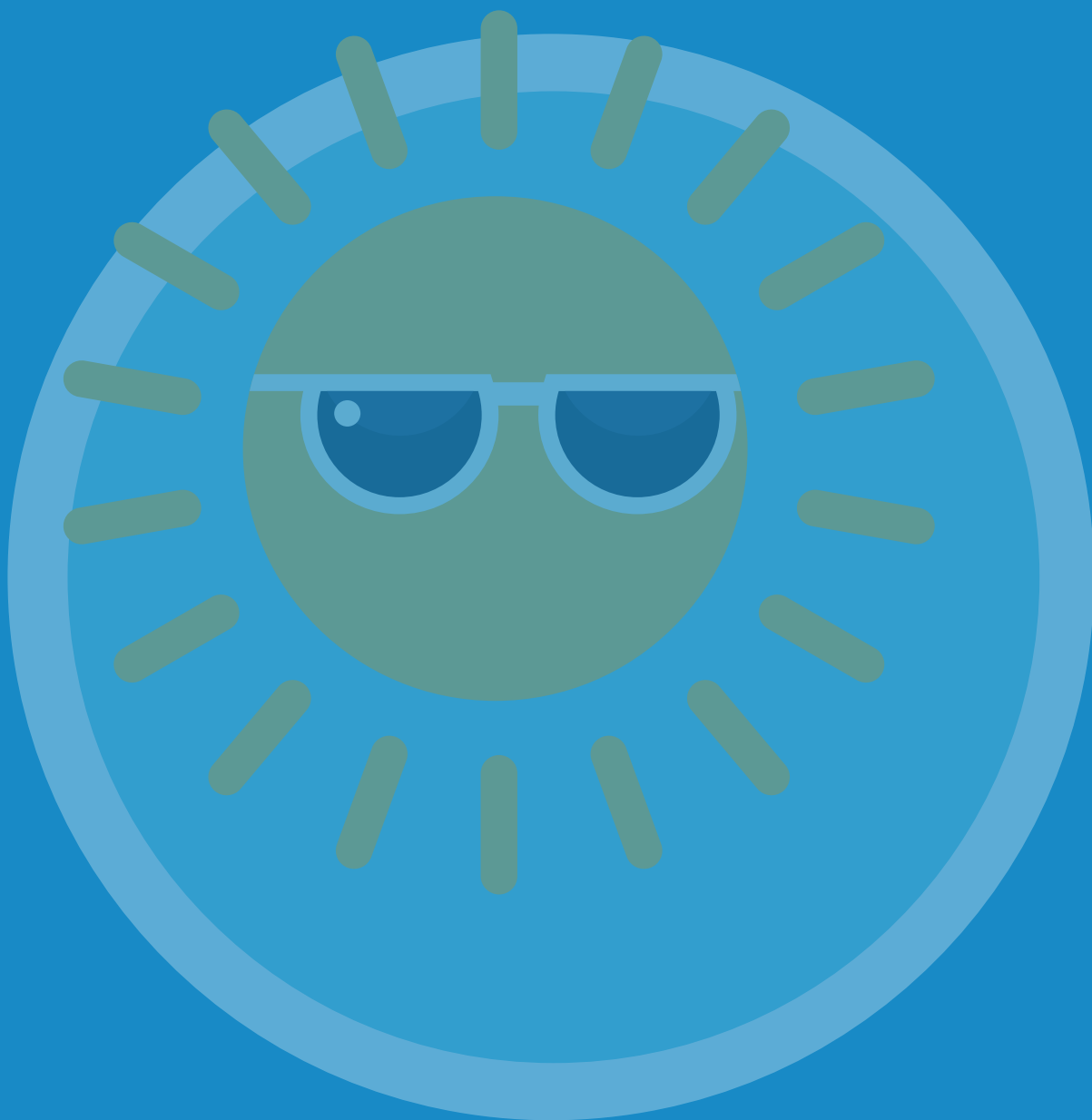
Be SunSmart



SunSmart School Toolkit for Post-Primary Schools

Be SunSmart

www.hse.ie/sunsmart



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Overview of SunSmart School Toolkit for Post-Primary Schools

Welcome to the SunSmart School Toolkit – this resource provides your school with information, resources and supports to become a SunSmart School.

By completing some simple steps your school could be accredited by the Health Service Executive (HSE)'s National Cancer Control Programme (NCCP) as a SunSmart School.

Post-Primary schools can play a key role in educating students about Ultraviolet (UV) radiation exposure, the importance of sun protection and the dangers of using sunbeds.

SunSmart activities are included in the HSE's Making Healthy Choices 2 lesson plans to support the teaching of the Junior Cycle SPHE specification. These provide teachers with ideas and materials to support the integration of sun protection education and behaviours into the classroom.

Transition Year (TY) also presents an opportunity for use of a wide range of teaching and learning methods including activity based learning projects on the subject of skin protection. The SunSmart School Toolkit is an ideal TY project that provides a range of skills including:

- **Research**
- **Interviews**
- **Classroom discussion**
- **Practical work**
- **Guest speakers**

Why is being SunSmart important for children and adolescents?

Spending time outdoors is important. It is vital to protect skin when outside.

Ultraviolet radiation (UV) is a part of sunlight. It can damage skin and increase the risk of skin cancer. Skin cancer is Ireland's most common cancer with over 11,000 new cases diagnosed annually.

Children and adolescent's skin is very sensitive to UV from the sun which can cause long term damage. UV exposure during the first 10–15 years of life makes a disproportionately large contribution to lifetime risk of skin cancer.



DID YOU KNOW?

Sunburn during childhood and adolescence increases the risk of getting skin cancer as an adult.

A child's skin is thinner and more sensitive to damage than an adult's and therefore they are more susceptible to the dangers of UV.

If a child or young person is badly sunburned more than 3 times before the age of 20, they more than double their risk of developing melanoma (the most serious form of skin cancer) as an adult.

The UV index is an international standard measurement used by the World Health Organization to quantify the level of UV from the sun at the surface of the earth at a particular place and time. The UV index is most likely to reach 3 or above in Ireland between April and September, meaning it is particularly important to take precautions to protect skin at that time of year even when it is cloudy.

Children and adolescents spend half of their childhood at school and about eight hours per week travelling to and from school, on lunch breaks, and participating in outdoor school-based activities. Much of this time falls between the hours of 11am and 3pm when the sun's UV rays are at their strongest. Schools can help protect children and adolescents skin, reducing risk of future skin cancers through education and role modelling.

How does this toolkit support our Schools' Wellbeing Framework?

This SunSmart School Toolkit for Post-primary schools has been developed to help schools recognise the importance of promoting sun safety practices in the school environment. This toolkit links with the **Department of Education Wellbeing Policy Statement and Framework for Practice 2018-2023** where wellbeing promotion is at the core of the ethos of every school and centre for education.

What are the objectives of Developing a SunSmart School?

This toolkit has been developed to provide information and tools for students, teachers, parents and guardians on how to:

- **Become a SunSmart Accredited School**
- **Providing learning opportunities for students, teachers, staff and families on sun protection**
- **Encourage students and staff to use a combination of sun protection measures**
- **Make your school a sun safe place for students and the whole school community**

Developing a SunSmart School: Step-by-Step Guide

When developing or reviewing the school's current practices on being a SunSmart School we suggest you work through the following step-by-step guide.

Step 1 – Plan and commit

- Communicate plans for accreditation as a SunSmart School with the whole school community.
- Identify who can become involved and be part of the working group (e.g. students, staff, principal).
- Use the checklist in [Appendix 1](#) to review current practices.

Step 2 – Develop a SunSmart Charter

- Use the SunSmart charter template in [Appendix 3](#) to map current activity. Use the results of your checklist in Step 1 to inform your charter. Keep the charter realistic and achievable.
- Display your charter in school and/or online to get buy-in from school community.

Step 3 – Implement SunSmart Practices

- Deliver SunSmart lessons as part of SPHE and/or integrate into other relevant curriculum areas. This pack includes links to relevant [HSE's Making Healthy Choices 2 lesson plans](#)
- Display SunSmart posters in school.
- Provide relevant resources to parents and guardians.
- Decide which SunSmart actions for your school you plan to implement, e.g. provide shade on school sports days, notify parents and guardians about SunSmart behaviours, or advise students to wear wide brimmed hats. See [Appendix 4](#) for ideas and case studies from other schools.
- Ensure an evaluation process is implemented.

Step 4 – Apply for NCCP Accreditation as a SunSmart School

- Complete registration form shared in the cover letter with this resource showing the criteria you meet and upload a copy of your SunSmart charter.
- If successful, CELEBRATE!
- Promote the accreditation as a SunSmart School with the whole school community by using the sample letter for parents and guardians in [Appendix 5](#).
- If unsuccessful, review criteria and reassess changes your school can make to become a SunSmart School.
- Review the charter annually and assess whether it needs to be updated. Review what SunSmart activity your school plans to undertake annually. Make a record for when your school is reapplying for accreditation in 3 years time.



Appendix 1:

Criteria to become a SunSmart School

This checklist assists schools to become a SunSmart School. It is a list of potential SunSmart activities. You can choose which work for your school or add your ideas. The completed checklist can be used to inform the school's action plan on how to become a SunSmart School. Please note: Schools need to meet 5 criteria in order to apply for accreditation as a SunSmart school.

Suggested strategy	Implementation response		
Outdoor activities	Not started	In progress	Fully implemented
Outdoor activities are scheduled outside of high UV radiation times (between 11am to 3pm, from April to September) where possible, during school days. If this is not possible, sun protection is considered when planning all outdoor activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When the UV index is 3 or higher, UV radiation protection strategies (such as hats, clothing, shade, and sunscreen) are implemented for all outdoor school activities, including excursions, sports days, and interschool sports events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The UV index is checked daily between April and September (while school is open) and communicated to the school community if the UV index is 3 or above. Staff and students are encouraged to access the daily local sun protection times via the free SunSmart Global UV app or www.met.ie/uv-index	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shade			
An assessment of existing shade is conducted to review the quality and availability of shade.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and students are encouraged to use available areas of shade when outside, especially when the sun's UV rays are strongest, typically between 11am-3pm from April to September.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Suggested strategy	Implementation response		
Clothing	Not started	In progress	Fully implemented
Uniforms encourage covering skin for sun protection i.e. wide-brimmed hat, long sleeves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff and students are encouraged to wear a hat that protects their face ears and neck where appropriate when outside (wide-brimmed, bucket or legionnaire style).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where practical, students are encouraged to wear close-fitting, wrap-around sunglasses that cover as much of the eye area as possible. Choose glasses that block 100% of UV rays (UVA and UVB) and carry the CE mark.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunscreen			
The school regularly communicates with parents and guardians, reminding them to ensure their children apply sunscreen (SPF 50+) before coming to school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are encouraged to bring their own sunscreen from home and reapply regularly themselves at school and during extended outdoor activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For schools that have decided to supply sunscreen, SPF50+ broad-spectrum (UVA/UVB protection), water-resistant sunscreen will be available for students to use at various points throughout the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Education and awareness raising			
The school commits to delivering SunSmart activities as part of SPHE to all Junior cycle classes using Making Healthy Choices 2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sun safety education will be integrated into the curriculum where relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dangers of sunbed use are incorporated into the curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Suggested strategy	Implementation response		
Education and awareness raising	Not started	In progress	Fully implemented
Posters promoting SunSmart behaviours are visible throughout the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Students are encouraged to be involved in initiatives to promote and model sun protection measures at the school including taking leadership roles in managing sun protection for the whole school community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication about being SunSmart occurs regularly e.g. newsletters, intranet, at school assembly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
School community engagement			
School staff role model SunSmart behaviours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designate at least one SunSmart Champion (staff and/or students) to inform and encourage school-wide SunSmart behaviour.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other			
<i>List your own ideas/ suggestions here</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>List your own ideas/ suggestions here</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>List your own ideas/ suggestions here</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 2: Gold Standard to become a SunSmart School



Gold Standard to become a SunSmart School



Why post-primary schools?

- Skin cancer is the most common cancer in Ireland
- Over 11,000 new cases diagnosed every year. This number is expected to double by 2045
- Getting sunburnt in childhood or adolescence can increase the risk of melanoma, the most serious form of skin cancer, in later life.



1

Education & Awareness

Our school aims to educate students, staff and parents about the importance of sun protection and the potential risks associated with excessive sun exposure.

2

Promotion of Sun Safety Practices

We are committed to promoting sun safety practices, including the regular application of sunscreen, wearing protective clothing, seeking shade during peak sun hours, wearing hats and sunglasses when outdoors.

3

Integration into curriculum

We will integrate sun safety education into our curriculum, ensuring that students receive age appropriate instruction on the importance of sun protection and how to incorporate sun safety into their daily lives including the SunSmart 5 S's.

4

Role Modelling

Staff members will serve as role models by practicing sun safety behaviours and encouraging students to the same.

5

Community Engagement

We will engage with parents, caregivers, and the wider community to promote sun safety practices and raise awareness about the importance of sun protection.

6

Policy Implementation

Our school will develop and implement policies that support sun safety, including guidelines for outdoor activities, access to sunscreen and shaded areas.



Appendix 3: Sample SunSmart Charter

Sample SunSmart Charter for

Rationale

- Skin cancer is the most common cancer in Ireland.
- Over 11,000 new are cases diagnosed every year¹. This number is expected to almost double by 2045².
- Ultraviolet (UV) radiation damage accumulated during childhood and adolescence is strongly associated with an increased risk of skin cancer later in life.

At we are dedicated to the holistic development and well-being of our students, staff, and wider community, and we recognise the importance of promoting sun safety practices. This is in line with the DES Wellbeing Policy Statement and Framework for Practice 2018-2023 where wellbeing promotion is at the core of the ethos of every school and centre for education.

Our school will provide:

1. **Education and Awareness:** Our school aims to educate students, staff, parents and guardians about the importance of sun protection and the potential risks associated with excessive sun exposure.
2. **Promotion of SunSmart Practices:** We are committed to promoting sun safety practices, including the regular application of sunscreen, wearing protective clothing, seeking shade during peak sun hours, and wearing hats and sunglasses when outdoors.
3. **Integration into Curriculum:** We will integrate sun safety education into our curriculum especially in our SPHE programme, ensuring that students receive age-appropriate instruction on the importance of sun protection and how to incorporate sun safety practices into their daily lives including the SunSmart 5 S's and the dangers of using sunbeds.
4. **Role Modelling:** Staff members will serve as role models by practicing sun safety behaviours and encouraging students to do the same.
5. **Community Engagement:** We will engage with parents, guardians and the wider community to promote sun safety practices and raise awareness about the importance of sun protection during our Wellbeing Week.
6. **Policy Implementation:** Our school will develop and implement policies that support sun safety, including guidelines for outdoor activities and access to sunscreen and shaded areas.

¹ National Cancer Registry Ireland (2024) Cancer in Ireland 1994-2022: Annual statistical report of the National Cancer Registry. NCRI, Cork, Ireland.

² National Cancer registry. Cancer incidence projections for Ireland 2020-2045. Cork: NCRI; 2019.

Conclusion:

By adopting this SunSmart Charter, our school demonstrates its commitment to promoting sun safety and protecting the health and well-being of our students, staff, and wider community.

Through education, awareness, and collaboration, we will create a SunSmart culture that reduces risk of future skin cancers or UV related health issues.

Signed:

School Name:

Dated:/...../.....

Review Date:/...../.....



Appendix 4:

Case Study Examples on Incorporating Sun Protection into the Curriculum

Case Study 1: Castleisland Community College, Co Kerry 'Developing a SunSmart School'



Castleisland Community College Transition Year students participated in the Marie Keating Foundation Schools Cancer Awareness Programme. This inspired an interest in skin cancer and an idea to apply for the Young Social Innovators (YSI) Programme for 2024. The students contacted the HSE NCCP looking for support with the project. As the school was located in Kerry, the Senior HP and Improvement Officer - Cancer Prevention for the South West arranged an initial online meeting with the school and the co-ordinating teacher. A collaboration with the Health Promotion Department began. The students did their own background research and decided to name the group "The Sun Smarties". An idea proposal was submitted to YSI and they were shortlisted to the next stage. The school designed a four-step process that would enable them to become a SunSmart School, with an opportunity for other schools to implement this model in their own school.

Step 1. Develop a SunSmart Charter – assess skin cancer and sun smart awareness among the whole school community through surveys of students, parents, guardians and staff. Develop a charter based on consensus that is visible in the school.

Step 2. Deliver an Awareness Campaign – Increase awareness of skin cancer prevention and SunSmart and implement the SunSmart charter through;

- **Sunscreen dispenser available for students & staff**
- **SunSmart lesson plans and activities as part of SPHE**
- **Use the Met Eireann UV Index via the app**
- **Display the SunSmart 5 S's in school**
- **Promote the participation of the sun smart awareness webinar for teachers**

Step 3. Communicate with Parents and Guardians - Provide all parents/guardians with access to the SunSmart Charter. Inform them about Sun Safety by sending them a link to access the HSE Health Promotion “Healthy Habits for Parents” and resources on www.hse.ie/sunsmart

Step 4. Publicise the awareness campaign. Promote the development of a SunSmart school in local media e.g. school newsletter, website, local papers, social media. Connect with local pharmacists to help promote awareness around skin cancer in the community. Apply for the NCCP Accreditation.

In May the school were crowned winners of the Young Social Innovators 2024 for their skin cancer awareness project called ‘Sun Smarties’ The next stage is called ‘Elevate’ through which they hope to continue the good work started and work with the NCCP in the development of a SunSmart toolbox that other schools can use to become accredited as a SunSmart School.



Case Study 2: BT Young Scientist & Technology Exhibition 2022: Alert System to Warn of Harmful UV Rays “Mela no more”

Laura Brennan from Desmond College, Newcastle West, Co. Limerick took part in the 2022 BT Young Scientist & Technology Exhibition. Laura developed a wearable early warning system for children using photochromic paint to alert them and their parents to the increased ultraviolet radiation (UV) that cause skin cancer.

UV rays cannot be seen or felt (infrared radiation causes heat, not UV) so you need to defend yourself against overexposure, and Laura’s device provided a visual indication for parents and children as to the presence of UV rays, thus allowing them to take action, such as removing the threat by going indoors, wearing protective clothing or applying sunscreen.

Laura worked with the Forecast Division from Met Éireann to conduct over 1,000 measurements of UV and plotted these against temperature readings to determine that even on cloudy days, people can be exposed to the harmful effect of UV rays.



In addition to the hundreds of temperature/ UV index measurements, she made a device that has allowed her to create visual representations of four different UV levels, (Low, Mid, High, Extreme) these can be used to provide early warning to children, thus reducing their exposure to potentially harmful UV rays. She also created other versions of the device that take advantage of the colour changing properties of different photochromic paints as they are exposed to UV rays. These are wearable and will help educate younger children to the dangers of not wearing sunscreen and exposure to sun.

Laura put together a handy pocket guide to allow people to identify different melanomas and measure changes in appearance and size, with the assistance of an Advanced Nurse Practitioner in Dermatology and her local GP. The pocket guide allows people to seek early medical treatment; if spotted early up to 90% of cases are curable.

Case Study 3:

BT Young Scientist & Technology Exhibition 2023: A statistical analysis examining people's sun protection behaviours and their knowledge of the SunSmart Code.

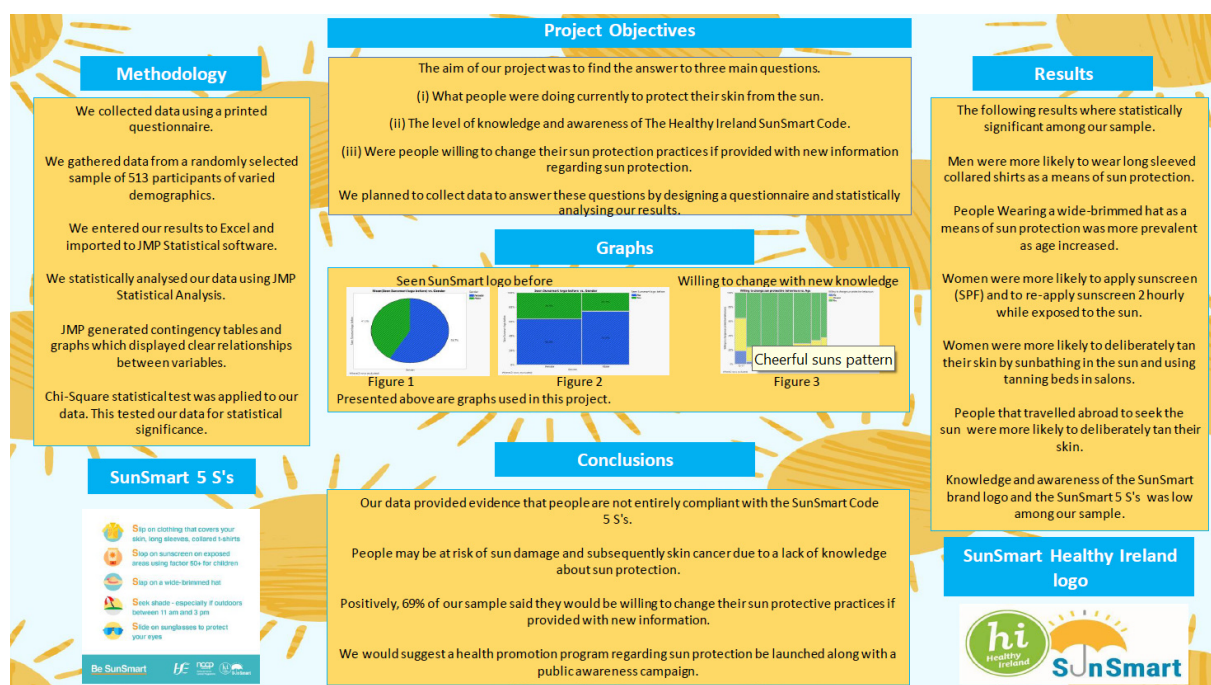
Emily Bertoletti and Freya Mehigan from Kinsale Community School entered the BT Young Scientist & Technology Exhibition 2023 with their project: A statistical analysis examining people's sun protection behaviours and their knowledge of the SunSmart Code. The project was entered under the Social and Behavioural Sciences category.

Emily and Freya were interested in skin cancer prevention and the measures people can take to protect their skin from the sun.

The project aimed to understand:

- **What people were doing currently to protect their skin from the sun.**
- **The level of knowledge and awareness of The Healthy Ireland SunSmart Code.**
- **Whether people were willing to change their sun protection practices if provided with new information regarding sun protection?**

A questionnaire was developed to answer these questions and the responses were statistically analysed.



Appendix 5: Sample letter for parents and guardians

..... has been accredited as a SunSmart School! This means we recognise the importance of promoting sun safety practices in the school environment. We recognise that while being outdoors is good for us, sun protection is an important health and safety issue.

At we:

- Encourage the whole school community to use a combination of sun protection measures whenever UV Index levels reach 3 or higher.
- We teach students about sun safety especially in our SPHE programme, ensuring that students receive age-appropriate instruction on the importance of sun protection and how to incorporate sun safety practices into their daily lives including the SunSmart 5 S's and the dangers of using sunbeds.
- Work towards a safe school environment that provides shade for students, staff and the school community at appropriate times.
- Assist students to be responsible for their own sun protection.

Your child's health and wellbeing is very important to us and we believe it is important that we educate them about sun safety and following the SunSmart steps. So we'll be encouraging your child to:



Slip on clothing that covers your skin, long sleeves, collared t-shirts



Slop on sunscreen on exposed areas using factor 50+ for children



Slap on a wide-brimmed hat



Seek shade - especially if outdoors between 11 am and 3 pm



Slide on sunglasses to protect your eyes

I hope we can create a SunSmart School for everyone so that we can all enjoy the sun safely.

Yours sincerely,

<Contact Name>

<Contact Person's Position>



Appendix 6:

Useful SunSmart Supports and Resources

Below are useful supports and resources to help teachers, parents and guardians to protect children and young people from overexposure to UV radiation.

The SunSmart activities are included in the **HSE's Making Healthy Choices 2** to support the teaching of the updated Junior Cycle SPHE specification. These provide teachers with ideas and materials to support the integration of sun protection education and behaviours into the classroom. This resource can be downloaded by clicking **here**

A selection of resources has been included in this folder and more can be ordered from **www.healthpromotion.ie/products**

All available SunSmart posters and leaflets can be downloaded or hard copies ordered on **www.healthpromotion.ie/products** Choose 'cancer' from the drop down menu.

For more information on SunSmart visit **www.hse.ie/sunsmart**

A wide range of SunSmart videos are available on the NCCP YouTube channel by clicking **here**

Irish Skin Foundation have also developed a number of SunSmart videos available by clicking **here**

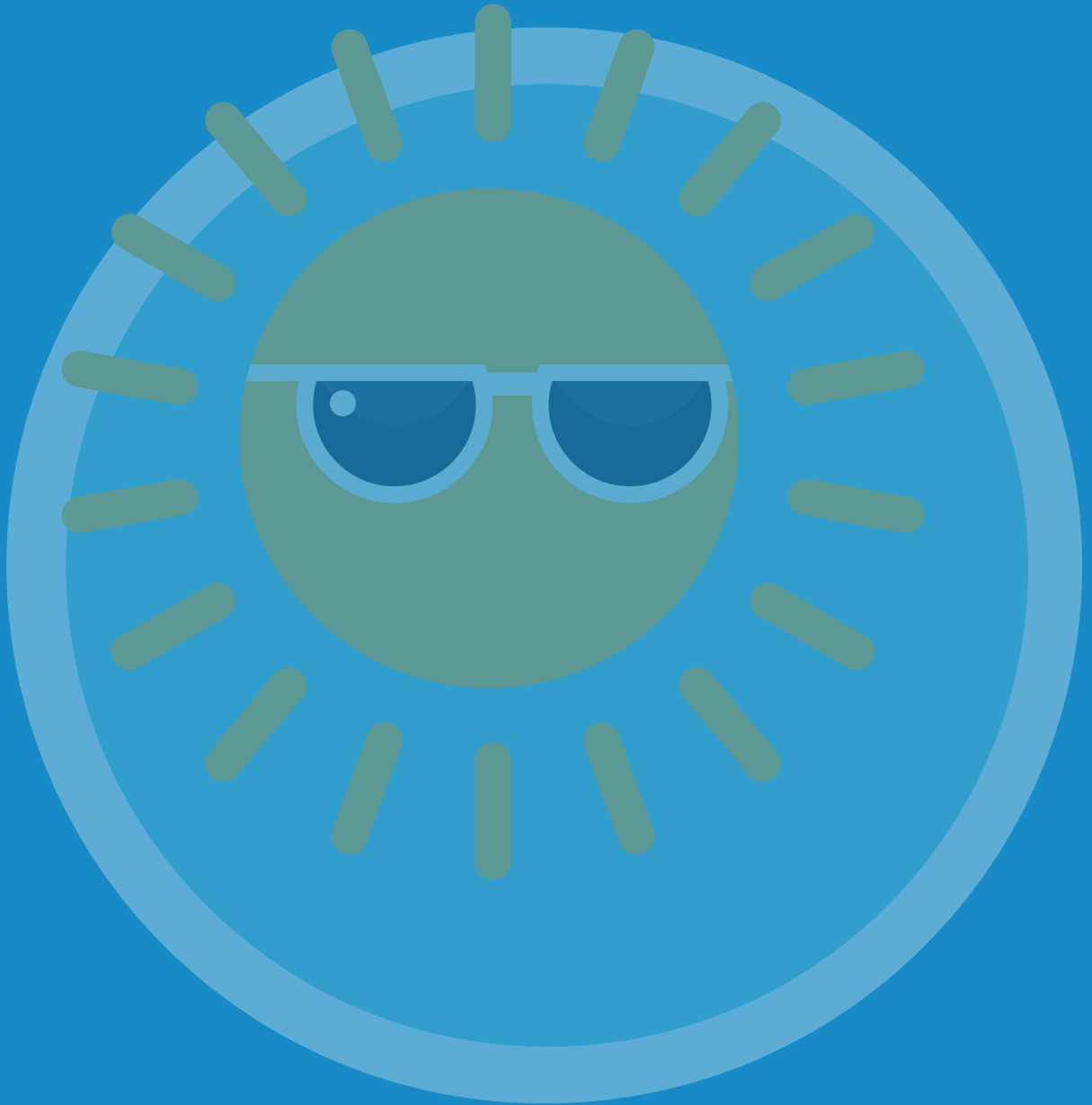
For more information to raise awareness of protecting skin from the sun to reduce the risk of skin cancer and information on the dangers of sunbeds contact **prevention@cancercontrol.ie**

Senior Health Promotion and Improvement Officers - Cancer Prevention work within the HSE. They work with their local Health Promotion and Improvement teams to implement health and wellbeing initiatives which seek to reduce cancer risk, improve awareness of cancer symptoms and support timely help-seeking among target populations in their region. Schools can link with the Senior Health Promotion and Improvement Officer - Cancer Prevention in their area for further support relating to SunSmart.



Area	Name / Contact details
HSE National Cancer Control Programme (National)	Maria McEnery Cancer Prevention Officer prevention@cancercontrol.ie
HSE West and North West: HSE Mayo HSE Galway Roscommon	Caroline Murray Senior HP and Improvement Officer - Cancer Prevention 087 4089668 caroline.murray3@hse.ie
HSE Mid-West: HSE Limerick City and Tipperary North HSE Clare and Limerick County	Bernadette Mullins Senior HP and Improvement Officer - Cancer Prevention 087 4065038 bernadettem.mullins@hse.ie
HSE South West: HSE Cork North and East HSE Kerry HSE Cork South and West	Shirley O'Shea Senior HP and Improvement Officer - Cancer Prevention 087 6670857 Shirley.OShea@hse.ie
HSE Dublin and South East: HSE Carlow Kilkenny and Tipperary South HSE Waterford Wexford HSE Dublin South and Wicklow	Ann Marie Lawlor Senior HP and Improvement Officer - Cancer Prevention 087 6627377 annmarie.lawlor@hse.ie
HSE Dublin and North East: HSE Dublin North City and West HSE Dublin North County	Lisa O'Donnell Senior HP and Improvement Officer - Cancer Prevention 087 9375812 lisa.odonnell@hse.ie
Please Note: Areas with no Senior HP and Improvement Officer - Cancer Prevention in their area can email prevention@cancercontrol.ie	





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