All Northern Territory government schools including preschools and Families as First Teachers (FaFT) programs must develop and implement school-based procedures in line with the Sun safety in school’s policy to prevent students being harmed through excessive exposure to extreme heat and ultraviolet (UV) radiation.

# Drafting a school procedure checklist

Sun safety procedures should be developed through consultation with the whole school community and made specific to your school. The following checklist has been created to assist schools in creating their individual school sun safety guidelines.

| **Questions to consider** | **Yes or no** | **Comments** |
| --- | --- | --- |
| **Education** |
| Sun smart behaviour is being communicated to the whole school community, for example newsletters or assemblies | Y/N |  |
| Teachers are including sun safety in their health and physical education lessons as part of the Australian Curriculum | Y/N |  |
| Staff are modelling sun smart behaviour for students by wearing suitable hats, clothing and sunscreen | Y/N |  |
| **Dress code** |
| Your school uniform or dress code aligns with the Department of Education’s Sun safety in school’s policy | Y/N |  |
| A hat is required for students to wear. Include the type in comments | Y/N |  |
| Students are allowed to wear UV sunglasses | Y/N |  |
| **Prevention** |
| The school timetable prevents over exposure | Y/N |  |
| Planning of events and excursions will consider the time of day and year | Y/N |  |
| The no hat no play rule is enforced | Y/N |  |
| **Adequate shade** |
| Adequate shade is provided in outdoor play areas | Y/N |  |
| **Hydration** |
| Students are required to bring a water bottle to school | Y/N |  |
| Students are provided with drink breaks | Y/N |  |
| Water fountains are adequately provided | Y/N |  |
| **Sunscreen** |
| The school will provide students with sunscreen | Y/N |  |
| Parents will provide students with sunscreen | Y/N |  |
| Teachers are permitted to apply sunscreen | Y/N |  |
| A letter of consent should be sent home to parents about the use and application of sunscreen, refer to the Parent consent form[[1]](#footnote-1) | Y/N |  |

1. <https://education.nt.gov.au/policies/health-safety/sun-safety> [↑](#footnote-ref-1)