

<b>POLICY/PROCEDURE NAME &amp; REVIEW PROCESS</b>	<b>CLOTHING for CHILDREN POLICY</b> This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
<b>NATIONAL QUALITY STANDARD</b>	<b>QUALITY AREA 2- CHILDREN'S HEALTH AND SAFETY</b> <b>2.2 Safety</b> 2.2.1 – Supervision
<b>NATIONAL LAW AND REGULATIONS</b>	106- Laundry and hygiene facilities 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
<b>RELATED POLICIES and RECORDS</b>	<ul style="list-style-type: none"> <li>Parent handbook</li> <li>Safe sleep and rest policy</li> </ul>
<b>SCOPE OF POLICY</b>	This policy applies to all children, educators, staff, families, management, students, volunteers, and visitors at our service.
<b>AIM OF POLICY</b>	To ensure that our service has strong guidelines, procedures, and practices in place regarding childrens clothing. Our aim is to guide and advise parents/guardians on the best clothing to wear to attend service, in order to support their safety, wellbeing, and protection. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
<b>SERVICE IMPLEMENTATION</b>	<p>Clothing that your child wears to the service is important in the fact that it may impede on your child's participation in activities throughout the day. It can also affect the way that they learn certain skills such as toileting. With that in mind the following guidelines should help when assisting your child/ren in dressing for childcare.</p> <p>The reason why it is important for children to be able to dress themselves is because getting dressed helps your child develop many other skills, including:</p> <ul style="list-style-type: none"> <li>Fine motor skills as they learn to do up zips and buttons.</li> <li>Gross motor skills as they stand on one leg to pull on a pair of pants.</li> <li>Cognitive skills as they remember which bits of clothing go on first and build the patience and attention to finish the task.</li> <li>Language skills as they name types of clothes, colours, and sizes.</li> <li>Awareness of time and space as they learn to dress for certain occasions and weather conditions.</li> </ul> <p><b>Clothing choice ideas</b></p> <ul style="list-style-type: none"> <li>Choose T-shirts or tops with V necks or larger opening necks, cardigans.</li> <li>Choose slip-on shoes or shoes with Velcro.</li> <li>Avoid thongs as they make it hard for children to climb and walk in.</li> <li>Choose big buttons over small fiddly buttons or press studs.</li> <li>Choose pull-on elastic waist pants that fit comfortably as this makes it easier for children to pull down and up rather than tighter fitting clothes, or ones with zips and studs.</li> </ul> <p><b>Outdoors</b></p> <p>Children need protection from the sun while playing throughout the day. Hats and sunscreen must be worn whenever the staff and children are engaged in outdoor activities. Legionnaire, bucket, or broad brim hats that cover the ears, neck, face, and nose need to be worn by children in the outdoor environment. Younger children who continually remove hats will be redirected to shady areas.</p> <ul style="list-style-type: none"> <li>Loose cool clothing should be worn in summer, try to avoid sleeveless and singlet styles to protect children's skin in summer.</li> <li>Natural cotton fabrics are a great choice for hotter months.</li> <li>Make sure to send along an extra set of clothing – including socks and underwear – in case things get messy as outdoor activities, arts and crafts, and food can cause clothing to become soiled during your child's day at the service.</li> <li>Provide a jumper in winter.</li> <li>Closed in shoes for winter and gumboots for wet weather.</li> <li>Blankets for beds in colder weather.</li> </ul>

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- Pants for babies who are learning to crawl to protect knees.

#### **Indoors**

**Parents/ guardians** should label every piece of clothing with their child's name in order to avoid disappointment over lost articles. Childcare is a busy place, and items of clothing are often misplaced or forgotten.

- Avoid sending children in "best clothes" as activities can be messy and despite all attempts to keep children clean sometimes it is unpreventable. It can also add to children's anxiety and reluctance to join in activities due to worry about keeping clothes clean.
- Provide children with clothes that fit well not too loose or too tight so that children can move comfortably when playing throughout the day.
- Clothes for childcare should also be easy to clean and free from hazards such as dangling strings or beads.

#### **Shoes**

- Footwear such as thongs or backless sandals are not appropriate for childcare. When playing, these shoes could increase the risk of injury.
- Choose shoes with soles that grip in order to make it easier and safe for climbing and other physical activities.
- Not wearing shoes at different times benefits children's development of brain and nervous system. It also aids in assisting walking and balance, strengthens the feet and body and is safer. At different times throughout the day the staff will encourage No shoes.
- Children will be given the choice as to whether they want to wear their shoes or to take them off while they are at the service, unless families have a reason for them to be kept on and if so, families wish will be adhered to.

#### **Jewellery and Amber Necklaces**

- Please avoid sending children with necklaces and dangly items of jewellery in particular around the neck and arms as they can cause injury.
- Whilst the use of amber necklaces has become quite prevalent, we will remove these items if at any time they are considered a threat to the child or children in our care, especially at sleep and rest time.

#### **Dress up clothes.**

- Children will be given a range of dress up clothes which will reflect different cultures and genders. These dress ups will allow children to zip zippers, button up buttons, tie scarfs and try shoes.
- These resources allow children to practice cognitive, fine motor and gross motor skills.
- These clothes will be washed weekly or earlier if in the event of an outbreak of illness.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

#### **The Approved Provider**

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

#### **The Nominated Supervisor**

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.

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- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

#### **Educators**

- Will be role models to the children in our service by wearing appropriate clothing indoors and outdoors.
- Will always wear their hat outdoors.
- Will refrain from wearing excessive dangly jewellery.
- Will monitor and encourage children to remove any clothing or footwear that may pose a threat to the child's safety. Any instance of this occurring will be discussed when parent/guardian arrives to collect child.
- Will encourage children to remove shoes when climbing.
- Will remove any jewellery that could potentially cause a choking hazard and keep it safe for return on collection of the child.
- Will ensure that at rest time all clothing with cords or strings attached amber necklaces and jewellery will be removed from child for safety.
- Will provide aprons whilst children partake in messy play and art.
- Will ensure that children are dressed appropriately when in the outdoors particularly in the afternoons in the colder months. Shoes will be put on children prior to playing in outdoors as it gets cold very quickly.
- Will take note of children's clothing in extreme heat conditions and encourage children to remove extra layers.
- Will assist children at all times when toileting and dressing to ensure that it is a pleasant learning experience.
- Will have a supply of sufficient spare clothing in their rooms to ensure children are kept comfortable and dry at all times.
- Will consult with families and children regarding their individual clothing needs, preferences, and cultural requirements, and will make every effort to address these issues within the service's requirements for children's health and safety.
- Will encourage children to communicate their needs for comfort and assistance and develop independence and competence in their own personal hygiene, care, and safety.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

#### **Families**

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	<ul style="list-style-type: none"> <li>Should clearly mark all childrens belongings and refrain from sending children into the service with expensive articles of clothing as the service cannot be held responsible if something is misplaced or lost.</li> <li>The service will have a supply of sufficient spare clothing to ensure children are kept comfortable and dry at all times. Spare clothing that goes home with children will need to be washed and returned for future use.</li> <li>Families and children will be consulted about individual clothing needs, preferences, and cultural requirements, and will make every effort to address these issues within the service's requirements for children's health and safety.</li> </ul>
<b>REGULATION IMPLEMENTATION</b>	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
<b>In regard to regulation 106- Laundry and hygiene facilities</b>	<b>Approved provider will</b> <ul style="list-style-type: none"> <li>Ensure all staff have access to laundry facilities at the service in order to wash dress up resources, sheets and blankets and any resources such as pillow covers that require regular washing.</li> <li>These areas must be kept clean, tidy and are not a risk to health and safety.</li> <li>They must not be accessible to children all laundry doors must be locked.</li> <li>Ensure all staff in younger rooms should have access to a soiled clothing bin. This should have a lid that closes fully, all soiled clothing placed in a plastic bag in the bin with child's name on bag, be out of reach of children and the nominated supervisor should implement a process for families to be made aware of soiled clothing- tags on personal bags/ email alert / notice at sign in etc.</li> </ul>
<b>In regard to regulation 170- Policies and procedures to be followed.</b>	<b>Approved Provider will</b> <ul style="list-style-type: none"> <li>Ensure that all staff and volunteers are made aware of regulatory policies and procedures by ensuring that this forms a part of the induction process.</li> <li>Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies.</li> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure.</li> <li>Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.</li> </ul>
<b>In regard to Regulation 171- Policies and procedures to be kept available.</b>	<b>Approved Provider will</b> <ul style="list-style-type: none"> <li>Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process.</li> <li>Ensure policies will be available on request for all staff members to have access when required.</li> <li>Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge.</li> <li>Ensure policies will be available for all stakeholders when requested and when updating.</li> </ul>
<b>In regard to Regulation 172- Notification of change to policies or procedures</b>	<b>Approved Provider will</b> <ul style="list-style-type: none"> <li>Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure.</li> <li>Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure.</li> <li>Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback.</li> <li>Ensure feedback will be considered from stakeholders and educators and may result in a change in policy.</li> <li>Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators.</li> </ul>

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	<ul style="list-style-type: none"> <li>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.</li> </ul>
<b>CONTINUOUS IMPROVEMENT</b>	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> <li>Conducting regular reviews and updates of this policy with all stakeholders.</li> <li>Actively seeking feedback from children, families, and staff members.</li> <li>Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.</li> </ul>
<b>KEY TERMS</b>	<ul style="list-style-type: none"> <li><b>Stakeholder</b> - a person or group of people who have an interest in a business, a person such as an employee or customer. They have a sense of responsibility toward it and an interest in its success.</li> </ul>
<b>WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES</b>	<ul style="list-style-type: none"> <li>Australian Children's Education &amp; Care Quality Authority. ACECQA</li> <li>Code of Ethics</li> <li>Education and Care Services National Regulations.</li> <li>Education and Care Services National Law Act 2010.</li> <li>Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.</li> <li>Guide to the National Quality Framework.</li> <li>National Quality Standard.</li> <li>United Convention on the Rights of the Child.</li> </ul>

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