CLOTHING AND FOOTWEAR PROCEDURE

Procedure Statement

**Purpose**
For children, staff and all visitors to have the appropriate clothing and footwear to be able to participate in the day’s activities.

**Scope**
All staff, children, students and volunteers at all Early Years Campuses

**Are Local Documents on this subject permitted?**
☒ Yes, however Local Documents must be consistent with this University-wide Document  ☐ No

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1. Introduction
Comfortable, appropriate clothing is important as it makes it easier for the children to take part in the day’s activities and to more easily perform routine tasks as well as providing protection from the sun.

As respected professionals employed by UNSW all employees at UNSW Early Years services are required to dress in a professional manner whilst allowing for their tasks to be carried out safely.

2. Children

2.1. Families’ Responsibilities
Families are asked to dress their child in comfortable, easily laundered clothing that allows the child to participate in all experiences as well as develop their independence.

Families will:
2.1.1 Clothes
- Provide at least one complete set of spare clothing relevant to the season. This must include underwear, socks, pants, t-shirt and a warm top. Please note that the weather can be very changeable, and a variety of clothing is required.
- Mark each item with the child’s name.
- Provide additional clothing for their children whilst in the process of toilet training.

2.1.2 Footwear
- Ensure that their child’s shoes fit correctly, do not have slippery soles and are firmly secured to the foot. Thongs, dress-up high heels, backless and platform shoes should not be worn.

2.1.3 Hat
- Provide a protective sun hat. This should remain at the Centre to be worn during outdoor play.

2.2. Staff Responsibilities

Staff will:
- Ensure that each child is adequately dressed for weather conditions and play experiences.
- Ensure that children are comfortably dressed for rest-time.
- Respect the children’s individual/cultural clothing preferences
- Consult actively with families on individual clothing and dressing procedures.

2.3. The Centre’s Responsibilities

The Centre will:
- Have a supply of clothing which will cater for different weather conditions should a child not have the appropriate items of clothing available.
- Make available protective clothing (aprons etc) for messy activities.

3. Staff

Staff are required to dress in a professional manner and way which is appropriate to their role within the centre. Appropriate footwear can minimize injuries to the feet as well as contribute to safety for back care particularly for those who are engaged in regular physical activities with the children.

3.1. Clothing
- Wear clothing that does not restrict their ability to perform their duties.
- Wear clothing that is respectful (ie no mid-drift tops, no short clothing, no underwear revealed, no singlets)

3.2. Footwear
- Shoes which are flat heeled and fully enclosed are strongly recommended. High heeled shoes and thongs (including thongs with a back strap) are not permitted.
- Kitchen staff must wear fully enclosed shoes.

3.3. Hats
- A wide-brimmed hat must be worn at all times outdoors as per Sun Protection procedure.

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<td><strong>Responsible Officer</strong></td>
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<td><strong>Supporting Information</strong></td>
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**Legislative Compliance**

This Procedure supports the University’s compliance with the following legislation:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

**Parent Document (Policy)**

Early Years Policy

**Supporting Documents**

Sun Protection Procedure

**Related Documents**

NSW Cancer Council


**Superseded Documents**

Nil.

**Revision History**

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<tr>
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<td>1.0</td>
<td>Vice President, University Services</td>
<td>11 November 2013</td>
<td>11 November 2013</td>
<td>Reviewed</td>
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<tr>
<td>2.0</td>
<td>Early Years Management</td>
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<td>3.0</td>
<td>Early Years Management</td>
<td>20 July 2018</td>
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<td>Application of new UNSW template Update Accountabilities</td>
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**Further Information**

This section is not published on the final PDF document. It is for website purposes only

**Keywords for search engine**

University-wide Procedures will be housed within the Governance Repository. Include keywords to assist location using the 'search' function.

**FAQs and answers**

Include any Frequently Asked Questions and answers to be included with the Procedure (in a separate tab or section) in the Governance Policy Repository.