CLOTHING AND FOOTWEAR PROCEDURE

1. Purpose and Scope
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. Definitions

3. Procedure

3.1 Children

3.1.1 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:

- Provide at least one complete set of spare clothing. 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.
- 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.
- Provide a protective sun hat. This should remain at the Centre to be worn during outdoor play.
3.1.2 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.

3.1.3 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.

3.2 Staff
Staff are required to dress in a professional manner, and a 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.
Staff will:
• 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)
• 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.
• A wide brimmed hat must be worn at all times outdoors.

Note: Please read this in conjunction with our Sun Protection Procedure.

4. Review & History
5. Acknowledgements
NSW Cancer Council

Appendix A: History
The authorisation and amendment history for this document must be listed in the following table. Refer to information about Version Control on the Policy website.

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