



# CLOTHING AND FOOTWEAR PROCEDURE

<b>Policy Hierarchy link</b>	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011: 168 (2)(f) National Quality Standards: 7.3		
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<b>Superseded Documents</b>			
<b>File Number</b>	Contact the <a href="#">Records &amp; Archives Office</a> .		
<b>Associated Documents</b>	Sun Protection Procedure		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective Date</b>
2.0	Early Years Management	7 April 2015 2015	7 May 2015

## 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

<http://www.cancercouncil.com.au/reduce-risks/sun-protection/sunsmart-program-for-childcare-services> accessed February 2015

## 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.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	
2.0	Early Years Management	7 April 2015 2015	7 May 2015	