

# CLOTHING POLICY

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## PURPOSE

This policy will provide:

- Guidelines for staff regarding appropriate clothing to wear at Home Road Kindergarten
- Guidelines for parents/guardians and staff regarding appropriate clothing to be worn by children in various weather conditions to ensure their safety and wellbeing (including a description of clothing which should not be worn)
- Guidelines regarding the change of clothes requirements for Bush Kinder participants
- Appropriate mechanisms for communication of the protective clothing requirements for Bush Kinder sessions to parents/guardians.

## POLICY STATEMENT

### 1. VALUES

Home Road Kindergarten is committed to:

- Ensuring staff are dressed in a consistent and professional way and serve as role models to the children with regards to Sun Smart requirements
- Providing a safe and healthy environment for children participating in the program
- Facilitating a Bush Kinder experience in a variety of (safe) weather conditions, including rain, to allow children to experience nature across as broad a spectrum as possible and without compromising the safety of the participants
- Encouraging clothing worn by children which allows for free movement and does not obstruct the children in their activities, through assisting them in remaining comfortable
- Consulting with parents and guardians to ensure compliance with this policy

### 2. SCOPE

This policy applies to children, parents/guardians, staff, committee members, authorised persons, volunteers and students on placement working at Home Road Kindergarten during the hours of service operation.

### 3. BACKGROUND AND LEGISLATION

#### Background

At Home Road Kindergarten we promote a smart casual dress code for staff, as well as adherence to our Sun Protection policy and serving as role models for children.

We believe appropriate clothing and footwear contributes to the overall safety of the physical environment and enables children to fully participate in the educational and learning program offered at kindergarten.

Home Road Kindergarten's Bush Kinder program is intended to operate across a broad spectrum of weather conditions, allowing children to experience nature and its elements across the seasons. Whatever the weather, children are encouraged to take the lead in playing, exploring and learning in a bush or natural environment.

For this reason, there are some particular clothing requirements in the Bush Kinder setting that may differ from requirements in a centre-based environment.

#### Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Law 2010 (Vic)*
- *Education and Care Services National Regulations 2011 (Vic)*
- *Occupational Health and Safety Act 2004*

- *Occupational Health and Safety Regulations 2007*
- *Occupational Health and Safety Compliance Codes,*
- *First Aid in the Workplace (2008)*

#### 4. DEFINITIONS

**Smart Casual Dress code:** Staff must abide by a smart casual dress code and the sun protection clothing requirements. Specific requirements include wearing a hat when outside, shoulders must be covered, no thongs, shoes must have ankle strap, shoes can be taken off when participating in an activity with children but not for general walking around.

**Dress code for children:** Clothing for children needs to meet sun protection requirements e.g. shoulders must be covered and hats worn when outside. No thongs or crocs to be worn due to safety. Children should wear comfortable clothing, that they can manage themselves when toileting.

**Bush Kinder Protective and Appropriate Clothing and Footwear:** It is important that Bush Kinder participants wear appropriate and protective clothing and footwear which:

- allows children to move freely and undertake activities such as climbing, balancing, running
- keeps children warm and dry in cold/wet weather
- protects children from the damaging effects of the sun, UV rays in warm weather and high UV conditions
- prevents sunburn, bites, scratches and stings (even in warm weather, long sleeve tops and long pants are recommended - this clothing should be loose fitting and light)
- Where possible is made from natural fabrics which allow the body to breathe and is comfortable against the skin
- In the case of footwear, keeps feet and toes covered and has a flexible sole to allow children to climb and balance on uneven surfaces

The following table provides examples of recommended clothing, clothing which is not recommended and unacceptable clothing:

	Warm Weather	Cold Weather /Rain
<b>Recommended clothing and footwear</b>	Light, loose-fitting long-sleeved tops and long pants, kinder-issued legionnaire hat, closed toe shoes	Waterproofs ( <i>supplied by Home Road Kindergarten at the Bush Kinder site</i> ), long pants, long sleeved top, jumper, beanie, thermals in very cold weather, waterproof shoes i.e. gumboots, snow boots
<b>Not recommended</b>	Short-sleeved tops, long skirts or dresses, shorts	Skirts, dresses (incompatible with waterproofs)
<b>Unacceptable clothing and footwear</b>	Open toe shoes, sandals, thongs, crocs, singlet tops	Non-waterproof outer clothing (the supplied waterproofs on top of non- waterproof clothing is required)

**Kinder-issued Sun Smart hat:** This hat is required to be worn when the UV is at 3 or above as per the Centre's Sun Protection Policy. This hat is your Kindergarten hat, which has been provided to your child at the start of Term 1.

**Waterproofs:** Light rainproof suit worn over clothing, which includes a jacket with a hood, and pants, which are worn over clothing (supplied by Home Road Kindergarten on-site).

**Change of Clothes:** All children participating in Bush Kinder are required to bring a change of clothes and footwear, as these may become wet and muddy. It is recommended that the spare clothing include:

- Spare top and bottoms of appropriate thickness/weight for the weather on the day
- Spare underpants (and singlet in winter)
- 2 pairs of socks

- 1 pair of gumboots and shoes (it is not recommended that gumboots are worn at all times due to the restriction of movement they impose).

## 5. SOURCES AND RELATED POLICIES

### Sources

- *Sun Smart website: Sun protection for children*
- *ACECQA website: Children's clothing in child care*

### Service policies

- *Bush Kinder: Extreme Weather Policy*
- *Hygiene Policy*
- *Inclusion and Equity Policy*
- *Participation of Volunteers and Students Policy*
- *Sun Protection Policy*
- *Supervision of Children Policy*
- *Excursions and Service Events Policy*

## PROCEDURES

### The Approved Provider is responsible for:

- Implementing and maintaining this Clothing Policy which clarifies:
  - To staff as to the smart casual dress code
  - To parents/guardians and staff as to the appropriate protective clothing children are required to wear to Bush Kinder in various weather conditions to ensure their safety and wellbeing (including a description of clothing which should not be worn)
- Ensuring parents/guardians are aware of this policy and are provided access to the policy and made available upon request
- Supplying waterproofs to children attending the Bush Kinder program
- Ensuring staff are appropriately educated on procedures in the event that children in the Bush Kinder program are not wearing compliant clothing.

### The Nominated Supervisor, Certified Supervisors and all other staff are responsible for:

- Ensuring all staff are adhering to smart casual dress code
- Ensuring all children arriving at kindergarten are wearing appropriate clothing in line with this policy. If inappropriate clothing is worn, educators are to:
  - Discuss with the parent/guardian delivering the child which clothing is inappropriate and the reasons for it
  - Determine if the change of clothing brought by that child is appropriate and request the parent/guardian change the clothes on the child if need be
- Checking children's clothing periodically on wet days and changing from the child's change of clothing if need be
- Encouraging children to tell an educator if they have wet clothing
- During orientation sessions, advising parents/guardians of the clothing requirements
- Ensuring that waterproofs are ready for use and at Bush Kinder site at all times.

### Parents/guardians are responsible for:

- Ensuring their child is wearing protective and appropriate clothing in line with this policy
- Changing their child's clothing as instructed by the educators to enable their child to participate in the kindergarten session
- Ensuring their child's change of clothes includes items as set out in this policy
- Reading and being familiar with this policy

- Bringing relevant issues to the attention of both staff and committee

## **EVALUATION**

In order to assess whether the policy has achieved the values and purposes the committee will:

- seeking feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness. This can be done via surveys, questionnaires and formal or informal interviews with stakeholders
- monitoring implementation, compliance, complaints and incidents in relation to the policy and procedures
- keeping up to date with current legislation, research, policy and best practice
- observing changes to the service environment e.g. increased/decreased enrolments
- revising the policy and procedures in light of the above
- notifying parents/guardians at least 14 days before making any changes to the policy or its procedures (this is a requirement under Regulation 172 of the National Regulations for policies mandated by law and would be considered Best Practice for all service policies and procedures).

## **AUTHORISATION**

The policy was adopted by the Approved Provider of Home Road Kindergarten on 7 March 2018.

**REVIEW DATE:** 7 MARCH 2020