



PURPOSE

This policy provides a clear set of guidelines to ensure that children and staff at Emma McLean Kindergarten are wearing clothing and footwear that:

- Is safe
- Is comfortable
- Enables all children to participate fully in the program
- Complies with Sun Smart recommendations
- Is appropriate and culturally sensitive.



POLICY STATEMENT

VALUES

Emma McLean Kindergarten and Daycare is committed to:

- Developing and implementing a Clothing and Footwear policy that reflects the Emma McLean Kindergarten values of respect and equity.
- Encouraging the wearing of clothes and shoes that will ensure safety and comfort for children and staff attending the centre.
- Consulting with parents/guardians about their child's individual clothing requirements
- Ensuring clothing and footwear expectations are appropriate to the children's age and stage of development, as well as the families' values and cultural beliefs.
- Encouraging staff to be considerate and aware of occupational health and safety requirements in relation to the clothing and footwear they choose to wear while working at the service.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Emma McLean Kindergarten and Daycare is committed to, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that information is provided to parents/guardians on the requirements of the clothing policy on commencement in the centre.	√				

Ensuring that families are guided in regards to clothing for sun protection – that is, clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.	√	√			
Reinforcing this policy by providing information on clothing to service users via the Parent Handbook, Storypark and other forms of communication.	√	√			
Acting as role models in relation to the wearing of appropriate clothing and footwear whilst working with the children, sunhats and sun-safe clothing while outside, as well as wearing clothing that is culturally sensitive, safe and allows easy interaction with the children. Footwear that is comfortable and secure with a flat non-slip sole and toe protection.			√		√
Using a range of strategies to provide information to families regarding the necessity for children to wear clothes that enable them to participate in the program safely and comfortably			√		
Ensuring that families are guided in regards to clothing for sun protection – that is, clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun			√		
Providing access to appropriate children's protective clothing as needed for children to comfortably participate in a range of learning and play experiences (such as clay, collage, water play, cooking, gardening and local walking excursions)			√		√
Ensuring that children are comfortably dressed, taking into consideration the temperature (indoors/outdoors), clothing safety (Sun protection policy) and suitability of footwear			√		√
Ensuring that children wear appropriate footwear when participating in the program (shoes may be removed for planned learning experiences, such as footprints, sensory play and trampoline play)			√		√
Respecting all children and showing an appreciation of their individuality by building in opportunities for them to make choices in relation to getting dressed and the choice of clothing they wear			√		√
Being patient with children while dressing and undressing and providing assistance with dressing and undressing as needed by each child while encouraging independence			√		√
Discussing with families weather-appropriate clothing to be provided for their child			√		

Being aware of and respecting individual children's and families' preferences towards privacy and modesty when children are having their clothes changed or are dressing themselves			√		√
Working with families to gain an increased understanding of cultural traditions regarding clothing, and understanding that there may be a range of cultural and religious issues related to dress			√		
Being respectful and understanding of families' choices in relation to their choices of clothing.			√		
Providing appropriate footwear and clothing to enable their child to participate fully and safely in the program, including messy play, climbing and relaxing				√	
Providing clothing and footwear to encourage the child's autonomy and independence				√	
Providing sunhats from September through to May				√	
Providing clothing appropriate for sun protection – that is, clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun				√	
Providing warm clothing during winter months for outdoor play as our indoor/outdoor program runs all year.				√	
Ensuring children wear appropriate footwear that is comfortable and secure with a flat non-slip sole and toe protection.				√	
Placing children's name on items of clothing for easy identification				√	
Supporting their child's need for comfort and security by providing appropriate spare clothing in their child's bag each day				√	



BACKGROUND AND LEGISLATION

BACKGROUND

Children have a right to relax and play and to join in a wide range of play; that is, educational, cultural, artistic and other recreational activities.

Early childhood programs include a variety of activities and experiences. Appropriate clothing, including sun-protection clothing, ensures that all children feel relaxed and comfortable, enabling them to participate in the program confidently and safely.

LEGISLATION AND STANDARDS

- *Child Wellbeing and Safety Act 2005* (Vic) (Part 2: Principles for Children)
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011:
- *National Quality Standard*, Quality Area 2: Children's Health and Safety

- Standard 2.2: Each child is protected
 - Element 2.2.1: At all times reasonable precaution and adequate supervision ensure children are protected from harm and hazard.
- Occupational Health and Safety Act 2004



The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

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 outside when the UV level is 3 or above.
- Shoulders must be covered.

Footwear specific requirements include:

- Footwear needs to be appropriate to enable educators to move safely and quickly should the need arise.
- Footwear must be secure and have an ankle strap, but can be open toed for normal daily wear. No thongs or slides.
- Closed toe footwear should be worn when any heavy lifting or moving furniture/outdoor equipment, for example on set up and pack up days, working bees etc.

SOURCES AND RELATED POLICIES



SOURCES

- Cancer Council Australia: www.cancer.org.au/sunsmart
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *National Quality Standard*, Quality Area 2: Children’s Health and Safety
- SunSmart: www.sunsmart.com.au

RELATED POLICIES

- Sun Protection Policy
- Occupational Health and Safety Policy
- Nutrition and Active Play Policy
- Supervision of Children Policy

EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness
 - monitor the implementation, compliance, complaints and incidents in relation to this policy
 - keep the policy up to date with current legislation, research, policy and best practice
 - revise the policy and procedures as part of the service's policy review cycle, or as required
 - notify parents/guardians at least 14 days before making any change to this policy or its procedures.
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ATTACHMENTS

- nil
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AUTHORISATION

This policy was adopted by the approved provider of Emma McLean Kindergarten and Daycare is committed to March 2025

REVIEW DATE: March 2028
