



The Hutchins School: Children's Services

CS-106: Clothing and Comfort Policy

Key Legislation	National Quality Standard for Early Childhood Education and Care and School Age Care: Standard 2.1: <i>Each Child's Health is Promoted.</i>
Commencement Date	1/1/2011
Last Review Date	21/2/2016

1. Purpose

The primary purpose of this policy is to ensure that children are appropriately, comfortably and protectively clothed while in care at The Hutchins School.

2. Scope

This policy applies to The Hutchins School: Children's Services.

3. Objectives

This policy exists primarily to ensure the health and safety of children entrusted to the care of The Hutchins School's Children's Services. The Clothing and Comfort Policy is accepted as being of high priority; both in terms of the uniforms expected and required while in attendance at the School, and in terms of the responsibility toward ensuring that children are dressed in appropriate and protective clothing. In meeting the service's duty of care, both management and staff are required to implement and adhere to this policy.

4. Definitions

The Hutchins School: Children's Services A term used to denote The Hutchins School: Outside School Hours Care & Kindergarden (collectively).

OSHC The Hutchins School: Outside School Hours Care

Kindergarden The Hutchins School: Kindergarden (including Pre-Kinder)

Clothing The term 'clothing', for the purposes of this policy, includes:

- *Sleepwear (where relevant);*
- *Sun protective clothing, including hats and swimwear;*
- *Clothing for messy play, including aprons, smocks etc.;*
- *Clothing for changing weather conditions and temperature of play environments;*
- *Clothing to facilitate learning self-help skills (e.g. dress-ups);*
- *Footwear for excursions and play experiences, such as climbing and running.*

Comfort A state of reassurance, satisfaction and ease, free from anxiety or pain.



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5. Policy Information

Clothing during School Hours is expected to be in line with the School's defined uniform. These standards are clearly outlined in the Parents' Handbook, Staff Handbook and Student Diary. All of the clothing provided for families through the School itself is in accordance with Australian Standards for sun protection and comfort. The uniform itself varies between cooler and warmer months, in order to best facilitate the optimal comfort level for the children in our care.

Clothing for messy play is required during any art and craft activity where reasonably or logically appropriate. Such experiences may include, but are not limited to:

- *Painting / collage;*
- *Clay or water play;*
- *Papier Mache; and*
- *Cooking*

Footwear in the School environment should be as per the proscribed uniform. Children in the Kindergarten are expected to have simple, Velcro-strapped shoes, in order to best facilitate self-help and independence. Activity-specific clothing is outlined in parent documentation at the beginning of the year (for example, gumboots for wet weather play).

Protective Behaviours and Practices

Many of the protective behaviours and practices that involve clothing are outlined in the Child Protection Policy. In summary:

- *It is not considered appropriate for staff to supervise school-aged children when dressing or undressing.*
- *It is, however, sometimes appropriate (or necessary) for staff to supervise or assist the younger children in the Kindergarten and OSHC with their clothing needs. Wherever possible, this should be done with a second staff member present.*

Children do, however, retain the right to privacy and security at all times.

Clothing on Excursions

Children participating in excursions will be expected to wear appropriate clothing. Holiday Programs state the need for specific items of clothing to suit whatever weather may eventuate (e.g. hats for sun protection, a warm coat for cooler weather, and sensible, practical shoes. Other items depend on the excursions themselves). Staff will endeavour to ensure that all children are wearing clothing that is appropriate for the excursion listed; children who are in clothing that is inappropriate or inadequate for the weather conditions or excursion will have their parents contacted in order to correct the situation.



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Hats and Sun Protection

In the interests of health and safety, the following standards apply when and where it is deemed necessary (for further detail, refer to the School's [Sun Protection Policy](#)):

- *Children are required to wear a school sun hat which protects their face, neck, and ears whenever they are outside in the sun (either legionnaire design or wide brimmed hat).*
- *Those children who do not have a hat with them will have to either play in a shaded area or stay inside. On excursion days when this is not an option they will be given loan of another hat.*

Information Distribution

The School and its Children's Services bear the responsibility for informing the decisions made by parents in relation to their children's clothing. For this reason, the School's Clothing and Comfort policies and procedures are outlined in the Parent Handbook, enrolment forms, newsletters, excursion permission forms, and Vacation Care programs. For consistency, and for appropriate role modelling, staff are also expected to adhere to and uphold the principles of this policy.

6. Supporting Procedures / Guidelines

n/a

7. Legislative Documentation and Standards

National Quality Standard for Early Childhood Education and Care and School Aged Care, Canberra, ACT, 2009.

Quality Area 2: Children's Health and Safety

- **Standard 2.1: Each Child's Health is Promoted**
- **Standard 2.3: Each Child is Protected**
 - *Element 2.3.2: Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury*

Belonging, Being and Becoming: The Early Years Learning Framework, Canberra, ACT, 2009.

My Time, Our Place: The Framework for School Age Care in Australia.

Education and Care Services National Law Act 2010.

Education and Care Services National Regulations 2011: Regulation 99; 168, 168(2)(h).



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8. Referenced External Documentation

Frith, J., Kambouris, N., & O'Grady, O. (2003). Health & safety in children's centres: Model policies and practices (2nd ed.). NSW: School of Public Health and Community Medicine, University of New South Wales.

Kennedy, A. & Stonehouse, A. Fact Sheet 4: Planning for Outdoor and Active Play. *Shared Visions for Outside School Hours Care*. Melbourne: Newton Press, 2004.

Kennedy, A. & Stonehouse, A. Fact Sheet 7: Supervising Excursions. *Shared Visions for Outside School Hours Care*. Melbourne: Newton Press, 2004.

Kennedy, A. & Stonehouse, A. Fact Sheet 8: Guiding Children Towards Positive and Responsible Behaviour. *Shared Visions for Outside School Hours Care*. Melbourne: Newton Press, 2004.

The Cancer Council Australia. *Position Statement: Sun Smart*. Retrieved from <http://www.cancer.org.au/policy/positionstatements/sunsmart.htm>, October 16th, 2009.

The Cancer Council Australia. *Position Statement: Risks and Benefits of Sun Exposure*. Retrieved from <http://www.cancer.org.au/File/PolicyPublications/PSRisksBenefitsSunExposure03May07.pdf>, October 16th, 2009

The Cancer Council Australia. *Position Statement: Sun Protection in the Workplace*. Retrieved From http://www.cancer.org.au/File/PolicyPublications/Position_statements/PS-Sun_protection_in_the_workplace_May07.pdf, October 16th, 2009.

9. Record Keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept on Sharepoint (Policies) and is read-only in PDF form. All printed copies are uncontrolled.



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10. Policy Owner

The Hutchins School Headmaster

11. Policy Review Details

<i>Date</i>	<i>Changes made under review</i>
21/02/2014	Policy placed in new (2013) template. Minor changes made to terms contained within the document to preserve continuity with the NQF and EYLF (e.g. "staff" becomes "educators" and so on). No major changes to procedures.
21/2/2016	Policy updated to include minor changes, primarily for pre-kinder aged children (3-4).