



CHILDREN'S SERVICES

Clothing and Soiled linen Policy

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1. Introduction

Children's Services Educators will ensure the children needs are being met to promote comfort, safety, and protection within the scope of the services requirements. The Educators will minimise risks and exposure to diseases through body fluids and soiled linen by using recommended standard infection control precautions.

2. Scope

This Policy applies to all Children's Services operated Coast Services Group Limited (a wholly owned subsidiary of CCCL) and our employees. This applies to Occasional Care and Outside school hours care services.

3. Policy

This policy outlines the Children Services Team and Families responsibilities in regards to children's clothing and Educators managing child related hygiene issues, such as soiled clothing. This will be seen as a shared role with families being requested to label items for easy identification.

4. Procedures and Implementation

Children Services Educators will:

- 4.1 Educators will support children in making decisions about their clothing through role modeling for example; wearing hats, jumpers.
- 4.2 Children will be assisted in dressing themselves through support, dress up activities and guidance.
- 4.3 A Lost Property Box is located at the service. Families are advised of its location and encouraged to look through this. Educators will Endeavour to identify the owner of each item. After a month the items may be donated to charity or used for spare clothes at the service.
- 4.4 Educators will Endeavour to locate missing items within the service. A sign will be posted if necessary, to advise other families.
- 4.5 Families and Educators will be encouraged to prevent the loss of belongings by following the below reasonable steps;
 - 4.5.1 Labeling children's jumpers/jackets after removal if possible.
 - 4.5.2 Ensuring belongings are put away throughout the day. Children will learn to take responsibility for their belongings by putting away their jumper, shoes etc as part of routine and transition.
 - 4.5.3 Putting children's shoes and socks on before the child is collected.
 - 4.5.4 Storing shoes in one location with socks tucked inside
 - 4.5.5 Keeping the learning environment tidy so that lost items are less likely to occur.

- 4.6 Bulky clothing, shoes or dangerous items such as jewellery will be removed for sleep.
- 4.7 Dirty and wet clothing will be removed immediately so that the child is dry, clean and comfortable.
- 4.8 Aprons will be provided during messy play experiences to minimise damage or wear to clothing.
- 4.9 Soiled clothing will be stored in a secure bag in the child's bag and the parent/guardian will be advised on arrival.
- 4.10 Linen will cover the whole portable bed/mattress so that Children do not lie directly on the bed.
- 4.11 When not in use children's sheets will be stored individually to avoid cross contamination.
- 4.12 Linen will be washed weekly or at the end of the child's weekly attendance. Soiled Linen will be soaked separately to remove bulk contamination, and then it will be washed separately in warm to hot water with detergent and dried out in the sun if possible or on hot in the dryer.
- 4.13 Linen, cots and beds will be cleaned between each child's use and we encourage the children to use the same cot for consistency and hygiene.

5 Parents/Guardians who use Children's Services will:

- 5.1 Families are encouraged to dress their child in clothing which is appropriate for play an daily routines ie
 - 5.1.1 Not "best" clothing as messy play may occur during learning experiences.
 - 5.1.2 Safe Clothing, non restricted or loose clothing that could catch on equipment.
 - 5.1.3 Clothing that assists children's development of self help skills
 - 5.1.4 Enclosed shoes that allow for safe physical play
 - 5.1.5 Clothing which provides appropriate sun protection such as tops with sleeves
 - 5.1.6 Clothing which supports the Educators in the execution of daily routines e.g. nappy changing or sleep/rest times.
 - 5.1.7 Families are asked to supply a spare set of clothing which meets the above criteria each day.
- 5.2 Children are to be dressed in clothing suitable for the season and weather conditions. Educators will assist children in making decisions about wearing or removing a jumper/jacket to ensure children individual comfort.
- 5.3 Families are asked to supply a legionnaire-style/full brimmed hat that is labeled with the child's name.
- 5.4 All items of clothing including shoes and socks should be clearly labeled with the child's name using a waterproof marker or sew on labels.
- 5.5 In the event that a child requires a change of clothes and no additional clothing is available, children will be provided with clean appropriate spare clothes to wear which are to be washed by the family and to be returned to the service the following day of attendance. The Service only has a limited supply of certain clothing item therefore can't be relied on by families.

- 5.6 Families will send children in appropriate footwear. Thongs and slide on shoes are not considered to be appropriate. To assist in the prevention of injuries, lace up/buckle up or Velcro shoes enclosed shoes are recommended.
- 5.7 Families should advise the service of missing belongings immediately.
- 5.8 Families are encouraged to bring their child's clothing in an appropriate sized bags which is clearly labeled. Bags are stored in lockers in the Occasional Care on outside the service for Out of School Hours Care.
- 5.9 Dress up clothes to be cleaned on a regular basis to maintain cleanliness.
- 5.10 Vacation Care excursion shirts will be washed, dried and folded by Educators for the next excursion day where needed.
- 5.11 Children's sleep comforter should be maintained in a clean and hygienic way. It will be returned to the family each day and cleaned regularly.
- 5.12 Children's individual sleeping bags or wraps will be returned to the families for washing at the end of each day.

6. Procedure for cleaning up after toileting accident: See attached procedure

One staff member will clean and disinfect area where the child has had toileting accident by putting on a disposable glove and soaking up urine puddles with a disposable nappy or paper towel. Then wiping the area with paper towel and disinfectant. Paper towel and gloves will be disposed of in a sealed plastic bag

Educator will reassure the child

- 6.1 Educator will put on disposable gloves
- 6.2 Remove wet or soiled clothing empty any faeces from underwear into toilet
- 6.3 Seal clothing in a plastic bag then place that bag in another bag
- 6.4 Use baby wipes or disposable cloths to clean the child or wash with running water in the bathing facility
- 6.5 Seal gloves and soiled clothes in a plastic bag and dispose in nappy bin
- 6.6 Dress child
- 6.7 Wash hands and child's hands
- 6.8 Soiled undergarments may be disposed of if necessary; this needs to be communicated to the family.
- 6.9 Children's soiled clothes will not be rinsed for hygiene reasons.

Other related policies and procedures

WHS Safety