



# Vale Park Preschool

## **Changing Clothes Procedure**

Sometimes, while children are eating or playing, their clothes may become dirty or wet. With their attention firmly fixed on a task, or a reluctance to stop play, children will occasionally “have an accident” and soil themselves. This is a natural function of growing up and toilet training. Children will be at different stages of their training and such occurrences will happen, that require the changing of clothes.

### **Rationale**

At Vale Park Preschool we do not like children to be wearing clothes that are unnecessarily wet or soiled. It is neither comfortable nor hygienic for the child.

### **Changing Clothes Procedure Aims**

Sometimes children need to have their clothes changed whilst at the preschool. This Policy aims to provide guidance for educators when changing all children’s clothes.

### **Strategies**

#### **Guidelines**

- If a child's clothes require changing, it is important to respect their privacy.
- The safety and welfare of the child is paramount.
- During the changing process the supervising adult will ensure they have informed another educator.
- During the changing clothes process the supervising adult will ensure they remain visible whilst changing clothes and assisting children to use the facilities (change table and sink) in the change room.
- Families are encouraged to provide at least one complete change of clothing, stored in the child’s preschool bag.

### **Responsibilities**

#### **Educators**

- Educators will support the child to collect their spare clothes from their bag and bringing them to the bathroom. If the child has no spare clothes, preschool spare clothes will be used.
- The educator will support the child in the process of changing their clothes and putting the wet/soiled clothes into a plastic bag and into the child’s preschool bag to take home.
- If the child is unable to remove the soiling independently and requires assistance; the educator will use the facilities in the change room. (change table and sink)
- Reassurance and comfort will be given to the child and the child’s dignity will be maintained at all times.
- The staff member will record the change in the Changing Clothes Book (kept in the change area on window sill)
- A copy of the Changing Clothes form will be placed in the family’s communication pocket. An orange dot will be placed on the sign in/out sheet. Advise other Educators of the incident.
- The parent/caregiver will be informed of the incident and will be asked to return any preschool clothes after washing.
- If a child requires underwear from the preschool, new underwear will be supplied at a small cost. (A notice will be placed in the families communication pocket) if this occurs.
- If a child soils their clothes on a regular basis there may be an underlying problem that needs to be discussed with their parents/care giver.
- 

#### **Parents**

- Parents will be made aware of this Policy at the parent information session.
- Parents will need to ensure that their child has at least one change of clothes with them at the preschool.

- The parent/caregiver will be informed of the incident and will be asked to return any preschool clothes after they have been washed.

This Policy will be shared with all new staff and families, and is also available on the preschool's website and in the Preschool Policies Folder.

## **Changing Clothes Procedure**

This Policy has been developed in consultation with the Governing Council, staff and families of the centre.

This Policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance for the Preschool.

The Governing Council endorsed this Policy on:

Date: 10<sup>th</sup> May 2016