

# Changing Children's Clothes Procedure For Holden Hill Kindergarten

When children's clothing needs changing, a record needs to be kept via the Accident Record Book stating:

- Date
- Child's name
- Reason
- Staff member who assisted the child
- Whether kindergarten clothes were used and need returning.

Children are encouraged to change themselves whenever possible and wet/soiled clothing is to be placed in a sealed plastic bag and placed in the child's kindy bag. If the child does not have a spare change of clothes in their bag to be used, the staff will use the spare clothes at the kindergarten for the child. These clothes must be washed and returned to the Centre. It is helpful to provide a change of clothes as children feel more comfortable in their own clothes.

Staff will maintain hygiene standards at all times. Disposable gloves must be worn by the adult when changing children's clothing. Gloves must be disposed of by turning inside each other and placed in the bin.