

Holden Hill Kindergarten and Occasional Care

Changing Children's Clothes Procedure



When children's clothing needs changing, a record needs to be kept via the "Record of Children's Clothing and /or Nappy Changes" form, located in the children's bathroom. The record must include:

- Child's name
- Date
- Why changed
- Staff member
- Witness

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 spare clothes from kindergarten. If spare clothes are provided, caregivers must wash and return them to kindergarten. It is helpful to provide a change of clothes from home 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.

Signed: *P. N. Huppelto* Director Date: 06/12/2022

Reviewed: *P. N. Huppelto* Director Date: 10/03/2023

Scheduled for review: March 2025