



Children's clothing procedure (BREAKAWAY)

Aim

To prevent damage to children's clothing due to incorrect washing or drying, laundry of children's personal clothing will not be undertaken unless the items are soiled. In such cases, clothing will be laundered in accordance with the care instructions on the garment's label. Items will not be tumble dried to avoid the risk of shrinkage or damage.

Procedure

Clothing lists **MUST** be completed for each child each time they receive an overnight stay at Breakaway.

Lists are either complete by –

- i) The staff member allocated to work with the child, a worker who has been allocated by the shift leader to complete this or by the young person's parent/carer.
- ii) If a parent/carer writes a clothing list (this may not be on a Breakaway list) the clothes must still be checked off and ticked to say they have come into the unit. The worker checking against the parent/carer's list must sign and add which room the child is staying in.

Upon completion, the clothing list will be placed in the handover file for checking when the child is ready to go home. The staff member responsible for checking the clothing out must sign and date the list. After the child departs, the clothing list will be retained in the Clothing Lists file for one month before being securely disposed of.

When preparing the clothing list, staff must provide as much detail as possible to accurately describe each item, including the colour, pattern, size, manufacturer, and the initials of the staff member who labelled the clothing.

The completed clothing list is stored in the shift leader's file. After the child leaves, and the items have been checked out, the list is transferred to the Clothing Lists file for a period of one month.

Upon the child's arrival at the unit, staff must check the child's overnight bag for any contraband items, such as sharp objects, scissors, blades, or extra medication, and note any findings on the clothing list. Any contraband must be securely locked away and returned to the parents at pick-up time, with a clear reminder not to send such items in the child's bag.

For children residing permanently at Breakaway, an inventory of all personal belongings, including clothing, is maintained. If any items are damaged, torn, or missing, they will be removed from the inventory, and any replacements will be added accordingly.

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