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Service Stream	Families and Young People Services	Category	Residential Care and Transition Services
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Purpose

The purpose of this Information Paper is to ensure clothing needs for people we support within Mercy Community's (MC) Residential Care and Transition Services (RCaTS) are met and accurately documented. This will include details of how best to approach purchase of clothing allowance from entry to exit. It will also provide an inventory of items to support understanding the clothing needs of each person we support.

Implementation

- At the point of entry, each person we support should receive a welcome kit, which includes new bedding, towels, and toiletry items.
- The *FS FORM RCaTS Young Person Clothing and Footwear Checklist* is to be completed upon entry of new children/young people; best to occur within the first week to ensure that child/young person has the necessary and adequate clothing and footwear items.
- The *FS FORM RCaTS Young Person Clothing and Footwear Checklist* is to be conducted twice yearly in October and May thereafter by Residential Care Workers (RCWs) or Supported Independent Living Program (SILP) workers.
- The person we support is to be present when completing the Checklist and participate, where appropriate.
- Senior RCW (SRCW)/SILP Caseworker to add new items of clothing to the person we support's CTARS Possessions Record after purchase.
- Clothing and footwear sizes for each person we support are to be recorded to assist in purchasing new items.
- Discussion may need to occur regarding types of clothing that may be purchased with clothing allowance to ensure that this is conservative and age-appropriate attire. At times, requests for brand name items may occur and this will need to be considered based on the amount of clothing the child has and aligned with the budget. People we support can purchase additional brand name/designer items if they are in receipt of wages and/or Youth Allowance.
- Develop a plan with the person we support regarding old clothes and what to do with them (e.g., donate to charity, hand down to younger siblings or keep them in a memory storage box if the item has significance to them).
- Old, ripped and torn, or stained clothes are to be removed from the person we support's cupboard, unless retained for sentimental reasons.
- RCWs/SILP workers are not permitted to dispose of any item of clothing without prior discussion with the person we support.
- Completed audit to be emailed to the Care Team Leader (CTL)/SILP Caseworker to monitor quarterly clothing allowance and to be uploaded to CTARS.
- CTL/SILP Caseworker to plan time on the person we support's planner for the clothing allowance to be completed. Consideration to be given about how to purchase clothes using an MC credit card.
- If the person we support is not present at the time the clothing shop is to occur, it should be rescheduled. There may be occurrences where a person we support requires necessary undergarments, however, is frequently absent from placement. In these instances, if the size is known, it would be appropriate to purchase without them being present.

Approval Date	26 May 2023	Implementation Date	26 May 2023	Review Date	26 May 2025
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Related Documents
FS FORM RCaTS Young Person Clothing and Footwear Checklist