

# STAFF AND STUDENT DRESS CODE POLICY

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## PURPOSE

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This policy will provide:

- guidelines for all staff and students doing work placement at Cooraminta Children's Centre to ensure that a positive professional image of Cooraminta Children's Centre is promoted to the families and the community.
- procedures to ensure staff and students working at Cooraminta Children's Centre are dressed appropriately to minimise health and safety risks in their daily work.

## POLICY STATEMENT

### 1. VALUES

Cooraminta Children's Centre is committed to:

- Providing a safe and secure environment for all at the service.
- Ensuring that staff and students promote a professional image to families and the community.
- Respect the cultural norms and expectations of dress within the community.

### 2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and students on placement when they are involved in the programs and activities of Cooraminta Children's Centre.

### 3. BACKGROUND AND LEGISLATION

#### Background

A Dress Code establishes a standard of dress to be followed by the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and students on placement at the service.

- It has been identified that there are community members who are sensitive to appropriate skin coverage and A Dress Code will ensure that all staff and students doing placement are mindful of cultural norms and expectations.
- The Approved Provider and Nominated Supervisor have a duty of care to the children attending the service and must ensure "that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and any hazard likely to cause injury" (National Law: Section 167). Educators must at all times be dressed in a manner to be able to respond to children's needs and impulsive actions that may require quick responses.
- Employers have a legal responsibility to provide, as far as practicable, a safe workplace.

#### Legislation and standards

Relevant legislation and standards include but are not limited to:

- Child Wellbeing and Safety Act 2005 (Vic), as amended 2011.
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

## 4. DEFINITIONS

- Respect: Value the rights, religious beliefs and practices of individuals.
- Student: A person undertaking a practicum placement as part of a recognised early childhood qualification. The student will be supported by an educational institution in the completion of their placement.
- Duty of Care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

## 5. SOURCES AND RELATED POLICIES

### Service policies

- Child Safe Environment Policy
- Inclusion and Equity Policy
- Occupational Health and Safety Policy
- Participation of Volunteers and Students Policy
- Staffing Policy
- Supervision of Children Policy.

## PROCEDURES

The Approved Provider and Nominated Supervisor are responsible for:

- Developing a professional Dress Code for all staff and students (refer to attachment 1).
- Ensuring that all staff currently working at the service are provided with a copy of the Dress Code Policy.
- Ensuring that all new staff members and students are given a copy of the Dress Code Policy during induction into the service.
- Ensuring that all staff and students adhere to the Dress Code Policy.

Certified Supervisors, other educators and students are responsible for:

- Reading the Dress Code Policy.
- Adhering to the Dress Code Policy (see attachment 1) at all times.

## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Regularly seek feedback from everyone affected by the policy regarding its effectiveness.
- monitoring implementation, compliance, complaints and incidents in relation to the policy and procedures
- keeping up to date with current legislation, research, policy and best practice
- observing changes to the service environment e.g. increased/decreased enrolments
- revising the policy and procedures in light of the above

- notifying parents/guardians at least 14 days before making any changes to the policy or its procedures (this is a requirement under Regulation 172 of the National Regulations for policies mandated by law and would be considered Best Practice for all service policies and procedures).

## **ATTACHMENTS**

Attachment 1: Cooraminta Children's Centre Staff/Student Dress Code.

## **AUTHORISATION**

The policy was adopted by the Approved Provider of Cooraminta Children's Centre on the 16<sup>th</sup> of December 2016.

**REVIEW DATE: 15 / 03 /2019 – 03/09/2020**

# ATTACHMENT 1

## STAFF STUDENT DRESS CODE

At all times, educators, students and other staff will present themselves in clothing and footwear that is neat, clean, respectful, and in good condition.

- Footwear needs to be appropriate to enable educators to move safely and quickly should the need arise. Footwear such as thongs and backless shoes are not considered to be suitable or safe for educators in their roles. Educators may wear open toe sandals but need to be aware that Cooraminta Children's Centre does not endorse this footwear and will not be responsible for any injuries inflicted on unprotected toes.
- Skirts and dresses need to be of reasonable length to allow for bending, moving freely and sitting comfortably on the floor with children.
- Knee length or longer shorts in good condition are acceptable, however shorts made of t-shirt or track suit fabric are not suitable. Shorts that bare most of the legs are not professional attire.
- Jeans and trousers need to be presentable and in good condition. Track suit bottoms and trousers made of track suit material are not acceptable professional attire.
- Tights/leggings may be worn under skirts or dresses, but are not an appropriate outer garment alone.
- T-shirts, tops, shirts and blouses need to be neat and appropriate to allow educators to work and move comfortably. It is not appropriate for educators to wear low cut, cleavage or midriff baring or singlet style tops. Shoulders should be covered for sun safety and modelling appropriate coverage of the skin in hot weather to children.
- Inappropriate or suggestive words, pictures or graphic images on clothing may not be worn.
- Educators are required to be positive role models for children and families and wear a hat outdoors on days that have a UV rating over three.

If educators, students or any other staff have any queries related to the appropriateness of dress they may direct questions to the director.