



# C&K EVERTON PARK Dress Standard Policy



## Commitment

As an organisation that offers services to the community, employees are expected to dress and present appropriately and professionally at all times. Regardless of the employee's level of interaction with children and families, each employee projects the reputation of the kindergarten. It is expected that all early childhood professionals and office based employees dress and present accordingly, and to a standard that reflects the nature of their work.

Issues of health, safety and professionalism inform this Dress Standard Policy. Clothing is to be respectful and appropriate, whilst supportive of the cultural diversity of our workforce, families and communities. Clothing should be appropriate for the activity undertaken and minimise the risk of injury to the employee and others including, children.

## Scope

This policy provides a framework to guide C&K Everton Park Kindergarten employees, students (when completing placement) and volunteers.

Failure to adhere to this policy, or any of its associated documents, may result in disciplinary action being taken up to and including termination of employment.

## Definitions & Acronyms

**Personal Protective Equipment (PPE)** – safety equipment used to help employees in protecting themselves from hazards or work environments, as outlined in the relevant policies and procedures relating to a particular activity.

**Business Casual** - relating to or denoting a style of clothing that is less formal than traditional business wear, but is still intended to give a professional impression.

**Smart Casual** – neat, yet relatively informal in style

## Policy Statement

As an organisation that offers services to the community, all employees are expected to dress and present appropriately, professionally and to a standard that reflects the nature of their work at all times; during work hours and when representing C&K Everton Park Kindergarten outside of work hours. Additionally, if an employee is wearing clothing that identifies C&K Everton Park Kindergarten as an employee outside of work hours, they are to behave in accordance with the C&K values (integrity, respect, collaboration, courage and safety) and C&K Everton Park Kindergarten Code of Conduct.

Employees must ensure that their attire does not present a safety concern and is in accordance with relevant policies and procedures.



## Personal Grooming and Hygiene

Employees are expected to be groomed in a manner consistent with the job performed, workplace health and safety standards and in a manner that will not be offensive to a reasonable person

Employees are to be clean, tidy and maintain a good standard of personal hygiene

### Clothing is

- to be neat and clean
- not too tight, too short or ill-fitting
- covers appropriately for modesty and sun protection
- be conducive to active participation with children, parents, colleagues and visitors
- appropriate for the employee's role/work being undertaken and to allow safe manual handling
- If an employee is required to formally represent C&K Everton Park Kindergarten publically, clothing is to be worn suitable for the type of event.

### Footwear

- Shoes are to be well presented, in good condition and appropriate for the role/work being undertaken
- When working at the Kindergarten, shoes worn should:
  - ✓ have flat or moderate heels
  - ✓ have non-slip soles
  - ✓ be a sensible design to assist with avoiding slips, trips & falls (eg enclosed shoes or sandals with a strap around the back of the ankle may provide more stability).

**Note:** *When engaged in play with children, shoes are not required to be worn*

### Jewellery

- accessories and jewellery is to be appropriate for the role/work being undertaken and not excessive so as to ensure the health and safety of individuals and children
- Jewellery must not pose a risk to staff or children during work duties (including in reference to infection control and manual handling)

### Name Badges

- Employees are required to wear a name badge whilst at C&K Everton Park Kindergarten.

### Personal Protective Equipment (PPE)

- PPE is to be used in accordance with relevant C&K policies and procedures
- Employees are to practise and role model *Sun Safety*, in accordance with the relevant Sun Safety procedures
- All employees, volunteers and students are expected to wear a wide brimmed hat, as well as sunscreen whilst working outdoors
- Employees are strongly encouraged to wear sunglasses that comply with Australian and New Zealand Standards when working outdoors

## Responsibilities

### Responsibilities of employees, volunteers and students:

- Presenting themselves as professional role models to families, children, colleagues, students, contractors, volunteers and visitors and in accordance with C&K's values of integrity, respect, collaboration, courage and safety
- Ensuring compliance with this policy and other C&K policies and procedure that require the use of PPE and maintaining a professional image

### Responsibilities for Managers:

- Providing leadership, direction and guidance to employees in relation to the C&K Everton Park dress standards, and to ensure compliance
- Managers are expected to act as a role model and set an example to all employees and as such must meet appropriate and expected standards in accordance with this policy. This means adopting a professional presentation appropriate to the role and responsibilities, their work environment and the people with whom they meet both on and off site (office/service)
- Appropriately addressing unacceptable and/or unsafe dress and/or hygiene with employees and in a timely manner
- Ensure employees fulfil WHS requirements in relation to PPE, as per relevant policies and procedures

### References

- *C&K Dress Standards Policy*
- *C&K Code of Conduct*
- *C&K Everton Park Kindergarten Code of Conduct*
- *C&K Procedures Sun Safety Procedure*
- *Workplace Health and Safety Act 2011 (Queensland)*