

Policy HR: 19 Dress Standards

Area – People and Culture

Document Control	
Responsible Officer:	Policy Number:
General Manager – People and Culture	HR: 19
Contact Officer:	Policy Area:
HR Manager - Operations	HR Operations
Effective Date: 20 September 2016	Review Date: 31 July 2020

Scope

This policy provides a framework to guide C&K employees, students (when completing placement at C&K services), volunteers, C&K Central and C&K branch service employees.

This policy excludes C&K affiliate and associate members.

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.

Introduction

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 organisation. 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 C&K's Dress Standards 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.

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 outside of work hours. Additionally, if an employee is wearing clothing that identifies C&K 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 Code of Conduct.

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

1. 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

2. General Guidelines

2.1 Clothing

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

Important to note:

- If an employee is required to formally represent C&K publically, clothing is to be worn suitable for the type of event.
- C&K Central employees are expected to wear appropriate 'business casual' at all times whilst working
- C&K employees can purchase and wear C&K branded polo shirts. Click [here](#) to access the uniform order form. If polo shirts are purchased, they are to be:
 - Royal blue
 - Light blue
 - Pea Green
 - Purple or;
 - Orange

2.2 Footwear:

- Shoes are to be well presented, in good condition and appropriate for the role/work being undertaken
- When working or visiting a service; shoes worn should:
 - have flat or moderate heels
 - have non-slip soles and sandals must strap around the back of the ankle

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

2.3 Jewellery

- When working in or visiting a service/s, 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)

3.0 Name Badges

All C&K employees are required to wear a name badge whilst at a C&K service.

4.0 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 care and protection 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 Standard (AS/NZS 1067:2003) or labelled EPF 10 (in accordance with the Sun care and protection procedure – SO:01.01)

Responsibilities

1.0 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

2.0 Responsibilities for Managers:

Managers are responsible for:

- Providing leadership, direction and guidance to employees in relation to the C&K 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

Support or Advice

Any questions related to the content of this policy or its interpretation should be directed to:

- C&K Children's Services Manager
- C&K HR Operations Team (hr@candk.asn.au)

Links to associated documents

Document	C&K Code of Conduct
Form	Uniform Order Form
SO01.01	Procedure Suncare and Protection

Acknowledgements and references

Workplace Health and Safety Act 2011 (Queensland)

Revision record

Version	Approval Date	Authorised by	Effective Date	Review Cycle	Next review date
1.0	20/9/2016	Michael Tizard/ELT	20/9/2016	Biennially	20/9/2018
2.0	31/7/2018	Retha du Plessis (as per Rolanda)	31/7/2020	Biennially	31/7/2020