

Warradale Community Children's Centre acknowledges the traditional custodians of the land we live on today and we pay our respects to the Aboriginal and Torres Strait Islander People past, present and emerging.



Staff Dress Code Policy

National Quality Standard (NQS)

Quality Area 4: Staffing Arrangements		
4.2.2	Management, educators and staff are collaborative, respectful and ethical.	Professional standards guide practice, interactions and relationships.

Quality Area 7 Governance supports the operation of a quality service.		
7.1.2	Management Systems	Systems are in place to manage risk & enable effective management and operation of a quality service.

Aim

To ensure educators/ staff are not putting themselves and others at risk by wearing clothing and footwear that may cause injury. In addition to this, the way educators / staff dress contributes to the professional image of the centre.

Implementation

Warradale Community Children's Centre requires educators & staff to be dressed in a manner that:

- Ensures the safety, health and hygiene of children, educators/staff.
- Maintains a friendly yet professional education and childcare image.
- Provides a positive role model to the children.
- Is comfortable to wear and allows the educator/staff member to safely perform their duties.
- Is sensitive and respectful of differing backgrounds, cultures and additional needs.
- Educators/staff must be aware of their obligations under the Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011, and conditions of employment to abide by Centre Policy
- All new educators / staff will be given clear information about the services Staff dress code at the time of their induction.

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- It is recommended that educators keep a set of spare clothes in their locker in case of accidents.

Clothing:

Educators /staff are required to dress in clean and tidy clothing that is suitably loose to give freedom of movement when involved in manual handling activities, and meets the following requirements:

- Covered shoulders and high-necked tops and shirts. Polo shirts with the centre logo and educator/staff name are recommended but not compulsory.
- Mid-thigh or longer pants that are not torn or ripped.
- Short skirts and trackpants are not permitted.
- Leggings may be worn providing a long length top or tunic is worn over the leggings and does not expose the body silhouette.

Footwear:

- All staff must wear closed in shoes at all times.
- No spiked heels, thongs, ugg boots, slippers or shoes without a back are to be worn.
- Footwear must be safe and comfortable without attachments that may cause injury to educators/ staff or children.

Hair:

- In the interests of health & hygiene educators/ staff must ensure their hair is clean and tidy, and that long hair is tied back.

Jewellery:

- Earrings or other jewellery that dangles, is sharp and pointy, or may be grabbed or pulled by a child is not to be worn.
- Piercings on exposed parts of the body which could cause injury to the employee or children should be kept to a minimum and consist of studs rather than rings.
- Acrylic nails are not permitted in the kitchen. Educators working with children will need to keep their natural nails or acrylic nails short to ensure the safety of the children and themselves.

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Hats & Sunglasses:

- It is a requirement that educators/staff wear a hat which provides shade to the face and neck, whenever they are outside, to ensure protection from the sun's harmful ultra violet rays, and provide appropriate role modelling for the children, who must also wear their hats.
- Warradale Community Children's centre recommends that educators / staff also wear sunglasses whilst outside, however this is optional.
- Sunglasses must only be worn outside, and reflective sunglasses should be removed whenever an educator/staff member is talking to children or parents to maintain eye contact.

Source

Australian Children's Education & Care Quality Authority. (2014).
 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
 ECA Code of Ethics.
 Guide to the National Quality Standard.
 Revised National Quality Standards.
 Cancer Council www.cancerCouncil.com.au
 Work Health & Safety Act 2011
 Work Health & Safety Act 2011.

Record of Policy Adoption and Amendment:

Version	Date	Details	Author	Next Review Date
1.0	30/7/19	Policy developed	Trish Cook	July 2021
1.1	31/7/23	Regulations on top and acknowledgement. Minor adjustments to our implementation	Michelle and Pamela	31/7/2024

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		of staff induction regarding Safe dress code.		
1.2	Sept 2024	No change	Lori Hay	Sept 2025