

8.21 Educator Uniform and Personal Presentation Policy

Policy Statement

The Middle Park State School P&C Executive Committee, as the Approved Provider, requires that educators and other staff working with children at Middle Park State School Outside School Hours Care present themselves and wear a standard of dress appropriate to the circumstances and environment in which they will be working. In administering this policy, consideration will be given to any work, health and safety requirements and the need to ensure that clothing worn by educators is neither offensive nor hazardous while being appropriate for the setting.

Related Policies

- 4.8 Sun safety
- 8.1 Role and Expectations of educators
- 8.3 Recruitment and employment of educators
- 8.5 Volunteers
- 8.6 Employee and Volunteer Grievance
- 8.9 Code of conduct
- 8.10 Employee Orientation and induction

Roles and Responsibilities

Approved Provider	<ul style="list-style-type: none">• Ensure that policies are equitable and fair.• Ensure that policies take workplace health and safety procedures, cultural and professional aspects into consideration at all times.• Support the Nominated Supervisor in accessing adequate stock of uniforms to support the needs of the service.
Nominated Supervisor	<ul style="list-style-type: none">• Ensure that staff have access to the correct uniforms that are appropriate and professional within the guidelines of this policy.• Ensure that the budget allows for the allowances and guidelines outlined in the QLD State P&C award (2016).• Provide staff with opportunities to order uniforms throughout the year.
Leadership Team	<ul style="list-style-type: none">• Role model the standard for all staff• Assist the educators in following this policy by reminding educators of appropriate wear and how to access the work uniform.

Procedures

Dress Code

Educator's dress and appearance should be professional, appropriate and conducive to active participation with children. Clothing worn to comply with cultural or religious standards is allowable as long as it does not pose a foreseeable risk to health and safety at work.

Upon employment, educators and other staff will be issued a Middle Park State School Outside School Hours Care uniform shirt that must be kept laundered and in good condition.

- Casual employees will be issued with one shirt
- Permanent part-time employees will be issued with the amount equivalent of 1 shirt for every 10 hours contracted.
- Full-time employees will be issued with four shirts.

All employees on employment start date will be given or ordered Middle Park State School Outside School Hours Care shirts as described above. Educators will also be issued with Jumper, Name tag, hat and lanyard.

With each year of service, educators can request either a work shirt or a jumper at the cost of the service to assist in keeping uniforms worn in good condition.

Educators can order more clothing through the service. Any other clothing ordered will be at the cost of the employee that has requested them.

Educators will receive a weekly laundry allowance, as per the relevant industrial award.

All educators and other staff will be required to wear Middle Park State School Outside School Hours Care shirts while on duty at Middle Park State School Outside School Hours Care. Middle Park State School Outside School Hours Care shirt can be worn prior to and after their designated shift; however, whilst in the public view, the educator will be required to conduct themselves in a manner that will not be detrimental to the reputation of Middle Park State School Outside School Hours Care.

Prior to receiving their allocated service uniform shirt, educators will not be permitted to wear clothing that is:

- Tight or revealing (i.e. midriff tops, clothing that reveals undergarments, shirts with spaghetti straps, low-cut tops);
- Displaying inappropriate images or words;
- Damaged, including clothing that is ripped or torn.

Educators will be required to supply their own shorts or pants with consideration given to the appropriateness of such clothing when actively working with the children. Shorts and/or pants are required to be no shorter than just above the knee in length, with consideration given to ensuring that no part of their buttocks or undergarments is exposed. No tights, bike pants, football shorts or gym wear are to be worn as a part of the Middle Park State School Outside School Hours Care uniform.

Where educators are required to attend special events, conferences, courses or seminars, Middle Park State School Outside School Hours Care uniform requirements still apply unless specifically directed by the Director of Operations or Approved Provider.

Educators will be provided with a service name badge which must be worn whilst on duty at Middle Park State School Outside School Hours Care. Name badges must be kept clean and should be worn so that they are clearly visible.

In some circumstances, it may not be practicable for educators or other staff to wear Middle Park OSHC uniform such as during pregnancy or for religious requirements. In such cases, educators and other staff should comply with the general presentation requirements and seek approval from the Director of Operations.

In the event that an educator's dress or appearance is deemed inappropriate and does not comply with the standard dress requirements as outlined in this policy, a determination will be made by the Leadership Team as to whether the educator can remain at work or must leave the service to change their dress. In any circumstance that an educator is requested to change their dress, the Leadership Team will ensure that the educator/child ratios of Middle Park State School Outside School Hours Care are maintained.

Educators who leave the employ of Middle Park State School Outside School Hours Care will be required to return all service uniform shirts in a clean and laundered state. Old or unwanted uniform items should not be given to charities, other people or organisations but should be returned to the service for disposal.

In the event of special events or programmed themed days educators are encouraged to participate through fancy dress. While dressing up employees are to follow the afore mentioned dress code at all times.

Swim Wear

(Replacing below) As a part of the Vacation Care program educators may be expected to go swimming with the children to maintain educator to child ratios. Educators' swimwear will follow the same provisions as everyday workwear in that it is sun-safe, appropriate and complies with personal safety. Educators are expected to adhere to the following:

- No bikinis or speedo type wear.
- Rash shirts or sun-safe shirts that cover shoulder and tops of arms are required.

- Shorts and/or boardshorts are to be worn at all times.
- Broad brimmed hats are to be worn at all times.

Personal Protection Clothing

Middle Park State School Outside School Hours Care management will ensure that uniform shirts and hats supplied comply with recommended SunSmart guidelines and include a collar and mid-length sleeves.

To comply with the *Policy 4.8 Sun Safety*, Middle Park State School Outside School Hours Care educators and other staff will be required to wear a smart sun hat when outdoors. Educators will be supplied with a safe sun hat and the service uniform shirt and ensure it is at Middle Park OSHC when required.

Educators will be required to wear enclosed and protective footwear at all times. The standard requirement will be a sandshoe or jogger; however, consideration may be given to other types of footwear provided that it encloses the foot and is not a strap-on type of footwear. All footwear must meet the work, health and safety requirements of Middle Park State School Outside School Hours Care and be conducive to active participation with the children.

Personal Safety

Educators or other staff with long hair must secure their hair and tie it back when working with the children and/or handling and preparing food.

Work, health and safety requirements must be considered when determining if excessive jewellery, body piercings and/or other accessories worn by educators are appropriate when working with children. Educators will be encouraged to:

- Minimise the wearing of large, oversized earrings that may get caught or pulled on when working with children;
- Minimise the wearing of large or protruding rings;
- Minimise the wearing of long, dangly necklaces; and
- Minimise the amount of jewellery worn when working with the children.

The above is subject to the discretion of the Director of Operations.

To ensure their children and colleagues' safety, educators are requested to maintain their fingernails at a safe and workable length and to minimise nail embellishments (e.g. rhinestones).

Personal Appearance

Educators are expected to maintain a high standard of personal care, ensuring that there :

- Hair is clean and tidy.
- Personal hygiene includes deodorant and/or antiperspirant.
- Choice of clothing is laundered and kept in good repair.

Middle Park State School Outside School Hours Care acknowledges the educator's right to individual cultural and creative expression through piercings (facial, tongue or body) and/or tattoos. There is an expectation for educators to ensure that:

- All piercings comply with Middle Park State School Outside School Hours Care work, health and safety requirements; and
- Tattoos visible to children and families are non-offensive.

The above is subject to the discretion of the Director of Operations.

Relevant Laws and Provisions

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Work Health and Safety Act 2011 and Regulations 2011*
- *Fair Work Act 2009(Cth) / Industrial Relations Act 2016 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- *National Quality Standard, Quality Areas: 4 - Staffing arrangements; and 7 – Governance and leadership.*

Policy Controls			
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