

Dress and Appearance requirement Policy

We believe as professionals we must always present a clean and tidy appearance both on a personal level and within the building or if you are dressed in our uniform in the street.

National Quality Standard (NQS)

Quality Area 4: Staffing Arrangements		
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical
4.22	Professional Standards	Professional standards guide practice, interactions and relationships

Quality Area 7: Governance and Leadership		
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

Education and Care Services National Regulations

Children (Education and Care Services) National Law NSW	
168	Education and care services must have policies and procedures

PURPOSE

Our Service aims to establish a common understanding of Dress and Appearance standards expected of all employees of the service. Educators and management will always conduct themselves in a professional manner, maintaining high standards of conduct wherever you are representing the company (including whenever you are wearing the Kekeco Childcare uniform outside work hours)

SCOPE

This policy applies to all staff, students and management.

IMPLEMENTATION

The implementation of the Dress and Appearance Policy provides all staff with the minimal expectation set by management around the professional appearance expected from all staffing.

EXPECTATIONS OF EMPLOYEES

- Employees will arrive for each shift in the uniform provided by Kekeco Childcare upon employment.

There are colour allocations for the uniform shirt/day of the week that all staff are to follow:

Monday – Green

Tuesday – Pink

Wednesday – Blue

Thursday - Green

Friday – Pink

You will be provided with ONE of each colour shirt and ONE jacket. It is staffs' responsibility to wash uniform shirts between wears and maintain your uniform to a professional standard, being clean and neat at all times. **If** you are unable to wash your uniform between wears at home, it is your responsibility to organise with your centre manager for you to wash your uniform at work before it is required to be worn again.

- Other staff in the buildings may have different coloured uniforms which relate to the work that they undertake. E.g. Centre Directors wear Black shirts, office staff wear Maroon shirts and Kindergarten Teachers wear either Aqua or Grey, School Based Apprentices wear Lemon.
- Educators are expected to dress in Slacks or dress shorts that are knee length or longer.

These must be black and may include neat black jeans. Clothes must be suitable for movement, active play and messy play. No offensive logos or political statements are to be worn. Skirts are not practical for staff working in the rooms with children but are acceptable when working in the office area.

- **Black** shoes are enclosed with flat soles for safety
- A full brim hat is to be worn outside from September to March
- Educators are expected to wear their name badges within their shift times.
- Hair should be kept neat and tidy at all times, promoting a professional appearance. Hair should be tied back at times when working in the rooms with children. We prefer staff to manage their hair colours to fit with the environment and clients that we work with (Natural colours such as Black, Brown, Blonde, natural red are preferred). If in doubt please speak to the Centre Director as you maybe asked to change the colour if it does not fit this requirement. Wigs and hats inside the buildings are not to be worn unless there is a special theme day at the service where this would be appropriate.

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- Fingernails must be manageable to working with children. Sharp edges or semi-permanent coloured nail polish are not permitted.
- Facial Hair must be neat and of a professional style.

CONDITIONS OF WEARING THE COMPANY POLO SHIRTS

- The uniforms purchased by the company, remain the property of the centre and must be returned to management at the end of employment.
- Staff will not alter or tamper with the uniform that is issued to them
- When wearing the uniform out of the centre grounds, staff are expected to behave in a respectful, responsible and courteous manner, keeping in mind that you are representing the company while in uniform.
- Staffs' that smoke cigarettes are required to wear a jacket/change tops before smoking in the company polo shirt and/or jacket.

EXAMPLES OF INAPPROPRIATE CLOTHING ARE

- Short shorts/skirts that are above the knee in length
- Low cut or singlet tops
- Thongs/sandals

PERSONAL HYGIENE

All employees are to adhere to the following standards:

- Minimal jewelry to be worn to work – earrings (small studs preferred), Engagement/wedding rings only, if necklaces must be worn, they are to be tucked in under your shirt at all times when working with children.
- Makeup is to be light and natural
- **Good oral hygiene and personal grooming is essential** (deodorant is to be used when required to prevent un pleasant body odors)

WEARING JEWELRY TO WORK

Wearing jewelry to work is to be kept to a bare minimum when working in the rooms with children.

Kekeco Childcare will not take responsibility for any jewelry lost at the service.

It is the employee's responsibility to ensure:

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- Ensure rings do not have sharp edges that could potentially scratch or harm children.
- Ensure earring are small and not in danger of being torn from the ear by a child.
- Gloves are worn covering rings when serving food to children
- Facial piercings must be covered where there is a possibility of them being pulled by a child
(small studs are to be worn instead of hoops/sleepers)

Source

Education and Care services National Regulations
National Quality Standards

Review

Policy Reviewed	Modifications	Next Review Date
September 2018	Policy implemented	September 2019