

# Professional Dress Policy

## PURPOSE

A staff dress code establishes a sense of professionalism and pride, identifies staff as key people within the school community, and portrays a unified staff team. Issues of equality, health and safety, cultural diversity and expense are also factors that need to be taken into consideration when establishing a staff dress code.

## SCOPE

This policy outlines guidelines and expectations for all staff.

## POLICY

### Implementation:

The dress code, whilst not a prescriptive uniform, outlines **minimum** dress expectations and requirements.

The minimum staff dress code expectations require:

1. That staff wear clothing commensurate to a professional work environment.
2. Whilst on duty, an employee's dress and appearance should be smart-casual, neat, clean and appropriate to the employee's duties.
3. That clothing such as ripped clothing, short skirts, t-shirts, active wear (including tracksuits) or singlets must not be worn.
4. As a Department employee working with students, active wear (tracksuits) must only be worn on days when sporting activities are undertaken.
5. That footwear must be suitable for the tasks being undertaken by the staff member. Appropriate footwear must be worn at all times by staff so as to portray a professional image as well as to reduce workplace health and safety risks.
6. That staff wear broad-brimmed hats in accordance with our SunSmart policy.
7. That staff wear clothing that is tasteful and not 'revealing' or offensive.
8. Clothing is not to display inappropriate logos, promote inappropriate products, or contain inappropriate language or messages.

Issues relating to the staff dress code minimum expectations will be managed by the Principal.

In addition to the minimum dress code, staff may wear items of non-compulsory staff uniform that consists of items such as sports shirts or jackets with a school logo. The staff uniform has been developed by interested staff. The school will not discourage staff from wearing uniform items, and will order them on behalf of staff as per the school's ordering schedule but paid for by staff. Staff uniform items will carry an embroidered school logo, enabling staff to claim them as a tax deduction.

Concerns relating to the non-compulsory staff uniform are to be directed to the Principal.

## EVALUATION

This policy will be reviewed as part of the school's three-year review cycle, or at times when the Principal believes that staff dress code issues warrant a review.

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## REVIEW CYCLE

Version	Edited By / Comments	Next Review
May 2020	Kingswood Primary School	May 2023
June 2023	Kingswood Primary School	May 2026

## REFERENCES

- *Ministerial Order 1038 – Teaching Service (Employment Conditions, Salaries, Allowances, Selection and Conduct)*
- *Occupational Health and Safety Act 2004 (Vic)*