

## Sample Policy: Educator/Staff Dress Code

### **RATIONALE & POLICY CONSIDERATIONS:**

The service has a responsibility to ensure educators/staff are not putting themselves and others at risk by wearing clothing and footwear that may cause injury. Employers have obligations under state/territory and federal legislation to provide a safe and healthy workplace. Employees and contractors also have obligations under law to take reasonable care to protect themselves and others in the workplace.

In addition to this the way educators/staff dress contributes to the professional image of the service.

#### **Philosophy**

Documented approach to provision of a safe and healthy environment for both employees/contractors and children/families; approach to educator/staff professionalism and responsible conduct.

#### **Legislation and Government Requirements**

Federal and State Occupational Safety & Health Legislation (Check your State or Territory legislation).

Education and Care Services National Law Act 2010(Vic) (or corresponding legislation)

Education and Care Services National Regulations

#### **Children's needs**

Safe and healthy environment in which to play and learn.

#### **Families' needs**

Reassurance that health and safety standards are maintained at the service and their children are safe; professionally run service.

#### **Educator/Staff needs**

To be kept up to date with information on best practice in minimising the risk of injury due to inappropriate clothing; to be fashionable and smart at work

#### **Management needs**

To minimise risk of injury to staff; to maintain a professional image for the service.

## **NATIONAL QUALITY FRAMEWORK**

**Education and Care Services National Law Act 2010(Vic)** – Section 3(2)(a); 3(3)(f); 167

**Education and Care Services National Regulations** – Reg 75(b)(i); 75(l); 89

**National Quality Standard for Early Childhood Education and Care and School Age Care (Nov 2010)**

– Element 2.1.2; Element 2.1.3; Element 4.2.1; Element 4.3.1; Standard 6.1

**Early Years Learning Framework for Australia**

**Framework for School Age Care in Australia**

## **POLICY STATEMENT**

The education and care service requires educators/staff to be dressed in a manner that:

- ensures the safety, health and hygiene of children and educators/staff,
- is comfortable to wear and allows the educator/staff member to safely perform their duties,
- maintains a friendly yet professional child care image,
- provides a positive role model to the children, and
- is sensitive to and respectful of differing backgrounds, cultures and individual needs

## **STRATEGIES FOR POLICY IMPLEMENTATION:**

### **Clothing**

- Educators/staff are required to dress in clean, tidy, ironed clothing that is suitably loose to give freedom of movement when involved in manual handling activities, and meets the following minimum requirements:
  - sleeved tops or pinafore in service colour with service logo
  - mid thigh or longer pants
  - a jacket or jumper may be worn in cooler months.
- The service will supply uniforms for employees (or employees may purchase their own uniform and be reimbursed). Uniforms may be washed at the service or the appropriate allowances will be paid for laundering uniforms in accordance with relevant awards/enterprise agreements.
- The service will supply a logo shirt for casual or relief educators/staff, which remains the property of the service.

### **Footwear**

- Footwear must be safe and comfortable without attachments that may cause injury to educators/staff or children.

- No spiked heels, thongs or strapless shoes are to be worn.

### **Cosmetic jewellery and make-up**

- It is considered that the wearing of excessive jewellery or make-up by educators/staff presents an unprofessional image and may pose an occupational safety and health hazard to both educators/staff and children. Therefore the following limits are to be adhered to in regard to jewellery and make-up worn by educators/staff at the service:
  - Small loop earrings or studs may be worn in the ears.
  - Earrings or other jewellery that dangles, is sharp or pointy, or may be grabbed or pulled by a child is not to be worn.
  - Two small studs may be worn on the face (i.e. lip, nose, tongue, eyebrow), provided they are of a design that will not draw undue attention or cause the slurring of speech (in the case of tongue or lip studs).
  - Make-up is to be light and natural looking.
  - No perfume to be worn as children may react to it, but deodorant is preferred.

### **Hair**

- In the interests of health and hygiene educators/staff must ensure their hair is clean and tidy, and that long hair is tied back.
- Staff who work in the kitchen at any time must wear a cap or disposable hairnet. Disposable hairnets are provided by the service.

### **Hats and 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.
- The service will provide a hat for each educator/staff member and provide educators/staff with information on the importance of skin cancer/protection when working outdoors at the commencement of employment.
- The service 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.

### **Information for educators/staff**

- Information about what constitutes appropriate and safe clothing for the child care setting will be regularly discussed at educator/staff meetings, and through notices posted in the staff room.
- All new educators/staff will be given clear information about the service's Educator/Staff Dress Code at the time of interview and during induction.

### **PROCEDURES**

Services may find the following list of example procedures, useful tools in the implementation of this policy. List your services precise steps for achieving each action. Ask yourself when, how, where and who is responsible for what actions.

- Educator/staff Code of Ethics
- Educator/staff Orientation checklist
- Relief/Casual Employee Orientation checklist
- Student/Volunteer Orientation checklist

### **LINKS TO OTHER POLICIES**

The following policies may be linked to this policy:

- Health, hygiene and infection control
- Educator/staff appraisal training and development
- Educator/staff and volunteer orientation
- Educator/staff grievances and disputes
- **FDC educators monitoring support and supervision**
- Maintenance of a Safe Environment
- Occupational Safety and Health
- Sun protection
- Supervision

**FURTHER SOURCES:**

**Business.gov.au – Occupational health and safety – topics for business** – Retrieved 16 March 2011, from <http://www.business.gov.au/BusinessTopics/Occupationalhealthandsafety/Pages/default.aspx>

**DEEWR Child Care Service Handbook 2010 – 2011; Section 6.6 What are my service's responsibilities to carers** – Retrieved 16 May 2011, from [www.deewr.gov.au](http://www.deewr.gov.au)

**National Health and Medical Research Council – Staying Healthy in Child Care – 4<sup>th</sup> Edition 2005** – Retrieved 16 May 2011, from [http://www.nhmrc.gov.au/files\\_nhmrc/file/publications/synopses/ch43.pdf](http://www.nhmrc.gov.au/files_nhmrc/file/publications/synopses/ch43.pdf)

**Safe Work Australia – National Code of Practice for Manual handling** – Retrieved 16 May 2011, from: [http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/97/NationalCodeOfPractice\\_ManualHandling\\_NOHSC2005-1990\\_ArchivePDF.pdf](http://www.safeworkaustralia.gov.au/AboutSafeWorkAustralia/WhatWeDo/Publications/Documents/97/NationalCodeOfPractice_ManualHandling_NOHSC2005-1990_ArchivePDF.pdf)

**Worksafe ACT – Links to national health and safety sites, and national worker's compensation sites** – Retrieved 16 March 2011, from <http://www.worksafety.act.gov.au/links>

**POLICY CREATED DATE:**

**POLICY REVIEW DATE:**

## Sample Form: First Aid Box Checklist

The basic contents of a first aid box are listed below. They should be simple, updated and kept together in a locked cupboard which is out of reach of children.

An injury that needs elaborate dressing indicates the need for medical attention.

Product	Uses	Date Checked	By Whom	Replaced
Savlon or Solyptol.	an antiseptic solution which is diluted in water for washing a dirty graze.			
Savlon	an antiseptic cream to soothe a minor injury.			
Broad spectrum water resistant sunscreen strength 30+	for maximum protection in summer.			
Paxyl cream or Stingose	for relief of sunburn and insect bites.			
Band-aids	A large box of assorted individually wrapped adhesive dressings			
Disposable gloves	for use when cleaning bleeding wounds.			
Packet of sterile gauze.	for cleaning dirty grazes, and dressing larger areas than can be covered by the adhesive dressings.			
Roll of adhesive strapping 1"	to hold the end of a bandage in place.			
Triangular bandage	for use as a sling or to retain dressings or splints in place.			
Light crepe bandage.	To cover and protect wound			
Resuscitation face shield.	To administer CPR			
Pair of scissors.	To cut supplies for use on patient			
Pair of square ended tweezers and packet of needles	for removal of thorns or splinters			
Notebook and pencil	to record observed symptoms and administered first aid.			
Large, freshly laundered and ironed (therefore sterile) handkerchief in a sealed plastic bag	for emergency use to cover a serious wound. e.g. burn with blistering.			
Spare reliever inhaler and spacer	Asthma emergency (call ambulance after use)			
Spare adrenaline autoinjector	Anaphylaxis emergency (call ambulance after use)			