

# The Kinder Garden



## Educator/Staff Dress Code Policy

### Aim

To ensure all persons who represent The Kinder Garden are dressed in an appropriate and safe manner.

### Legislative Requirements

Education and Care Services National Law Act 2010  
Education and Care Services National Regulations 2011  
National Quality Standards 2011  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
Early Childhood Australia Code of Ethics

### Who is affected by this policy?

Educators  
Staff  
Management  
Students  
Volunteers

### Implementation

- The Approved Provider/Nominated Supervisor will provide shirts with the business logo for staff to wear on a daily basis. Educators/ staff will be provided with 2 on commencement of employment.
- Laundry facilities are available at the service for all educators/ staff to use to launder their uniform.
- All clothing remains the property of The Kinder Garden and must be returned clean and in good condition to the Approved Provider/ Nominated Supervisor upon resignation/termination of employment.
- The Approved Provider/ Nominated Supervisor will retain clean spare items of educator/staff shirts on the premises to assist educators/staff in case a change of clothing is required following an accident.
- Educators/Staff must abide by the services Sun Protection Policy on a daily basis by wearing the sleeved shirts provided and a hat (broad rimmed/ legionnaires only) when outdoors or on an excursion. Sleeveless shirts are NOT accepted.
- Educators/staff must ensure that pants /shorts worn do not hinder on the delivery of appropriate supervision and care of the children. They are sufficient in length (knee or below) to maintain a professional manner at all time. Eg. short shorts are not acceptable.  
Pants/Shorts are to be black. Gym tights are not considered professional attire.
- Educators/staff are to wear grey or black cardigans and jackets in cooler weather which do not display logos or brands. Cardigans and jackets must be well fitting as they may provide a hazard not only to staff but the children within their care.
- Educators/staff are to wear closed in shoes at all times. Thongs or high heels are not acceptable and may provide a hazard not only to staff but the children within their care.
- Jewelry should be kept to a minimum with care taken to not wear sharp, raised stones on rings. Multiple/long/hooped earrings and necklaces will not be worn as they may invite children to pull on them or could get caught on objects whilst performing daily tasks.
- Body piercing is to be kept to a minimum. Body piercing that may cause a risk to the educators/staff member or children, are to be removed or covered appropriately.
- Educators/staff are not to wear or display items of clothing or tattoos that contain offensive languages and/or graphics. Professional dress is required at all times.
- Educators/staff are required to uphold good personal hygiene and grooming at all times.
- 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.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### Sources

Education and Care Services National Regulations 2011  
Education and Care Services National Law Act 2010  
Guide to National Quality Standards 2011

Cancer Council [www.cancercouncil.com.au](http://www.cancercouncil.com.au) Retrieved: 29<sup>th</sup> August 2016  
NSW WorkCover [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au) Retrieved: 29<sup>th</sup> August 2016  
Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011  
NSW Department of Education  
Early Childhood Australia Code of Ethics

## Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** August 2016

**Date for next review:** August 2017