



LIWARA CATHOLIC OUTSIDE SCHOOL HOURS CARE

STAFF DRESS CODE POLICY

POLICY STATEMENT

This policy is designed to provide staff with a professional standard as an employee of Liwara Catholic Outside School Hours Care. It is important to ensure all staff wear the correct uniform as our appearance reflects on ourselves and the service.

RATIONALE

In all matters, staff at Liwara Catholic Outside School Hours Care set a standard for students. Staff are expected to dress in a professional manner at all times, adopting a dress style no less formal than that expected of students. Cleanliness and grooming standards are to be maintained.

All items of clothing should be well maintained – not worn or faded and non-revealing.

This professional dress standard is expected whenever staff members are in the “staff role”.

PROCEDURES

General Dress Guidelines

As professional dress may be subject to taste and fashion, the following guidelines are provided:

Pants	Tailored, black ¾ length or full length or black well maintained tracksuit pants. No cargo pants or jeans.
Shorts	Tailored black shorts, no shorter than mid-thigh length.
Tops	The OSHC provided polo tshirt should be worn when in a “staff role” and the OSHC provided fleece should be worn as required.
Footwear	Smart dress shoes. Thongs and casual surf sandals are not acceptable.
Jewellery	Extremes of jewellery should be avoided. No facial piercing other than ears.
Hats	OSHC provided hats should be worn while outdoors.
Hairstyles	Neat, well groomed. No extremes of hairstyle.

The Role of the Staff Members is to:

Model the Christian virtues in fulfilling all professional expectations within the school and local community.

Present themselves as professional role models to families within the school community

Present as professional role models to students, with an understanding that dress is one way of establishing clear educator-student relationships.

Procedural Guidelines for Professional Dress Code

The following criteria are to be adhered to in the professional presentation of staff members:

Staff dress is to be neat and tidy, clean and ironed at all times.

For safety purposes all OHS&W considerations are to be fulfilled when working in specialist areas (eg aprons, protective clothing, etc)

The sun protection policy requires staff members wear suitable clothing to provide sun protection whilst on yard duty and other outdoor activities. All staff members are expected to wear a hat when outdoors.

REFERENCES

FOR MORE INFORMATION

Review History		
Previous Review	Year of Review	Next Review
April 2017	May 2018	May 2019
May 2018	May 2019	May 2020
May 2019	April 2020	April 2021