

## Essendon Keilor College

### STAFF DRESS CODE POLICY



Essendon Keilor College

#### **Rationale:**

A Staff Dress Code establishes a sense of professionalism and pride, identifies staff as key people within the school community and portrays a united staff team. Essendon Keilor College teaching and Education Support staff are required to dress in a manner that adheres to a professional dress code.

All staff have a duty to dress in a way that allows for the full range of the expected duties and meets OH&S safety standards.

#### **Aim:**

Essendon Keilor staff dress code aims to establish a practical and professional dress code for all staff.

#### **Guidelines:**

- a. Clothing needs to reflect professional dress code standards. This refers to the Education and Training Reform Act 2006. Teaching Service (Employment Conditions, Salaries, Allowances, Selection and Conduct) Order 2009, Order No: 199, part 11, Conduct and Duties, 11.1.3. "Whilst on duty an employee's dress and appearance should be neat, clean and appropriate to the employee's duties".
- b. The school has a responsibility to provide a safe working environment and employees have a duty to look after their own health and safety.

#### **Implementation:**

- a. Blue denim items are not to be worn
- b. Singlets / thongs (beachwear) are not to be worn
- b. Tracksuits only to be worn on days when sporting activities are undertaken
- c. Clothing worn should not display inappropriate logos, promotes inappropriate products or contains inappropriate language or messages.

#### **For staff health and safety it is recommended:**

- d. That all staff should dress appropriately for sun protection when outdoors, particularly in Terms 1 and 4. Sunscreen will be provided at Reception as required
- e. That appropriate footwear (not open toed shoes or sandals) be worn when performing duties such as sporting activities, or practical activities (eg: Science experiments, DT Material/Foods) in the work place.

#### **Dress code for Maintenance staff:**

- f. All onsite maintenance to wear a Hi- Vis top with EKC signage

**Issues/concerns relating to the minimum dress code will be managed by the Campus 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.

**Endorsed by College Council February 14<sup>th</sup> 2019**