

NQS4 Staffing Arrangements Policy

Dress Standards

Expectations

We expect all C&K early childhood professionals and office-based employees to dress and present professionally, and in a standard that reflects the nature of your work. This applies during work hours and when you represent C&K outside of work hours.

Your clothing should be respectful, reflect cultural expectations, and appropriate for the activities you are undertaking to minimise the risk of injury to you and others. When you wear C&K branded clothing outside of work hours you must behave according to the Code of Conduct.

The principles of professionalism, health and safety and brand reputation underpin this policy.

Standards

Personal Hygiene

We expect you to be:

- clean, tidy and maintain good personal hygiene
- groomed in a way that is consistent with your work activities, workplace health and safety standards, and that will not offend a reasonable person.

Clothing

- Clothing must be:
 - neat and clean
 - not too tight, short or ill-fitting
 - modest, provide sun protection and allow safe manual handling
 - conducive to active participation with children, parents, colleagues and visitors
 - appropriate to your work activities.
- If you represent C&K publicly, your clothing should be appropriate to the event.
- We expect C&K Central employees to wear appropriate business casual clothing at work.
- You may purchase and wear C&K branded polo shirts click **here** to order

Footwear

- Your shoes should be well presented, in good condition and appropriate for your work activities.
- When working at or visiting a service, your shoes should have flat/moderate heels and non-slip soles; sandals should have a strap around the back of the ankle.
- You do not need to wear shoes when playing with children.

Jewellery

- Your jewellery and accessories must be appropriate for your work activities and not pose a risk to staff or children as you work. This is particularly important for infection control and manual handling.

Name Badges

- All C&K employees must wear a name badge when at a C&K service, or at an external event.

Personal Protective Equipment (PPE)

- You must use PPE according to the relevant C&K policy and/or procedure.
- You must practise and model sun-safe behaviours and sun protection procedures.
- All employees, volunteers and students must wear a wide-brimmed hat and sunscreen, and are encouraged to wear sunglasses, while working outdoors.

Responsibilities

Employees, Volunteers and Students

- Present as professional role models to families, children, colleagues, students, contractors, volunteers and visitors, and embody C&K values.
- Comply with this policy and other C&K policies and procedures that require you to use PPE.

Managers

- Meet the standards outlined in this policy and act as role models for employees.
- Provide leadership, direction and guidance to employees, and ensure they comply with this policy.
- Appropriately address any unacceptable and/or unsafe dress and/or hygiene issues with employees in a timely manner.
- Ensure employees comply with workplace health and safety requirements regarding PPE, according to the relevant policies and procedures.

Support

If you have questions about this policy, please contact:

- C&K Children's Services Manager, or
- C&K HR Operations Team (hr@candk.asn.au).