

POLICY/PROCEDURE NAME & REVIEW PROCESS	<p>EMPLOYEE- DRESS CODE POLICY</p> <p>This policy and procedure have been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures.</p> <p>We welcome feedback and input from all stakeholders at any time, and this policy is subject to review based on feedback or due date of annual review.</p>
NATIONAL QUALITY STANDARD	<p>QUALITY AREA 4- STAFFING ARRANGEMENTS</p> <p>4.2 PROFESSIONALISM MANAGEMENT</p> <p>4.2.2 Professional standards</p>
NATIONAL LAW AND REGULATIONS	<p>170-Policies and procedures to be followed</p> <p>171-Policies and procedures to be kept available</p> <p>172- Notification of change to policies or procedures</p>
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> ▪ Code of conduct policy ▪ Staff handbook
SCOPE OF POLICY	<p>This policy applies to all children, educators, families, management, students, volunteers, and visitors at our service.</p>
AIM OF POLICY	<p>To ensure that our service has strong guidelines, procedures, and practices in place regarding the dress code for all staff. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.</p>
SERVICE IMPLEMENTATION	<p>It is important that as a team and a representative of the service that staff dress according to the requirements asked of the approved provider. Staff need to be seen as professional educators and one way of doing this is to look professional. The following is the standard required for the service. The approved provider and nominated supervisor expect the following standard of dress of all staff.</p> <ul style="list-style-type: none"> ▪ Staff are required to wear clothing that allows them the ability to move and interact with the children appropriately. ▪ Staff are expected to adhere to the code of conduct policy when wearing the service uniform. ▪ Staff must always behave appropriately in public when wearing branded uniform with service logo on it. ▪ Staff must not wear uniforms when partaking of alcohol after hours in any venue, it is expected that staff change out of their uniform prior to partaking of alcohol at any venue. ▪ Staff must wear navy or black work pants, dress shorts to the knee or below, skirts to the knee or below. ▪ Staff must ensure that pants /shorts/ skirts worn do not hinder the appropriate supervision and care of the children. ▪ Staff may wear navy or black cardigans and jackets in cooler weather which do not display logos or brands that are not the service logo. ▪ Staff must wear wide brimmed hats at all times when with children outdoors. ▪ Staff can wear sunglasses when outside but must remove them when talking to parents and when returning indoors. ▪ Staff must wear name badges at all times. ▪ Staff must wear closed in shoes. ▪ Staff must ensure that their hair is clean and well-groomed at all times. It is preferred that long hair is tied back. ▪ All uniforms remain the property of the service and must be returned clean and in good condition to the approved provider/ nominated supervisor upon resignation/termination of employment unless it was your own purchase. ▪ 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. Earrings must be kept small and a preference to a minimum of one per ear. ▪ Staff should not wear excessive jewellery, especially dangling earrings, or necklaces. ▪ Staff should not wear any branded clothing or should not wear tops that show their cleavage or midriff. ▪ Staff should not wear tracksuits, shorts, leggings, yoga pants, gym tights, jeans, or singlets. <p>Unless for a specific dress up themed day.</p>

Policy Name	EMPLOYEE-DRESS CODE POLICY			Policy Version	V.7
Owner	Fishbowl Pty Ltd				
Policy published	April 2019	Last review date	April 2025	Next review date	April 2026
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- Staff should ensure that clothing will always be clean and washed, and all staff must wear deodorant. Laundry facilities are available at the service for all educators/ staff to use to launder their uniform if they require.
- Staff should refrain from excessive use of perfume.
- Nails should not be excessively long to the point that they may injure a child.
- Staff are not to smoke or vape in their uniform. If staff smoke or vape in their breaks, they should have a shirt to put on over their uniform to ensure they are not in uniform and to eradicate the smell of smoke by removing excess shirt upon return. Staff should also be aware of second-hand smoke passed on to children and should minimise this upon returning to the shift.
- 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 and abide by this policy.
- Staff must be aware that if they breach any of the dress code policy requirements that they may be sent home to change into appropriate clothing before returning to work. This will be done outside of paid work time.
- Continual breaching of the policy may result in disciplinary action.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Will ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy’s effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice.
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.

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	<ul style="list-style-type: none"> Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. Will provide feedback regarding policy review when required.
REGULATION IMPLEMENTATION	The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required. Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. <p>Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect</p>
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> Conducting regular reviews and updates of this policy with all stakeholders. Actively seeking feedback from children, families, and staff members. Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
IN THE EVENT of a BREACH of POLICY and/or PROCEDURE	<ul style="list-style-type: none"> All employees are required to comply with this policy and all associated procedures. Any alleged breach of a policy or procedure will be documented and further investigated by management. If an employee is deemed to be breaching policy and or procedure, disciplinary action will be taken, if the breach is deemed to be serious this could result in immediate termination.

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	<ul style="list-style-type: none"> Breaches involving child safety or harm to a child will result in immediate suspension whilst management undergo an investigation. This could also result in immediate termination. All breaches and investigations will be documented and may be reported to the Regulatory Authority and/ or law enforcement. 						
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children’s Education & Care Quality Authority. ACECQA Code of Ethics Education and Care Services National Regulations. Education and Care Services National Law Act 2010. Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. Guide to the National Quality Framework and National Quality Standard. United Nations Convention on the Rights of the Child. 						
Staff Acknowledgement	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #c6e0b4;"> <th style="width: 33%;">Name</th> <th style="width: 33%;">Signature</th> <th style="width: 33%;">Date</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Signature	Date			
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