Policy 2.25

Staff Clothing

Two Wells Community Children’s Centre encourages staff, students and volunteers to dress in practical, casual clothing that is appropriate for the range of activities that the Centre provides, and to allow them to carry out their job and tasks safely and professionally.

We encourage our staff team to wear uniforms in the form of polo tops with the centre logo, with neat casual pants, skirt or shorts. The polo tops should be long enough to cover the midriff area and shorts/skirts need to be around knee length.

In line with our ‘Sun Smart Policy’ management will ensure that staff, students and volunteers dress in clothing that will protect them from the weather, and the sun’s harmful rays i.e. clothes that cover the shoulders and neck.

Staff, students and volunteers are required to bring a broad brimmed hat to the Centre, and ensure that they wear this hat outside at all times for their own safety, as well as role modelling for the children within their care.

Comfortable and safe foot wear that is strapped to the feet is to be worn by staff, students and volunteers while at the Centre, to ensure their safety.

Shoes are to be worn at all times but may be removed for some play experiences e.g. when playing in the sandpit.

Thongs/flip flops, heels and ugg-boots are NOT to be worn by staff, students, or volunteers. If worn, management have the right to ask them to leave the Centre and return wearing an appropriate form of foot wear, for the remainder of their shift. Staff will not be paid for time away from the centre in this instance.

Kitchen staff are to wear closed toed and covered heels shoes at all times.

Staff are encouraged to wear a badge.

| Governing Council Member’s Signature: | ______________________________ |
| Director’s Signature: | ______________________________ |

Two Wells Community Children’s Centre’s Common Seal

Date Reviewed: 4th April 2014

Next Review Due: January 2016

Sources:

- DECD policies

- Cancer Council of SA