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## **Policy Statement**

Activity Centres Incorporated aims to provide a dress code appropriate for our environment and to reduce the risk of personal injury, whilst being identifiable as a care service to the children and the community.

## **Considerations**

- ✓ Safe Work NSW
- ✓ Work Health and Safety Regulation 2017
- ✓ Model Work Health & Safety Act – current version March 2016
- ✓ Cancer Council Australia - recommendations regarding protection from the sun in the workplace
- ✓ NSW Police Force – Body Art and Modification Policy dated January 2017

## **Procedures**

- ✓ All Staff will receive this policy as part of the orientation process.
- ✓ All Staff are required to ensure their clothes are clean, ironed and of a neat and tidy appearance.
- ✓ All Staff are required to wear name badges whilst at work, which are provided by the Organisation. – nothing is to be stuck on it.
- ✓ While the Organisation will supply uniforms, uniforms must be returned at the end of your employment with the Organisation.
- ✓ All Staff will pay a uniform holding fee (see orientation package for cost). The uniform holding fee will be refunded via nominated bank account once all uniforms, bearing ACI logo have been returned to the Organisation.
- ✓ Uniform holding fee can be paid in a lump sum, or can be garnished from wages at a negotiated schedule. See Book Keeper for details.
- ✓ When wearing ACI uniform, Staff must present themselves in a way that is consistent with the Activity Centres Inc. image.

## **Hats**

- ✓ Hats are provided by the Organisation and must be worn as per Sun Protection Policy.
- ✓ Hats are to be cleaned regularly, to ensure they are clean and tidy in appearance.

## **Shirts**

- ✓ Polo shirts with the Organisation's logo are provided and are compulsory for all Staff.
- ✓ If wearing long sleeve shirt under uniform polo shirt, it must be black

## **Jackets**

- ✓ Jackets, cardigans and winter coats with the Organisation's logo are provided and are compulsory for all Staff. No other jackets or outerwear can be worn.

## **Pants and shorts**

- ✓ There is no preferred style of pants as long as they are to the knee or below in length, they are plain black (no logos, stripes, spots etc) and of a neat and tidy appearance. Jeans are acceptable as long as they are all black (no stone wash or skin tight jeans).
- ✓ Tights/leggings/active wear or skin tight jeans are not to be worn and are considered inappropriate.
- ✓ Skirts can only be worn by office/Admin Staff and must be black and to the knees or below in length.

## **Shoes**

- ✓ Flat and enclosed shoes must be worn at all times. Thongs, sandals or ballet flats are considered inappropriate.
- ✓ It is recommended that footwear be worn at all times, however shoes maybe removed when engaging in programmed activities during staff/child interaction e.g. Twister, dress-ups, sandpit play, however In the event of an emergency evacuation Activity Centres Incorporated will hold no responsibility for Staff not wearing appropriate footwear at the time.

## **Jewellery**

- ✓ Jewellery may be worn, however large hoop or dangling earrings are not recommended.

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- ✓ To avoid personal injury facial piercing (nose, eyebrow etc.) must be kept to a minimum, studs only, no protruding pieces or hoops will be allowed.

### Hair

- ✓ Hair needs to be clean neat and tidy, it is recommended long hair be tied back to avoid exposure to head lice, however this is your own personal responsibility.

### Body Art and Modification Standards

Prohibited locations:

- ✓ Any form of body art or modification that is on the face, scalp, ears or neck.

Prohibited Forms of Body Art and Modification:

- ✓ Regardless of the location, Staff are prohibited from having any form of body art and/or modification that:
  - A reasonable person would consider offensive
  - Implants which create abnormalities or dental ornamentation (reconstructive surgery exempt).
- ✓ All body art will be evaluated on a case by case basis
- ✓ Any tattoos deemed offensive or images that may cause distress to children, families or Staff will be required to be covered.

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Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 15<sup>th</sup> May 2019  
Staff Dress Code Policy is to be reviewed by the 15<sup>th</sup> May 2022