



# Policy

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## Staff Dress Standards Policy

### Purpose

This policy aims to establish clear guidelines for attire that align with the professional standards, culture and image of the Catholic Diocese. The Staff Professional Dress Code Guideline applies to all staff, pre-service teachers and volunteers at the St Therese's School, Bentley Park.

### Policy

Staff must always conduct and present themselves appropriately to enhance their professional reputation and the reputation of Catholic Education - Diocese of Cairns. Staff members will wear a standard of dress which reflects their professional role and their responsibilities, taking into consideration Work, Health and Safety Standards.

The following criteria apply to all school staff:

- Staff dress is to be neat, tidy and appropriately maintained.
- For safety purposes, all WHS considerations are to be fulfilled by staff, when working in specialist areas or undertaking duties required for and appropriate to the position, including but not limited to: personal protective equipment, footwear etc.
- The St Therese's School SunSmart policy requires staff members wear suitable clothing to provide sun protection whilst on duty and outdoors. All staff members are expected to wear a broad brimmed hat whilst on duty or outdoors. Caps are not permitted.
- Ground staff and teachers of Health & Physical Education can wear professional dress for the essential duties performed in the role i.e. sportswear, short or long-sleeved top, wide brimmed hat, and enclosed footwear.
- At all times hair should be clean, neat, and tidy in appearance.
- Undergarments must not be visible at any time.
- Staff on duty must wear hats and high visibility vests. It is advised that sunscreen is applied and sunglasses worn before going out on duty. Use of an umbrella or overshirt is encouraged.

### Tattoos and body piercings

- Visible body piercing/s with the exception of earrings should be discreet (i.e. small, plain nose stud). No other visible body piercing is acceptable.
- Tattoos that misalign with the professional standards, culture and image of the Catholic Diocese should always be covered.

## Standards

Since professional dress is subject to taste and fashion, the following guidelines are provided. Please be reminded that this list is a minimum and is not exhaustive.

Staff should dress in a professional and conservative manner:

- All staff are required to wear their name badge in an easily recognisable position.
- No shoestring/spaghetti straps, or sleeveless dresses, tops or blouses.
- Low-cut necklines and sheer material requires a camisole to be worn underneath.
- T-Shirts are to be of a high-quality material and not sheer.
- Clothing should be free from slogans, advertisements and logos that misalign with the professional standards, culture and image of the Catholic Diocese.
- Denim clothing must be to a professional dress standard. (i.e. no frays, rips, or cutouts).
- Skirts and dresses are required to be just above the knee in length, when standing, at a minimum.
- Shorts are required to be tailored and mid-thigh length at a minimum.
- Tights and leggings are only to be worn at sports events and school camps. Tights and leggings are to be of an appropriate length (i.e.  $\frac{3}{4}$  to full length) and not sheer.
- Tights may be worn under dresses if they adhere to all length and material requirements.
- There is to be no cuts or cut outs, rips or frays on any garments, whether intentional or not.
- Footwear must be suitable for your role. (i.e sneakers, sandals, steel capped boots). **All sandals must have an ankle strap.** There are to be no slides or thongs.

Staff may be exempt from specific standards for any period of time covered by a medical certificate.

Professional judgement needs to be exercised for retreats, professional development, camps, carnivals, free-dress or dress- up days and excursions, considering professional standards and modesty.

## Staff uniforms

CEDC is committed to upholding the highest ethical standards by following best practice procedures to reduce the risks of modern slavery within our organisation and supply chains. For further information, please refer to the Diocesan Modern Slavery Statement. Staff uniforms, where applicable, must adhere to this statement.

St Therese's School staff have an optional long or short sleeve First Nation polo shirt. This was designed by staff and students and is manufactured by a local family business.

Staff interested in wearing corporate-style workwear can visit *Ambition Workwear and Safety* in Bungalow. Our school logo is on file, and can be embroidered on any of their wide range of workwear options. The principal can provide a confirmation letter verifying your employment to take with you.

## Rationale

All staff are required to dress in a manner suited to their work and in keeping with the professional standards, culture and image of the Catholic Diocese. Staff dress needs to be consistent with the school community expectations for the occasion and the environment, and minimise the risk of injury to the staff member.

## Consequences

The Code of Conduct for Employees requires that the presentation and personal appearance of staff is professional and appropriate for their work role as part of a wider commitment to be a positive influence in the work of the Church and within the broader community. All staff are required to adhere to the Staff Code of Conduct – this is a condition of employment with Catholic Education - Diocese of Cairns. A breach of the Staff Dress Code Policy is a breach of the Staff Code of Conduct and may result in misconduct disciplinary action. Staff members are responsible for maintaining their professional dress standard and report to their line manager (i.e. the School Principal, APRE, APA) in regards to any breaches of this policy.

**Infringements:** Staff are accountable for their actions. Failure to comply with this Code of Conduct may constitute a breach of employment or contractual obligations. School Leadership may take appropriate action, including:

1. a conversation with the staff member and their line manager where breach is identified and discussed
2. an email will be sent to the staff member regarding code of conduct expectations and formal processes that may follow should breach/es continue
3. may include, but is not limited to those defined in the following CEDC processes and procedures: Employee Unsatisfactory Performance, Employee Misconduct and Investigations, Grievance Procedures

## Reflection

*“There are different kinds of spiritual gifts, but the same Spirit gives them. There are different ways of serving, but the same Lord is served. There are different abilities to perform service, but the same God gives ability to all for their particular service. The Spirit’s presence is shown in some way in each person for the good of all.” (1 Corinthians 12:4-7)*

## See also (Related Policies and Guidelines)

CEDC Code of Conduct - staff

Modern Slavery Statement

Code of Conduct - Staff

St Therese’s School Sunsmart Policy revised 2023