



Bayside Special Developmental School

STAFF DRESS CODE POLICY 2015

RATIONALE:

To ensure consistent standards of dress which reflect society's expectations for members of staff at schools are clearly defined and adhered to.

To ensure members of staff dress within accepted Occupational, Health and Safety (OH &S) guidelines and are comfortable to optimally perform the duties required of them.

GUIDELINES:

- Information relating to what clothing is deemed acceptable and what clothing is deemed unacceptable will be sourced from members of staff across various departments and work areas in the school through consultation
- The information gathered through consultation will be used as a guide and will not be definitive in arriving at standards for the purpose of this policy which will ultimately be determined by the Principal.
- The policy will become active after ratification by the Bayside Special Developmental School Council.

PRACTICAL PROCEDURES:

- The following standards of dress as referred to in the standards section are to be adhered to by Bayside Special Developmental School members of staff at all times except in those situations as referred to in the exemptions.
- Breaches of this policy will result in the transgressor being requested to return home to dress more appropriately. Employment time lost during this period will be recorded as leave without pay.
- Repeated breaches will be followed up with a written warning and referral of the situation to the conduct and ethics department.
- Members of staff who bring breaches of this policy to the attention of management will have their privacy protected under the whistle blowers act of 2001.

Standards

Teachers and Education Support Staff	Acceptable	Unacceptable
Male	<p>T shirts, Polo shirts with a collar, Long and short sleeved business shirts, jeans, neat denim or dress shorts, neat long sports shorts, slacks, and track suits (not worn out or holey).</p> <p>Flat shoes, running shoes, casual shoes or covered shoes with a heel of less than one inch in height. Laces are to be tied.</p> <p>Stud type earrings or small hoops</p>	<p>Any clothing that is torn, ill-fitting, dirty or not worn properly to expose underwear or personal body parts (e.g. bottom). Exposed nipples, mid riff or chest.</p> <p>Singlets, muscle shirts, unbuttoned shirts and loose mesh t shirts.</p> <p>Shirts or jewellery with offensive or culturally sensitive logos and pictures, drug references or political statements.</p> <p>Football shorts, Board shorts or beach wear</p> <p>Platform shoes, thongs, open toed sandals, shoes that are broken or in a state of disrepair.</p> <p>Jewellery which hangs down or is dangerous to others</p> <p>Exposed facial piercings.</p>
Female	<p>Singlets which cover bra straps and at least 2cm in width at the shoulder. T shirts, Polo shirts with a collar, Long, short sleeved and sleeveless blouses, jeans, neat denim or dress shorts (mid-thigh or longer), slacks, and track suits (not worn out or holey). Dresses of knee length or longer</p> <p>Leggings combined with long tops which cover the behind</p> <p>Covered shoes with a heel of one inch or less in height with covered toes. Flat shoes, running shoes, casual shoes or covered shoes. Laces are to be tied.</p> <p>Stud type earrings or small hoops. Small nose stud.</p>	<p>Any clothing that is torn, ill-fitting, dirty or not worn properly to expose underwear or bottom. Exposed cleavage mid riff or bra whilst in a standing position.</p> <p>Singlet tops with shoestring and spaghetti straps. Hot pants or short shorts.</p> <p>Beach wear</p> <p>Leggings combined with short tops which don't cover the behind</p> <p>Shirts or jewellery with offensive or culturally sensitive logos and pictures, drug references or political statements.</p> <p>Platform shoes, thongs, open toed sandals, shoes that are broken or in a state of disrepair.</p> <p>Jewellery which hangs down or is dangerous to others.</p> <p>Nail extensions and exposed facial piercings.</p>

Office Staff	Acceptable	Unacceptable
	Business wear including suits, dresses, skirts, slacks, collared blouses/shirts and t shirts. Neat jeans and sleeveless blouses. Dress shorts knee length or longer or culottes. Shoes are required to be closed toe with a heel of three inch or less.	Any clothing that is torn, ill-fitting, dirty or not worn properly to expose underwear or bottom. Shirts or jewellery with offensive or culturally sensitive logos and pictures, drug references or political statements. Sportswear, shorts, miniskirts or dresses above knee Exposed cleavage mid riff or bra whilst in a standing position. Open toed shoes, shoes with a heel higher than 3 inches Exposed facial piercings.

Maintenance Staff	Acceptable	Unacceptable
Sun screen & hat to be worn while working outdoors	Polo shirts with a collar, dress shorts, jeans, work pants (King Gee) Closed footwear such runners, work boots, gum boots Any protective clothing as stated in users operation manuals of said equipment	Stubbies, sleeveless shirts, singlets, any clothing that is torn, ill-fitting, dirty or not worn properly to expose underwear or bottom. Thongs, sandals, broken or paint splattered shoes.

EXCEPTIONS:

- Staff will be expected to dress professionally when conducting presentations. (refer to office staff code of dress)
- Staff will be expected to dress professionally when conducting meetings. (refer to office staff code of dress)
- Staff will be expected to dress professionally when attending professional development as released staff. (refer to office staff code of dress)
- Special days such as dress up days and sports days will be exempt from the code however this will be subject to an expectation of good taste and decorum.
- Whilst wearing protective clothing such as in art, staff will permitted to wear protective clothing which may be paint splattered, of older type or stained.

- Whist engaged in school sanctioned activities that require specialised uniform such as swimming staff will permitted to wear clothing appropriate to that activity however this will be subject to an expectation of good taste and decorum. The employee is expected to conform to the dress code policy once the activity has concluded.
- When members of staff are on a return to work plan which due to an injury they are required to wear alternative clothing, they will be permitted to wear alternative clothing as long as it does not compromise occupational health and safety or expected standards. (medical certificate required).

EVALUATION:

This policy will be re-evaluated every three years.

CERTIFICATION

Signed 
School Council President

Date 3/12/14

Signed 
Principal

Date 3/12/14

This policy ratified at School Council meeting 3rd December 2014