



## STAFF DRESS CODE POLICY

### Introduction

Staff members have a major responsibility in the monitoring of the College uniform and to ensure that the Student Dress Code requirements are enforced at all times. The College has expectations of students and it is not unreasonable to expect that staff members will, in their own dress, be role models for the students. The expectation is that staff members are professional in their dress at all times.

### Requirements

#### Male Employees

In keeping with the above expectations, male employees could wear a combination of the following:

- Business Suits
- Trousers
- Tailored shorts
- Business shirts (short sleeve or long sleeve)
- Tailored collared shirts
- Rolled neck tops
- Ties
- Jackets
- Appropriate supportive footwear. In selecting footwear staff members should be mindful of their safety at work. For reasons of OH&S thongs are not to be worn.

#### Female Employees

In keeping with the above expectations, female employees could wear a combination of the following:

- Suits
- Trousers
- Tailored shorts or 3/4 length pants/trousers
- Skirts
- Jackets
- Dresses

- Blouses/shirts (short sleeve or long sleeve)
- Rolled neck tops
- Appropriate supportive footwear. In selecting footwear staff members should be mindful of their safety at work. For reasons of OH&S thongs are not to be worn.

### **Maintenance Staff**

The College Maintenance staff are required to wear combinations of the following:

- Polo shirt, rugby top, polar fleece shirt, long or short sleeve, flying jacket, cap - all with the College logo.
- Safety boots, trousers/overalls/shorts.

### **Physical Education / Outdoor Education Staff**

For all practical Physical Education classes, staff are expected to wear the PE staff College polo shirt. The College PE staff jacket or tracksuit top is to be worn for all practical classes during terms two and three or when weather conditions permit. If it is necessary to wear other clothing for practical classes, it should at all times be appropriate to the activities that are being taught.

### **Excursions**

When staff are timetabled to supervise students on excursions and the students are required to wear full school uniform, it is important that the staff members dress in a professional manner and that their appearance and the appearance of the students reflects well on the College.

Unless timetabled to take Physical Education or Outdoor Education classes during the day, it is not appropriate for a staff member to wear sports clothing or sports footwear to class. There may be occasions when staff need to change into sportswear at lunchtime for the purpose of a particular co-curricular activity. On some occasions there may be insufficient time to change in time for classes to be taught in periods five and six.

### **Inappropriate Attire**

Staff must realise that students and parents have a perception of what is required of a professional in terms of dress. Therefore the following items of clothing **may not** be worn:

- denim,
- cargo pants,
- inappropriate footwear (e.g. thongs, canvas shoes, sneakers), and
- clothing that might be interpreted by students, parents or colleagues as revealing (e.g. low cut, too short or closely fitted garments).

Staff also need to be wary of wearing clothing with writing / logos / slogans which may be interpreted as offensive by others.

When there is a concern about the suitability of an employee's dress during work hours, this matter will be raised by a member of the College Executive, directly and privately with the employee concerned.

## **Piercing**

Visible body piercing is not permitted and tattoos should be covered.

## **Casual Dress**

Casual dress for student fundraising days applies to students only.

There are also particular occasions when staff may wear casual clothes such as the College Walkathon on the College Feast Day and the Athletics and Swimming Carnivals.

## **Exemption from Staff Dress Code**

Only the Principal can grant special exemptions from any aspect of the Staff Dress Code.

## **Pupil Free Days**

Smart casual wear may be worn by staff on pupil free days which are internally organised for College staff only, however appropriate footwear is required as above. There may be occasions on such days when the normal Staff Dress Code is required.

## **Academic Gowns**

Staff need to note that there are also particular occasions when staff will be required to wear an academic gown and colours. These will be provided by the College unless the staff member has their own.