



MONTESSORI STEPPING STONES & WAABINY OSHC EDUCATOR /STAFF DRESS CODE



PURPOSE

Montessori Stepping Stones (MSS) & Waabiny OSHC (WOSHC) require employees to be dressed in a manner that:

- ensures the safety, health and hygiene of children and employees;
- is comfortable to wear and allows them to safely perform their duties;
- maintains a friendly yet professional ‘early learning and care’ image;
- provides a positive role model to the children, and is sensitive to and respectful of differing backgrounds, cultures and individual needs.

SCOPE

All employees, volunteers and students on work placement at MSS & WOSHC

DESCRIPTION/GENERAL

MSS & WOSHC have a responsibility to ensure employees are not putting themselves and others at risk by wearing clothing and footwear that may cause injury. MSS & WOSHC have an obligation under WA State and Federal legislation to provide a safe and healthy workplace. Employees and contractors also have obligations under law to take reasonable care to protect themselves and others in the workplace.

In addition to this, the way employees dress contributes to the professional image of MSS & WOSHC.

EMPLOYEE NEEDS

To be kept up to date with information on best practice in minimising the risk of injury due to inappropriate clothing and to be ‘professionally’ fashionable at work.

MANAGEMENT NEEDS

To minimise risk of injury to employees and children, and maintain a professional image for the service.

OCCUPATIONAL HEALTH AND SAFETY

Employees are required to dress in clean and tidy clothing that is suitably loose to give freedom of movement when involved in manual handling activities. Upon commencement of employment, employees are supplied with uniform shirts which are to be worn from Monday to Thursday every week. We have a “free dress” policy on Friday, and the clothing worn during free dress, as well as clothing other than uniform during the rest of the week, should meet the following minimum requirements:

- supplied uniforms to be clean and washed regularly
- sleeved tops or shirt

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- mid-thigh or longer pants/dress/skirt, **no exercise pants/active wear**
- a jacket or jumper may be worn in cooler months
- In the interests of health and hygiene employees must ensure their hair is clean and tidy, and that long hair is tied back.
- Employees must ensure that their fingernails are kept to an appropriate length, to reduce the risk of scratches or injuries to children, or themselves whilst working.
- Employees who work in the kitchen or cook and prepare food at any time must wear a cap or disposable hairnet. Disposable hairnets are provided by MSS.

FOOTWEAR

Footwear must be safe and comfortable without attachments that may cause injury to employees or children.

No spiked heels, thongs, open-toed or strapless shoes are to be worn.

COSMETIC JEWELLERY AND MAKE-UP

It is considered that the wearing of excessive jewellery or make-up by employees presents an unprofessional image and may pose an occupational safety and health hazard to both employees and children. Therefore, the following limits are to be adhered to regarding jewellery and make-up worn by employees at the MSS & WOSHC:

- Earrings or other jewellery that dangles, is sharp or pointy, or may be grabbed or pulled by a child is not to be worn.
- No perfume to be worn as children with allergies may react to it

HATS AND SUNGLASSES

It is a requirement that employees wear a hat which provides shade to the face and neck, whenever they are outside, to ensure protection from the sun's harmful ultra violet rays, and provide appropriate role modelling for the children, who must also wear their hats.

MSS & WOSHC allow staff to wear sunglasses whilst outside where desired/needed. Sunglasses must only be worn outside, and reflective sunglasses must be removed whenever an employee is talking to children or parents, to maintain eye contact.

INFORMATION FOR EMPLOYEES

Information about what constitutes appropriate and safe clothing for the child care setting will be discussed at staff meetings and through notices.

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