



NORTHERN BAY P-12 COLLEGE

STAFF DRESS CODE NBC037

1. PURPOSE

To promote a practical and professional staff dress code supported by all Teaching and Education Support staff.

2. BROAD GUIDELINES

- 2.1. In support of the professionalism of our staff, we have chosen to implement a staff dress code.
- 2.2. A code of dress of staff is designed to help maintain and further enhance a positive image, sense of pride and professional ethos of the college community.
- 2.3. Issues of 'Occupational Health and Safety', 'Sun Smart' and equality are factors that need to be considered.
- 2.4. Staff are required to dress in a smart and casual manner that is appropriate to the appointment and which communicates a professional image to the school community.
- 2.5. Admin staff are strongly encouraged to wear staff corporate uniform.
- 2.6. Staff are required to wear clothing that will enable them to facilitate the provision of the full curriculum, including Physical Education, Sport, Excursions, Yard Duty and emergency situations.

3. IMPLEMENTATION

- 3.1. All staff are to wear name badges during the school day and at College events and functions.
- 3.2. Staff are given the opportunity to purchase non-compulsory items of clothing which bear the Northern Bay College logo. These items have been registered as non-Compulsory Occupational Clothing with AusIndustry (registration number CW74746) and will carry an embroidered logo enabling staff to claim them as a tax deduction. Further details of registered uniform items are available from the College Business Manager.
- 3.3. The staff dress code, whilst not a prescriptive uniform, outlines minimum dress expectations and requirements. The minimum dress code required for Northern Bay College staff is the Northern Bay College non-compulsory staff uniform, otherwise:
 - 3.3.1. Staff should wear clothing that is appropriate to a professional work environment and worn at an appropriate length.
 - 3.3.2. Clothing such as ripped or stained - jeans, casual t-shirts or singlets and rubber thongs are not to be worn.
 - 3.3.3. Tracksuits and sport shorts should only be worn on days when sporting activities and outdoor activities are undertaken.
 - 3.3.4. Footwear should not include any shoes likely to cause an OH&S issue.
 - 3.3.5. In line with the Sun Smart policy, all junior campus staff should wear hats during terms 1 and 4 whilst in the open outdoor spaces.
 - 3.3.6. Clothing and body art is not to display inappropriate logos, promote inappropriate products, or contain inappropriate pictures, language or messages.
- 3.4. Exceptions to above guidelines can be approved by the college principal on medical and/or religious grounds.
- 3.5. Issues relating to the minimum dress code will be managed by the campus principal in accordance with the Local Grievance procedures.
- 3.6. Concerns relating to the non-compulsory staff uniform are to be directed to the campus principal.

4. EVALUATION

This policy will be reviewed as part of the college's review cycle.

Document #	Committee Responsible	Review Date	Public Location	Ratified by School Council:
NBC037	Leadership / Consultative (8/10/14)	Sept 2017	Website Intranet NBC Public Policies	15/10/14