

# Clothing and Presentation for Staff

## Background

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The Workplace, Health and Safety Act sets out the laws about the health and safety requirements affecting most workplaces. It is the employer's responsibility to manage potential risk to workers in undertaking their duties and to put strategies in place to ensure a safe workplace. Appropriate clothing and footwear are a requirement of the early childhood education and care workplace. It is important that there is a clear understanding of the distinction between what is appropriate in a workplace and what educators might choose to wear in their leisure time.

Wearing the approved uniform is also required for the following reasons:

- Presenting a professional standard that calls educators to demonstrate the virtues of modesty, respect, service, and unity
- Allows parents/guardians to easily identify educators
- To allow educators to quickly react to situations involving a child

## Policy statement

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To ensure educators are dressed appropriately and safely according to the requirements of their care giving role and workplace safety guidelines.

## Strategies and practices

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- The Nominated Supervisor is required by Sunkids to ensure ALL educators wear the approved uniform and meet other standards as detailed below.
- Uniforms will relate to the Sunkids corporate colour – black. The standards for uniforms are as follows:
- Sunkids will provide each educator with up to three polo-shirts. Relief or part time educators will receive less.
  - Educators working 5 days will receive 3 polo-shirts.
  - Casual educators will receive 1 polo-shirt.
- The Nominated Supervisor will be responsible for recommending when an educator's uniform has worn and needs to be replaced.
- All tops will carry the Sunkids logo and educators can purchase additional tops. Laundry facilities are available at the centre for educators to launder their uniform.
- In selecting appropriate size and fit, educators must ensure that bare skin or underwear does not show when lifting or bending. If necessary, educators can wear an undershirt in black.
- Educators who leave the organisation and did not work for at least 3 months must return their uniforms as part of their termination of employment and salary finalisation. Badges must also be returned when leaving.

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- In extenuating circumstances, when the uniform cannot be worn, the following guidelines must be met as a temporary measure for 1 day only: -
  - Wear clothing that covers the shoulders and upper arms
  - Clothing that closely follows the above uniform requirements in colour and style.
- Educators can also purchase a polar vest or polar long-sleeved jacket. Confirm current prices with Head Office. If educators do not choose to purchase either a polar vest or long-sleeved jacket, they will be provided with larger polo shirts to be placed over plain black jackets/jumpers (*purchased by staff members*).
- Long sleeved polo shirts can be requested.
- Nominated Supervisors have two options - Sunkids buttoned blouse with  $\frac{3}{4}$  or short sleeve OR the Ava short sleeved shirt. The name badge must also be worn.
- Early Childhood Teachers are required to wear the Kindy Teacher Blouse. The name badge must also be worn.
- To maintain a professional presentation, educators are asked to wear a co coordinating bottom part of the uniform, in black, which is comfortable and appropriate for the requirements of their position. Options are: -
  - Pants (full length or  $\frac{3}{4}$  length) – loose fitting
  - Long shorts that come to at least above the knee
  - Skirt – knee length or longer
- Unacceptable clothing includes: -
  - coloured tights worn under shorts
  - leggings, bike pants and other tight-fitting garments
  - track pants
  - denim of any colour
- To ensure the safety of Educators, shoes must meet the following criteria: -
  - Firm, flat, fully enclosed shoes with a tread that will reduce the risk of slipping
  - Colour coordinated or sport shoe
  - Suitable footwear must be always worn, except in specific situations e.g. In the sandpit when bare feet might be more appropriate
  - Unacceptable shoes include crocs, slippers, Ugg boots and thongs as they are not considered safe in the childcare context
- Educators will be provided with a hat that coordinates with the uniform and shades the face while outdoors with children.
- Sunkids will provide educators with a name badge. This must be always worn. Educators will be required to pay for the \$7.00 replacement cost of a lost badge. (See authorisation form attached.) Worn badges will be replaced at no cost at discretion of the Nominated Supervisor.
- It is acknowledged that individuals may make certain lifestyle choices in their personal lives. While Sunkids does not judge an individual's personal choices, such choices may not fit with health and safety standards in a workplace. Many parents also have perceptions about the professional standards and presentation they expect from the educators of their child and first impressions can have a powerful impact.

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- The following guidelines must be followed: -
  - Educators must not wear obtrusive jewellery that might catch and cause injury to themselves or a child. Stud earrings, minimal or no rings on hands, no bangle and necklaces are recommended
  - Long hair must be tied back. Hair colouring must not be unnatural
  - Nails should not appear to present a safety risk to a child by being excessively long
  - Tattoos must be covered as much as possible using undershirt/long sleeved polo/long pants etc.
  - Nose studs are to be kept as small and as unobtrusive as possible and covered for safety
  - Lip and eyebrow rings must be removed or covered due to the high risk of injury
  - Other facial piercings are to be removed or covered
  - Tongue rings are to be removed

## ORDERING

- Nominated Supervisors will be responsible for keeping a record of all orders and entitlements.
- **Badge and Hats:** Order through Head Office (form attached)
- **Educators Tops:** Order to be placed through Head Office (see form attached). Existing educators wishing to order additional tops must complete the 'Authority to Deduct' form or the order will not be placed. If the Nominated Supervisor is authorising a replacement top for an existing educator, this must be indicated on the order form.
- **Sunkids Jackets, Long Sleeved Polos, and Vests:** Order to be placed through Head Office (see form attached). All educators wishing to order these items must complete the 'Authority to Deduct' form or the order will not be placed.

## Additional requirements for babies

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- N/A

## Responsibilities of parents

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- N/A

## Procedure and forms

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- Badge Order Form
- Uniform Order Form
- Authority to Payroll Officer Deduction from Pay Form

## Links to other policies

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- Educator Professionalism, Ethics and Reflection
- Sun Protection Policy

# Clothing and Presentation for Staff

## Links Education and Care Services National Regulations 2011, National Quality Standard 2011

QA	7.1.1	A statement of philosophy guides all aspects of the services operations.
	7.1.2	Systems are in place to manager risk and enable the effective management and operation of a quality service
	7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
	7.2.3	Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development

## Sources

- Education and Care Services National Regulations 2023
- Work Health and Safety Act 2011 (Qld), current as of June 2025
- Guide to the National Quality Standard 2024
- SunSmart (2024). Slip on clothing: Sun Protective Clothing.  
<https://www.sunsmart.com.au/protect-your-skin/slip-on-clothing> accessed 24 June 2025

## Further reading and useful websites

- SunSmart – <https://www.sunsmart.com.au/> accessed 24 June 2025
- Cancer Council Queensland – <https://www.cancerqld.org.au/cancer-prevention/sun-protection/> accessed 24 June 2025

## Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur, and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

## Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	8 January 2018	Kaylene Harper	Updated to changed NQF requirements 1 February 2018.	January 2019
2	14 February 2019	Kaylene Harper	Reviewed policies. Accessed websites and further readings.	February 2020
3	28 January 2020	Kaylene Harper	Reviewed policies. Accessed websites and further readings.	January 2021
4	13 October 2020	Kaylene Harper	Reviewed policy. Accessed websites and further readings.	October 2021
5	23 September 2021	Kaylene Harper	Reviewed policy	September 2022
6	7 October 2022	Linda Hollard	Reviewed policy Accessed sources and additional information	October 2023
7	23 August 2023	Grace McKinstry	Reviewed policy Accessed sources and additional information	August 2024

## Clothing and Presentation for Staff

8	8 July 2024	Tiffany Boeske	Reviewed policy Accessed sources	July 2025
9	24 June 2025	Gen Mahaki	Reviewed against NQF, updated sources and websites	June 2026