

NCC STAFF DRESS CODE POLICY

ISSUED:	February 2013	LOCATED:	T:\Admin\Executive\1.Policies - Internal Policies & Procedures		
REVISED:	November 2019 for Male Staff	31 August 2020 at Executive	24 March 2021 at Executive	January/Feb 2023 at Executive	May 2023 at Executive

1. Purpose

Our College is known and often selected, by parents for the values and standards that we have established as part of our mission.

“To provide a secure and supportive Christ-centred learning community, where a commitment to excellence, creativity and service is encouraged and modelled.”

As such, we have high expectations of our staff in how they present themselves as educational professionals. The standard of dress that is modelled by our staff should not only reflect their professional role, but also set an example for our students. The role staff members play in reinforcing and supporting the uniform policy for our students cannot be underestimated.

2. Dress Standards

It is expected that the standard of dress for staff be neat and modest, modelling respect for the community we serve. The following guidelines **must** be followed:

All Staff

- NCC name badge must be worn at all times
- Hats to be worn outdoors
- Jeans, casual T-shirt tops and polos (except where designated), do not meet the professional workplace standard we seek.
- Staff to wear formal attire on days other than sports days and change shoes and shirt if necessary for lunchtime activities.
- Sport Clothing:
 - Sports clothing and joggers will only be worn as required by sport activities; PE/Sport teaching; and some curriculum activities requiring casual modes of dress (e.g. camps, excursions). This clothing must still maintain the appropriate standard.
 - Sport Staff, including relief sport staff, (teachers of PE, Sport and/or SCISSA): are to wear the **NCC Staff Sport shirt**.
 - Black shorts (no shorter than mid-thigh) for both male and female staff or ¾ pants for female staff are to be worn.
- Some departments may require particular standards of clothing or footwear to meet safety and practical requirements within their environment as determined by their line manager. This may include an NCC department specific uniform.
- No piercing is permitted for male staff.
- Female staff may wear ear piercings ensuring earrings are appropriate for activities. Female staff may wear a subtle nose stud. No other facial piercings are permitted.
- No visible tattoos
- These dress standards must be adhered to during ‘*student free weeks*’ as well as normal school weeks.
- For formal occasions, men will be required to wear jackets and women semi-formal / formal attire.

Female Staff

- Dresses and skirts of modest length (at least to the top of the knee)
- Blouses and tops with moderate neckline and shoulder (to the edge of the shoulder; no less than 5 cm); and a length at no time exposing the midriff
- The fabric and fit of all garments should be carefully considered to portray neatness and modesty (not revealing undergarments)
- Tailored, long style pants
- Leggings and tights with tunic tops (short dresses) are not appropriate
- Footwear should be of a professional standard. Sandals must be appropriate dress sandals. Thong style shoes are not permitted.

Male Staff

- Tailored, dress style trousers
- Buttoned, collared business shirts with tie. Ties can be removed during Term 1 & Term 4 (on a hot day) when engaged in outside activities, but must be replaced when back in air conditioned rooms.
- Full dress shoes.

This policy is to be read in conjunction with IP&P 37.0 HR11 Corporate Uniform Policy for specific requirements.

This policy is published:	TASS Staff Kiosk
Date:	18 May 2023