

Making a Good Impression

Dress and Personal Appearance Standards at Work

Introduction

The great majority of residential college staff take pride in their appearance and uphold appropriate dress and personal presentation standards. Earlier this year the Minister for Education and Training indicated that there is a need for education and training professionals to dress appropriately. Our competitors in boarding schools set high dress standards and we need to ensure that no parent or student views us in a lesser light.

Guiding Principle

All CHSHA staff dress appropriate to the occasion, as befitting their work as role models for teenage students, and 'make a good impression' on parents and students. In all work circumstances staff are requested to wear clothes which fit well and enhance their appearance.

Personal grooming should be appropriate to the role and 'make a good impression' on parents and the students.

Staff are requested to:

- to dress modestly and not wear inappropriately revealing clothes in the normal course of their work;
- keep their hair clean and neat and if longer than shoulder length, tie it back when appropriate (e.g. when engaging in physical activity, preparing food, or when long, loose hair constitutes a safety hazard);
- use natural colour hair colouring to enhance appearance rather than bright unnatural colours (e.g. green, blue, purple, pink, etc);
- refrain from wearing nose, tongue, chin, eyebrow and multiple earring piercings to work;
- ensure that tattoos and body piercings are not on display in the normal course of work;
- be clean shaven or keep beards and moustaches well groomed when at work.

Formal Occasions

Requested Standard: Business professional.

Formal occasions include: college award functions, college managers' meetings, school visits, college board meetings, when staff are representing the college in a public forum or meeting, when managers (or their representatives) are dealing with parents at the college or welcoming other visitors.

For men, it means dress trousers (tailored, not casual) attractively coordinated with shirt and tie and a jacket. For women, it means dress pants, skirts or dresses attractively coordinated with appropriately dressy tops and jackets.

A jacket may be removed during a meeting and is optional on a hot day.

Managers

As business professionals **Managers** need to set the standard. Adjustments are appropriate so that their dress is appropriate to the activity when working on the roster or engaging in recreational activities with students or staff.

Administrative Assistants have ongoing face to face contact with parents, students, visitors, etc and should always be in smart business attire when working in this role.

The dress standard for college **supervisory staff** should be appropriate to the occasion/activity. There are times when it should be formal and there are times when it should clean, neat and smart.

All supervisory staff are asked to present for work **in the morning** in smart, casual, neat attire. For men, it means smart casual trousers or shorts, a collared shirt (including polo style) preferably, or smart round neck shirt, and a smart jumper are appropriate. Long, or otherwise untidy shirts, should be tucked in. For women, it means smart casual skirts, dresses, trousers or shorts, a dressy top, and a smart jumper is appropriate. For both men and women footwear should be appropriate to the season and clean. Even if students are allowed to wear jeans to school and have their shirts out, a higher standard is expected of college staff.

At the **end of the school day** when staff are facilitating the recreation program and acting in a training capacity they need to be dressed appropriate to the activities involved. Clean, neat tracksuits, casual pants, shorts, T-shirts and sweaters are appropriate. Any text and illustrations on clothes should be inoffensive. Staff should be mindful of their appearance and recognise that they are representing their college if they are away from the college on college business at this time.

Appearance and dress **on weekends** for on-duty supervisory staff still needs to be of a smart casual standard.

Naturally, the dress and appearance of live-in staff on their days off, or when recreating, is their own business, but they need to dress appropriately if they are joining on-duty staff and students in the dining-room. Staff need to be aware when their clothes have passed their 'use by' date, or have become faded, torn, or stained and not wear these clothes when on duty.

Ancillary staff should be in clean clothes every day and uphold appropriate standards of dress and presentation. They also need to abide by any health (aprons, hair nets) or safety enhancing requirements (skin, hearing, vision, hand, hair, head, foot protection).

Special Circumstances

There are occasions when it will be entirely appropriate for staff to be wear more casual clothes (jeans, cords, work clobber, etc). These include special days like 'Jeans for Genes', on camps, bushwalking, busy bees, etc. However, even on these occasions, staff should be clean, well groomed and neat in their appearance.

Conclusion

These guidelines are designed to enable all staff to appreciate the need to **make a good impression**.

Fashion is always changing. If a member of staff believes a particular mode or style of dress, while different from the specific examples included in these guidelines, is appropriate, then they should gain the College Manager's approval.

The College Manager will provide advice to staff as he or she considers appropriate to making a good impression in the context of college work activities.