

Acorn Child Care Centres

Policies and Procedures



4.2.1 Professional Image Policy

Purpose and scope

This policy is to establish, convey, and maintain a highly professional corporate image that is a part of Acorn's professional style, culture and values that have developed in recognition of the local communities which Acorn serves.

This policy applies to all employees and includes casual and temporary workers who may be employed at Acorn premises from time to time.

Statement of General Expectations of Appearance

Employees are expected to at all times maintain their appearance in accordance with this Professional Image Policy. Acorn wishes to project a professional image to clients, colleagues, parents and the public in line with Acorn's professional culture and values. Whilst at work, employees are expected at all times to project a professional image that allows us to maintain the focus of attention on the children in our care, rather than on our own personalities. This instils confidence and comfort in parents and the public that children in our care are receiving the highest standard of child focussed care, and that our organisation is a professionally run enterprise.

General Comments

Employees should consider the appropriateness of their attire at all times in the context of health and safety and ensure that all items of clothing and jewellery are secure on their person if they are likely to be around any machinery or contaminable products.

Specific clothing precautions must be maintained according to procedures for food preparation.

Any employee who does not meet the standards of this policy will be required to immediately take corrective action, and failing that may be sent home without pay depending on the level of the breach. Any such directions will be discrete and may be provided in writing or verbally from management.

Identification

Educators are to wear Acorn identification at all times.

Hair

Hair can become entangled in children's clothing, toys or grabbed by young children. For "dress-up" days, please see first paragraph under "Uniform".

Hair is to be neat, practical and clean at all times. Shorter hair is preferred however if long hair is maintained it must be secured in high position.

Hair colour must also natural colour, or if dyed, a natural colour range chosen.

Piercings

Ear piercings may become entangled in children's clothing or hair and be grabbed by young children.

Acorn Child Care Centres

Policies and Procedures



Only piercings in ears are permitted. Only one piercing per ear. Earrings should be studs, or very short and close fitting, not dangly.

Jewellery

Jewellery can scratch children or become entangled in clothing or hair.

Jewellery must be limited to one watch and one ring set that is unlikely to cause scratching.

Nails

Long nails can become torn, entangled in clothing or scratch children.

Nails must be short. Nails must also be kept neat and clean. Colours should be either natural, clear or French polish.

Sun Protection

All staff must model appropriate behaviour and Sun Smart practices. Therefore, staff must wear a wide brimmed hat (with no choking or strangling hazards) and a shirt which covers shoulders and neck at all times when outdoors. Staff must also apply sunscreen for when they are outdoors.

Uniforms

Acorn has a uniform which staff are expected to wear at all times while on duty or at functions representing Acorn. Exceptions apply for special “dress up” days as approved by Directors/Admin. On such days, clothing must not be of a style or contain messages or images that does not fit within our professional culture.

Shoes must be practical and of a black or navy-blue colour and have appropriate sole grip.

Whilst wearing the Acorn uniform, the employee is representing Acorn. Therefore, whilst wearing the Acorn uniform (even where it is worn outside of the Acorn Premises) an employee will not engage in any activity that will breach Acorn’s Code of Conduct or bring Acorn’s professional image into disrepute.

☐ The uniform tops consist of a shirt, vest and jumper / jacket or combination thereof. Uniform bottoms consist of slacks, shorts or skirt for female employees and long trousers or shorts for male employees. All items to be embroidered with the Acorn logo. Skirt and shorts lengths should be of an appropriate length considering that we are working with children and often bending at the knees to be at children’s height.

100% of the cost of purchasing a reasonable number of uniform pieces will be reimbursed by the centre. This does not include shoes.

Staff are provided a centre hat which is to be worn at all times whilst outside in the yards.

- Staff must wear complete uniform, and maintain the uniform in a clean and presentable condition. (I.E. Ironed, pleasant odour, in good repair, slacks and trouser hemlines off the ground and non-tattered, shoes clean and polished)

Acorn Child Care Centres Policies and Procedures



- No skin is to be showing between uniform tops and bottoms. Should a singlet be required to maintain midriff modesty, navy or black are the only acceptable colours.
- Button closures on uniform tops are to neat and effective.
- All tattoos must be covered at all times
- A high level of personal hygiene is to be maintained such that it is effective in controlling body odours. This may at times require attention during a shift. This is the responsibility of each individual employee.
- Perfumed sprays may cause allergies and strong odours may cause offence to children and colleagues. Please keep this in mind when choosing your perfumed sprays. Please do not take offence if management requests you to change your sprays or reduce the use of it.

Uniforms and other specific dress requirements

Acorn may provide additional specific direction for individuals or groups of individuals as it deems necessary to maintain Acorn’s professional image and the health and safety of the workplace and all employees. Any such directions will be discrete and may be provided in writing or verbally from management.

At the cessation of your employment you must return any uniform provided to you by Acorn. Failure to return your uniform may result in the cost of the items being deducted from any monies outstanding to you on termination.

15/03/2016							
15/03/2017							
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Next review Date: 24/01/2020