

HARCOURT VALLEY PRIMARY SCHOOL

Wilkinson Street, HARCOURT 3453
Ph: (03) 5474 2266 / 67 Mobile: 0418 107 059
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Dress Code - Staff

Schools are **not required** or expected to develop policies in relation to staff dress or appearance.

Ministerial Order 1388 – Teaching Service (Employment Conditions, Salaries, Allowances, Selection and Conduct) applies to all school based staff members employed by the Department (including principals, assistant principals, teachers, education support staff and paraprofessionals) and requires that:

"Whilst on duty, an employee's dress and appearance should be neat, clean and appropriate to the employee's duties." (Clause 11.1.3)

Where a school wishes to elaborate on the provision of the Ministerial Order this must be consistent with the Ministerial Order and the *Equal Opportunity Act 2010* (Vic) which requires non-discriminatory treatment. This means that any local school arrangements in relation to staff dress and appearance will need to be flexible enough to accommodate individual staff members who have any specific cultural, religious, medical/disability needs that impact on their dress or appearance.

Occupational health and safety is also an important consideration. Staff have a duty under the *Occupational Health and Safety Act 2004* (Vic) **to take reasonable care for their own health and safety** in the workplace which would include choosing appropriate clothing and footwear for the duties they are performing.

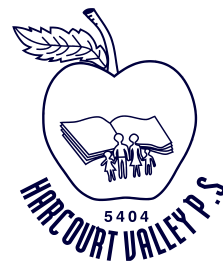
Implementation guide

Is it compulsory for all Victorian government schools to have a policy addressing this issue?	No. The Department does not consider that it is necessary for schools to develop a local policy on staff dress and appearance.
Does this policy have to be approved by school council?	N/A
Recommended consultation	N/A
What is the basis of this policy?	Relevant legislation in relation to staff dress and appearance: <ul style="list-style-type: none">• Ministerial Order 1388, clause 11.1.3• <i>Equal Opportunity Act 2010</i> (Vic)
Review cycle	N/A

- If your school chooses to elaborate on clause 11.1.3 of the Ministerial Order about expectations for staff dress and appearance, this would need to be clearly communicated to staff.

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- If you need advice about staff making special requests to ensure non-discriminatory treatment, you can contact the Legal Division of the Department on 9637 3146 for further assistance.
- If you have any questions about Staff Dress codes in your school, please call Jane Carew-Reid, on 7022 0932, Director, Operational Policy, School Engagement and Compliance Division