

Jasper Road Public School P&C Association



Uniform Policy

2023

Purpose

The purpose of this policy is for Volunteers of *Jasper Road Public School* Parents and Citizens Association to understand and follow acceptable dress and appearance standards at work.

Policy statement

- The *Jasper Road Public School* P&C Association expects all volunteers to wear the uniform during P&C sanctioned activities.
- Decisions about exemptions to this policy are at the discretion of the President of the *Jasper Road Public School* P&C and must comply with work health and safety and anti-discrimination legislation.
- The *Jasper Road Public School* P&C promotes the health and safety of all volunteers by identifying items necessary for particular activities to protect volunteers from injury (for example, items for sun protection or safe footwear).
- Volunteers should be encouraged to wear sunsafe hats for outside activities whenever possible, even though hats may not be a part of the *Jasper Road Public School* P&C uniform.

Overview

The appearance of our Committee members and Volunteers reflects the professional image of our organisation and our brand. Committee members and Volunteers presentation has a significant impact on the way we are viewed by students, staff, community and the wider public. *Jasper Road Public School* P&C uniforms also contribute to the personal safety of students by allowing easier recognition for students inside the school and in the community. Committee members and Volunteers may be provided with a uniform and protective clothing based on the nature and responsibilities of the position or task. *Jasper Road Public School* Parents and Citizens Association acknowledges and celebrates that our Committee members and Volunteers have diverse cultural, religious and gender identities.

Scope

This policy applies to all Committee members and Volunteers of *Jasper Road Public School* Parents and Citizens Association.

The Policy

All Committee members and Volunteers are required to:

- Wear the correct uniform and/or professional attire, as detailed under 'Attire'.
- Ensure uniforms are well maintained. Faded, frayed or damaged uniforms must be reported to one of the Executive Officers or Event Coordinator, who will arrange a replacement.
- Ensure uniforms and/or attire are cleaned at the conclusion of each event. If a uniform is soiled at work, this should be reported and addressed immediately so a replacement can be arranged.
- The event coordinator is responsible for ensuring all uniform, vests and PPE worn or soiled at the event is laundered.

Attire

The following attire is required to be worn (as applicable). Uniform items may be issued to Volunteers and will differ depending on the volunteer's role and responsibilities:

1. Sales: JRPS P&C polo shirt, name badge (as applicable) and hat (as applicable); and worn with business pants, jeans, shorts or a knee length skirt, and fully enclosed shoes.
2. BBQ: JRPS P&C polo shirt, JRPS P&C apron, name badge (as applicable) and hat (as applicable); and worn with trousers, jeans, shorts or a knee length skirt, and fully enclosed shoes. Nonflammable yellow vest may be worn in place of the JRPS P&C polo shirt at the discretion of the volunteer for WHS reasons
3. Supervision: JRPS P&C polo shirt, name badge (as applicable) and hat (as applicable), yellow vest; and worn with business pants, jeans, shorts or a knee length skirt, and fully enclosed shoes. Exemptions will exist for fancy dress/costume events. Yellow vests must still be worn.

Professional Attire

Committee members and Volunteers not required to wear a uniform must wear clean and appropriate clothing to the following standards regardless of gender.

Acceptable attire:

- business shirt with collar, blouse, dress, skirt, long pants/trousers, shorts, T shirt suit or sports coat/jacket or other appropriate clothing;
- discrete and professional non-slip shoes and jewellery.

Unacceptable attire:

- clothes with offensive text or imagery (inclusive when wearing a uniform, unless otherwise stated or advised)
- thongs, high heels that risk health and safety, ugg boots; or
- any other inappropriate attire as determined by the President.

Personal Grooming

Committee members and Volunteers must uphold the following:

- a high level of personal cleanliness and hygiene;

- hair must be neat, tidy, and a discrete and professional style; and tied up for volunteers when required by WHS for their roles;
- facial hair and nails must be neat and of a professional style as required by WHS and food handling legislation.

Workplace Health and Safety (WHS)

The following applies to meet WHS regulations:

- Volunteers working in food preparation and handling with long hair must wear their hair tied back

Uniform Management

Uniform items will be supplied at no cost to the volunteer and will remain the property of *Jasper Road Public School* P&C. Shoes, pants/jeans, skirts and other attire will be provided by the employee (unless otherwise advised).

Replacement Uniforms

There is an expectation that employees will be responsible for their uniforms and take reasonable steps to prevent loss or damage to them. However, *Jasper Road Public School* P&C recognises that uniforms may be damaged from time to time.

Alterations to Uniform

Volunteers will not be discriminated against for requiring alterations to their uniform due to religious or cultural reasons, pregnancy or injury. Approval must be sought in advance from the President.

If you have any specific needs based on your identity or presentation, please discuss these with the President to ensure we can accommodate your needs while maintaining a professional look.

Monitoring and review

The *Jasper Road Public School* P&C, Executive and ordinary members are responsible for monitoring the implementation of this policy and reviewing its effectiveness, every three years.

The *Jasper Road Public School* P&C uniform complies with *Jasper Road Public School* P&C Association Constitution and By Laws, relevant legislation including the NSW Anti-discrimination Act 1977 and the NSW Work Health and Safety Act 2011.

As adopted by the *Jasper Road Public School* P&C Association General Meeting, Monday 22nd May, 2023. (See original scanned documents for signatures)

Signed President: Matthew Adams 22/05/2023

Witnessed Secretary: Davina Harris 22/05/2023