



## **Dress code Policy**

A dress code gives us a standard for our professional appearance. It establishes a standard that the average employee is comfortable with and can, with a few changes, understand and implement.

### **Introduction**

This policy sets out the expectations of the company in relation to the wearing of uniforms for all classroom-based staff.

The policy applies to all classroom and kitchen-based staff, including those with employment contracts, agency workers, volunteers and students undertaking placements.

The Dress Code (and Uniform Policy) is necessary in order to:

- Present a smart and professional image, thereby increasing client and public confidence.
- Support infection prevention and control.
- Have regard to health and safety considerations for staff

Katey's House Ltd considers the way employees dress and their appearance to be significant in portraying a professional image to all users of its service, whether visitors, clients, or colleagues.

Katey's House Ltd recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and infection control considerations.

The Dress Code Policy is designed to guide Managers and employees on the application of the company's standards of dress and appearance. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.

All employees are supplied with two identity badges which must be always worn and visible when on duty or acting in an official capacity representing the Nursery.

All employees are required to comply with the principles of the Dress Code Policy. Failure to adhere to Katey's House Ltd standards of dress and appearance may constitute misconduct and may result in formal disciplinary proceedings.

Employees are responsible for following the standards of uniform/dress and appearance laid down in this policy and should understand how this policy relates to their working environment; health and safety, infection control, particular role and duties and contact with others during the course of their employment.

Footwear:



Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Stiletto heels and plastic flip-flops are not acceptable.

Tattoos:

Visible tattoos are to be discouraged and where present should not be offensive to others. Where they are deemed to be offensive they should be appropriately covered.

Jewellery and Piercing:

Jewellery must be kept to a minimum; a plain/wedding ring and one pair of discreet stud earrings are permitted.

Facial/body piercing is not permitted and must be removed before coming on duty. This includes; nose and tongue studs. If staff have piercing for religious or cultural reasons, these must be covered and must not present a quantifiable health and safety risk.

#### **General requirements for uniform wearers:**

- The uniform should be worn in a clean and presentable fashion.
- Smart and appropriate shoes (enclosed toe) should be worn.
- False nails and false eyelashes are not permitted. Nails should be sufficiently short to ensure safe contact when around the children and good hand hygiene.
- The uniforms issued must not be altered or added to by the individual. If changes are required, they should be arranged by the Management.
- All staff should change out of their uniform before going off duty, if this is not possible staff are permitted to travel between home and work in their uniform if it is fully covered by a coat. This should be discussed with the appropriate manager to seek agreement for the staff member.
- The wearing of the uniform in public places such as a supermarket, is not acceptable.
- Staff who smoke must not smoke in uniform, or be identifiable as an employee of Katey's House Ltd.
- Employees must ensure that uniforms are laundered in accordance with guidance provided on the uniform. In the event of any confusion, staff should contact the nursery Manager for guidance.
- All staff leaving the company who have been provided with a company uniform must return their uniform to the Manager. Failure to do so will result in the appropriate deduction of pay from the final salary, in line with the terms and conditions of the contract of employment.

*All our Policies & Procedures are crafted to ensure the highest possible standards at our setting and will be reviewed every 3 years or sooner, if necessary, in light of specific events or relevant statutory changes.*