



Suitable person

2.6 Staff dress code

Policy statement

We believe that the way staff dress, and their appearance generally, is a crucial factor in how we are perceived by parents and visitors. The aim of this dress code is to ensure we convey a professional image to everyone who comes into the setting.

Implementation of the dress code policy

This policy applies to all staff and students. It is designed to guide everyone on the appropriate standards of dress and appearance. That said, it is not exhaustive in defining acceptable and unacceptable standards of dress staff should use common sense in adhering to the principles underpinning the policy.

The nursery also recognises and values the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress and uniform requirements. However we reserve the right to introduce a staff uniform and all staff would be required to wear.

Staff responsibilities:

- All staff are responsible for their general presentation, appearance and personal hygiene.
- All staff will be supplied with a name badge that must be worn and visible at all times, unless there are health and safety reasons for not doing so

Manager responsibilities:

- Managers are responsible for ensuring this is adhered to by the staff.
- Managers must also ensure that all new staff are made aware of the required standards during the induction process.

Dress code guidelines

- o The overall image of a dress code is to look smart and look part of a team.
 - o Our dress code is smart office style for example shirt / blouse and office trousers no leggings or jeans. Blazers / cardigans are preferred in the winter months.
 - o Staff must take responsibility for ensuring that good care is taken of their dress
- Jewellery must not cause offence or be a health and safety hazard.



- Please limit the jewellery you wear – if you only wear a wedding ring, a watch and stud-style earrings we ensure both your personal safety and the children’s safety. No dangly earrings or nose rings.
- Smart watches maybe worn if put on flight mode and your mobile phone is switched off. This is to be done before entering the premises.
- Hand Gel. To be carried every day and left at the end of session in the classroom in the designated box.
- Hair and nails
 - Nails should not be longer than 1.5cm from the nail bed and must not be sharp.
 - Polish should be smooth and free from chips.
 - Hair should be tied back at all times with no strands dangling down
- Tattoos
 - Visible tattoos should not be offensive to others. Where they are deemed to be offensive they must be appropriately covered.
- Presentations
 - The overall image is to look tidy, smart and show you have pride in your work place.
 - Staff must take responsibility for ensuring that good care is taken of their appearance by wearing clean clothes in good condition..
 - Every effort will be made to support individual religious or cultural beliefs.
 - Sensible footwear must be worn at all times. Dark shoes with a low heel are ideal. No trainers or canvas shoes should be worn please.
 - Please wear your nursery name badge at all times and do not take home but replace in classroom pot at the end of each session.
 - No smoking in the clothes being worn to work. Please refrain from smoking during your working day as this is a health hazard for children.
 - Whilst any item of uniform is being worn which identifies yourself with the nursery then all uniform regulations come into effect even if you are off duty.

- **This policy was updated and reviewed in:**

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	

August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	
January 2022	Stuart Watt	
March 2023	Stuart Watt	