



**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 that all staff would be required to wear.

Staff responsibilities:

- All staff are responsible for their general presentation, appearance and personal hygiene.

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**

- The overall objective of our dress code is to ensure everyone looks smart and part of a team.
- Clothes.
  - Our dress code is 'smart office', which means, for example, shirt / blouse and office trousers, not leggings or jeans. Blazers / cardigans are preferred in the winter months.
  - Please ensure that you are covering shoulders / torso.
  - If you would like to wear a dress (a summer dress, when it's hot, for example) please ensure it is below the knee, unless it is a shirt-style dress, in which case it can be just above your knee. The dress must be appropriate for work and not revealing or overly fitted.



- Staff must take responsibility for ensuring that good care is taken of their clothes.
- 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.
- Jewellery.
  - Jewellery must not cause offence or be a health and safety hazard.
  - Please limit the jewellery you wear. By only wearing a wedding ring, a watch and stud-style earrings you ensure both your own personal safety and that of the children. No dangly earrings or nose rings that children could pull on, please.
  - Hand Gel. To be carried every day and left at the end of session in the classroom in the designated box.
- Mobile phones and wearable devices may not be used in the classroom. They should be switched off before you come into the nursery and left in the mobile phone box. See separate 'Mobile phone policy' for more detail.
- 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.
- Shoes.
  - Sensible footwear must be worn at all times. Dark shoes with a low heel are ideal. Trainers or canvas shoes can also be worn. Open toe shoes and sandals are not permitted as they do not protect your feet.
- And finally....
  - The overall image is to look tidy, smart and show you have pride in your workplace.
  - 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.

Appropriate dress code suggestions



This policy was updated and reviewed on:

Reviewed date	Name	Signature
September 2025	Rachel Holmes	