

NURSERIES: STAFF DRESS CODE POLICY POLICY AND PROCEDURE

CONTENTS

1	POLICY STATEMENT	1
2	STAFF ATTIRE	1
3	STAFF JEWELLERY	2
4	SPECIAL NURSERY EVENTS.....	2
5	CHANGES TO UNIFORM IN INCLEMENT WEATHER.....	3
6	PREGNANCY ATTIRE.....	3
7	PERSONAL BELONGINGS.....	3
8	PREVENTION OF INFECTION	4
9	STAFF ACKNOWLEDGEMENT TO POLICY.....	4
10	ASSOCIATED POLICIES & PROCEDURES	4
11	APPROVAL AND REVIEW DETAILS.....	4

1 POLICY STATEMENT

Our UHSussex NHS FT staff nursery dress code policy outlines how we expect our employees to dress at work.

Employees should note that their appearance matters when representing our nurseries in front of clients, visitors and the wider hospital. An employee's appearance can create a positive or negative impression that reflects on our service and the larger organisation.

Our Dress Code is designed to:

- Promote safety and the prevention and control of infection by ensuring all staff wear clothing that is appropriate to their working environment.
- Ensure the personal appearance of our staff contributes to a positive, professional image and promotes confidence in what we do.
- All clothes must be work-appropriate to ensure children are able to engage in all learning experiences

2 STAFF ATTIRE

All employees associated with the nurseries will be provided with:

- Staff will be supplied with a nursery uniform consisting of logo T. shirt/ polo shirt, sweat shirts, possible fleeces and or waterproof (post dependent).
- Purchasing of new uniform will be every 12-18months. An allowance per employee will be based on contractual hours and number or days worked per week, 'new starter' to the Trust, and length of absence from work i.e. maternity leave.

Staff will be expected to:

- 2.1 Purchase black or navy trousers. No blue denim Jeans. During the summer period (May to September) staff will be able to wear white, khaki and beige trousers.
- 2.2 Shorts can be worn in the summer period (May to September) but of longer length and of all 5 colours listed above.
- 2.3 Skirts of knee length black or navy.
- 2.4 Leggings or tracksuit bottoms can be worn if smart, good quality and not see through.
- 2.5 Shoes should be enclosed and flat. Indoors shoes for carpeted areas should not be worn outside or in toileting areas. Bare feet not allowed outside, corridor's, kitchen or toileting areas.

- 2.6 Make up should be discreet.
- 2.7 Tattoos should not be visible if possible.
- 2.8 Hair should be clean, neat and tidy. Extreme hair colours are not acceptable.
- 2.9 Long hair should be tied when dealing with food or personal care.
- 2.10 Staff should attend work with suitable clothing to support the children in their play and learning experiences throughout the day for example suitable jacket or coat for outdoors, suitable footwear for wet weather.
- 2.11 Nails should be kept short and manicured.
No Artificial nails as they support bacterial infection and fungal growth.
Nail varnish should be kept to clear or nude colours only, with no glitter or nail art.
- 2.12 Nail varnish that does not meet the required specification, the Nursery Manager or Deputy Manager will recommend
 - To remove by the following day/or next working day
 - If not removed will request for it removed on the premise
 - Repeated offenders the Trust Conduct policy will be followed

3 STAFF JEWELLERY

- 3.1 Nursery staff are able to wear:
 - A small watch or fitness tracker
 - Flat bracelet with no long dangly charms.
 - Charity band (no festival / concert admission bands).
 - Rings that are raised or embellished should be removed in areas where there is child contact.
 - Necklaces should be discreet.
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- 3.2 All items such as bracelets, watches, raised or embellished rings should be removed during personal care to prevent the spread of infection and accidental scratches to a child
- 3.3 Jewellery is worn at the risk of the employee and not the responsibility of the nursery
- 3.4 Ethnic and Cultural Clothing and Jewellery
Please refer to University Hospitals Trust Uniform and Dress Code

4 SPECIAL NURSERY EVENTS

It is recognised in the nurseries that during the year staff may participate in events that may require not wearing the Trust nursery uniform, for example 'World Book Day', 'Christmas Jumper Day' or other charity fund raising events or awareness.

- 4.1 Changes to staff attire will be discussed within the nursery staff team and nursery management.
- 4.2 Any changes of staff attire are likely to be temporary and staff should return to the uniform dress code after the event.
- 4.3 Changes to a temporary dress code should not impact on the Infection Prevention control measures or the safety of the individual.
- 4.4 All footwear should meet the Trust and Nursery Dress Code policies.

5 CHANGES TO UNIFORM IN INCLEMENT WEATHER

Nursery management recognises that in extreme high temperatures this can lead to difficult and stressful working environment. Therefore the following uniform change is permitted.

- 5.1 Nursery Management will advise staff any uniform changes if inclement weather is forecast
- 5.2 Nursery staff are responsible for dressing appropriately for weather conditions i.e. nursery T-shirt in warm weather, sweatshirts and coats for colder weather
- 5.3 Temperature forecast for 27c and above staff will be able to wear a plain sleeveless top of black, navy or blue.
Straps should be thick (no spaghetti / shoe lace strapped vest top)
High neck to ensure no cleavage is on display.
- 5.4 When not in the logo uniform that Trust I.D. badges should be worn or available
- 5.5 Staff should be in 'normal' uniform unless changes have been agreed by the Childcare Service Manager, Nursery Manager or Deputy Manager. Advance notice will be given if possible.
- 5.6 During periods of very wet, cold or snow weather staff should wear appropriate footwear for outdoor activities with suitable change of footwear for indoor use.
- 5.7 Staff should ensure they have suitable outdoor clothing to enable them to access the outdoor environment with the children throughout the day even on cold or snow days.

6 PREGNANCY ATTIRE

The nurseries recognise that during the later stages of pregnancy it may not be possible to continue to wear the required uniform.

Nursery managers will meet with pregnant employees regularly to discuss their wellbeing and make reasonable adjustments where deemed possible. It is essential that any changes meet the safety and prevention of infection.

- Maternity black or navy trousers (summer colours can apply during May to Sept)
- No maternity blue denim jeans
- Tops should be plain and similar colours to the uniform.
- Maternity shorts but of long length.
- Maternity skirts but of knee length or longer.
- In hot weather (please discuss with manager) sleeveless top of thick straps, no cleavage or mid-drift on show.
- Pregnant employees must adhere to the same footwear.

7 PERSONAL BELONGINGS

- 7.1 All belonging should be kept in a locker or secure area away from areas accessed by children.
- 7.2 Personal bags should not be kept in playrooms
- 7.3 Mobile phones should not be accessed or store in areas accessed by children
- 7.4 Personal valuables on the nursery premises are at the individuals own risk

8 PREVENTION OF INFECTION

- 8.1 Staff must wear clean and freshly laundered uniforms.
- 8.2 Staff must not smoke off site in an identifiable uniform.
- 8.3 Staff should wear disposable aprons for personal care and food hygiene.
- 8.4 Staff should wear gloves when dealing with personal care or body fluids.

9 STAFF ACKNOWLEDGEMENT TO POLICY

I acknowledge I have read the above and Trust Uniform and Dress Code Policies

Staff Signature _____

Staff Name (Print) _____ Date _____

10 ASSOCIATED POLICIES & PROCEDURES

UHSussex Nursery Child Clothing & Staff Uniform Policy
UHSussex Nursery Staff Policy

11 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Written Amendments 11/01/2022	Tracey Gregory, Childcare Services Manager
Reviewed Amendments 11/01/2022	Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital
Next Review Date	

Approval and Amendment History	Details
Written 10/07/2017	Tracey Gregory, Childcare Services Manager Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital
Reviewed 12/12/2019	Tracey Gregory, Childcare Services Manager
Notes	