



STAFF UNIFORM POLICY

The appearance of employees reflects the image of our company and has a significant impact on the way we are viewed by parents, children, employees and the general public. We aim to provide our employees with comfortable and professional uniforms that project a good image and comply with Occupational Health and Safety guidelines.

Employees should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well maintained. This must be washed by the Employee and not washed or left on the premises. All aspects of the uniform must be worn and all regulations set out in this policy abided by. Under no circumstances, is a superseded uniform to be worn.

Every employee must adhere to the Uniform Policy and Procedure. Room Leaders are responsible for ensuring that these guidelines are met by their team.

The standards set within this policy apply to all employees – full-time and part-time.

In the event that any employee arrives for work in a way that is not in line with this policy, their Manager will advise them that they are not dressed or groomed appropriately to perform their duties, on the first occasion. They will be given the opportunity to address the issues immediately, and if necessary, to return home to change (the time to travel and change will not be paid).

Any deliberate breaches of this policy could result in disciplinary action being taken against the employee. Any further incidents will be considered in breach of company policy and further action in accordance with the company Performance Management policy will be taken.

Uniforms will be supplied to relevant staff and will remain the property of My Sunshine Day Nursery & Pre-School, however full responsibility for maintenance and cleanliness will remain with the employee, including exchange of damaged uniforms.



We require a high standard of personal presentation and grooming at all times. A uniform will be supplied to all front-line staff and must be worn at all times during actual work hours, each trading day (including weekends), and in accordance with the following policy and procedure.

New employees will be supplied with uniform on their induction, any subsequent order will be determined on a needs basis only. Every order must be approved by the Manager.

The Uniform

The uniform comprises of a White short-sleeved polo shirt a fleece, waterproof jackets will also provided for outings along with a high visibility jacket. Smart Jeans, or Jeggings, must be worn. These cannot be tracksuits or Shorts, Jeans must be mid – Dark Blue, with no bleaching or distressing, they must not be overly faded or have embellishments such as rhinestones, studs or excessive branding. Long sleeved t-shirts or vests may only be worn under the work if they are white, long sleeves must be tight around the wrists so as not to cause hindrance and to avoid contamination during food preparation and nappy changing. No Scarf's are to be worn around employees necks.

Shoes

Trainers or Plimsoles must be worn these must be in White, Black or Navy. No open toe shoes are permitted for health and safety reasons. If Visible, socks must be, Navy or White.

Jewellery

Jewellery should be discrete and professional in appearance. Ear piercings are acceptable, provided the jewellery is of a conservative and professional nature, such as studs and sleepers. In order to maintain a safe workplace, wearing facial piercing other than in ears is not permitted (i.e. nose rings, eyebrow rings, tongue, etc). All piercing, and jewellery must be removed while working in the kitchen or covered with a blue plaster.



Hair

Hair should be worn in a neat and tidy fashion and be of a discrete and professional colour and style. Hair Must be worn tied back and of the face at all times and completely tied back while serving food. While working in the Kitchen, all hair must be fully tied up and a hair net worn.

Tattoos

All tattoos, should be covered where possible. Tattoos that may be deemed offensive, e.g. naked women, men skulls, daggers blood or offensive wording must be covered completely at all time.

National Garments

National costume and garments worn to comply with religious requirements are acceptable as long as they do not pose an Occupational Health and Safety risk and are neat and modest. They must also recognize the colour and format of the company uniform, head scarf's must be plain, white or navy.

Pregnant Employees

Pregnant employees are expected to adhere to the company dress standards. If larger garments are required, please request these from the manager.

Exchanges

If garments do not fit correctly, please return them to the manager.

Political, Philosophical and Religious signs.

In line with legislation passed by the European court of Justice in March 2017 the nursery requires all members of staff to refrain from wearing any visible political philosophical or religious symbol.

Returning Old Uniforms

Upon termination the uniform must be returned in full. Responsibilities



Employee

- Treat the uniform with care.
- Wear the uniform at all times during work hours.
- Ensure that the uniform is kept clean and presentable at all times. Shirts should always be clean, neat and ironed.
- Ensure the uniform is replaced if it becomes faded, ripped or torn.

Management

- Order uniforms for staff on a reasonable as needs basis.
- Ensure staff comply with the letter and spirit of the policy.
- Authorize all applicable orders online in a timely manner.

Senior Management Team

- Ensure the letter and spirit of the policy is followed.
- Provide guidance and coaching to employees and managers on Uniform Policy and Procedure.

This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019