



## Our Staff Uniform and Dress Code Policy

### **Dress Code**

The purpose of this policy is to ensure that all employees are clear on the standards/dress expected whilst at work.

The personal appearance of an employee makes an important contribution to Little Gillies professional reputation and image. For this reason, it is important that employees present themselves professionally at all times.

All employees should be aware of the following dress code:

- Employees are expected to dress in a manner appropriate to the function in which they are engaged. We advise that you do not wear expensive 'designer' items, however if you choose to do so it will be at your own risk, we will not take responsibility for any damage that may be caused to these items during your working time.
- Employees are expected to maintain a high standard of personal hygiene at all times ensuring their hair is clean, tidy and long hair is tied back and that their body odour is well maintained.
- Flat footwear to be worn. Sandals may also be worn, however these must be secure to the foot
- Black trousers or smart black jeans can be worn
- Leggings with a long top may be worn
- Shorts may be worn, however these must be of an appropriate length (at least mid-thigh)
- Sportswear is not permitted.
- Employees must ensure their clothes are clean and in good condition, free from rips and tears.
- If employees have their ears pierced, they are required to wear stud earrings only.
- Employees are expected to have short nails only.
- Employees' tattoos that could be deemed offensive to be covered for the length of their shift.

### **Uniform**

Little Gillies requests that all staff wear company polo shirts which are provided upon employment. When requesting a replacement all old uniform must be returned and employees will be expected to pay for any additional uniform requested within the 18 months period except for replacement or damaged items.



## 2.2 staff uniform and dress code

All uniform held by the employee will be required to be returned upon employment end, any items not returned will be charged to the employee and will be deducted from last earnings paid.

We understand that working in the childcare environment you will, at times get messy and this is expected but it is the staff's responsibility to maintain their uniform to a good standard and ensure it is presentable upon arrival of shift and that the clothing itself is presented well

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed .....

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date June 2023