



# Suitable People

## 2.3 Dress Code

### Policy statement

At Fernhurst pre-school we encourage everyone to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive image and staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- take account of health and safety requirements; and
- help staff decide what clothing it is appropriate to wear to work.

It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

We expect staff to take a common sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to the manager or the Management Committee.

### Appearance

- While working at Fernhurst pre-school you represent us with students, parents and the public. Your appearance contributes to our reputation and it is important that you appear clean and smart at all times when at work.
- All members of staff are supplied with an identity badge that must be worn and visible at all times when you are at work.
- Pre-school uniform may be worn, which consists of a white polo and a grey hooded top, both with the pre-school logo, but it is not obligatory.
- Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see through material or clothes that expose areas of the body normally covered at work.
- Footwear must be safe and clean and take account of health and safety considerations.
- Staff should not wear excessive clothing or jewellery that could present a health and safety risk.

- Hair should be neat tidy and well groomed.
- Visible body/facial piercings including the tongue but not including ear piercings, should be removed during working hours.
- Tattoos should remain covered at all times.
- A professional appearance must be maintained at all times

### **Religious and cultural dress**

- Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.
- Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from our Health and Safety Officer

### **Implementing and review**

- Managers are responsible for ensuring that staff observe the standards set by this dress code.
- Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- In serious cases where an employee's appearance is in the Manager's view unacceptable the employee may be required to return home to change. In these circumstances the employee will not be paid for the duration of his/her absence from work.
- We will review the dress code periodically to ensure that it meets our demands, in particular with regard to health and safety of our staff and all those they deal with.

This policy was adopted by	Fernhurst Pre-school	(name of provider)
On	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	