

## Staff Uniform Policy

This policy sets out the expectations of the company in relation to the wearing of uniforms for all staff based in children's rooms or the kitchens.

The aim of the uniform policy is:

- To allow for easy identification by parents and children of all team members
- To present a smart and professional image
- To support infection prevention and control
- To have regard to health and safety considerations for staff

All employees are supplied with two identity badges which must be always worn and visible when on duty or acting in an official capacity representing the Nursery.

### General requirements for uniform wearers:

- The uniform should be worn in a clean and presentable fashion.
- It is suggested that staff wear comfortable dark trousers without rips or tears to complement the uniform.
- Smart and appropriate shoes (enclosed toe) should be worn. High heels, open toe shoes or flip flops are not acceptable
- Nails should be sufficiently short to ensure safe contact when around the children and good hand hygiene is essential
- The uniforms issued must not be altered or added to by the individual. If changes or modifications are required, this must be discussed and agreed with the nursery manager
- In the event of unseasonably hot or cold weather, uniform may be altered only with the agreement of the nursery manager .
- It is required that uniform is worn every day, there is no dress down Friday.
- Staff who smoke must not smoke in uniform, or be identified as an employee of Katey's House Ltd.
- Tattoos are permitted but must not be offensive
- Jewelry and piercings should be kept to a minimum with 2 key considerations
  1. It must not cause injury to a child or staff member or be worn loosely so that a child could cause injury to the wearer.



2. It is worn at the staff members own risk and the company will not be liable for any loss or damage

All staff leaving the company who have been provided with a company uniform must return their uniform to the Manager. Failure to do so may result in the appropriate deduction of pay from the final salary, in line with the terms and conditions of the contract of employment.

All employees are required to comply with the principles of the Staff Uniform Policy. Failure to adhere to Katey's House Ltd standards of dress and appearance may constitute misconduct and may result in formal disciplinary proceedings.

Policy Date	31/08/2024	Approved by	Sinead Johnson CEO	Date of next review	31/08/2025
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