



Round and Round the Gardens Childcare

... the natural choice for your child.

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Company Director / Nursery Manager

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Company Secretary / Business Manager

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Staff Dress Code

The Provision's objective in establishing a casual, work-effective dress code, is to allow our employees to work comfortably in the workplace. However as a child care provision, we still need our staff team to project a professional image for our parents/carers, visiting professionals, community visitors et al. "Casual-comfortable" is the standard for our dress code.

Because not all casual clothing is suitable for the provisions' work environment, these guidelines will help you determine what is appropriate to wear to work. Clothing that works well for the beach, a week end walk, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate for a place that cares for children and requires staff to have professional discussions with a variety of people on a daily basis.

Torn, dirty, or frayed clothing is *unacceptable*. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable; particularly words that can potentially be remarked upon by children, which require further and unnecessary explanation. Sports team, university, and fashion brand names on clothing are generally acceptable, with the exception of obvious choices such as "FCUK" for example.

Certain days can be declared dress down days, such as lead up to Christmas or Halloween for example; however you will be informed of such occasions by your manager.

Guide to "Comfortable-Casual" Dressing for Work

This is a general overview of appropriate attire. Items that are not appropriate for the provision are listed, too. Neither list is all-inclusive, or exclusive and both are subject to change or addition/removal of items. The lists tell you what is generally acceptable as "comfortable-casual" attire and what is generally not acceptable.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you



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experience uncertainty about acceptable, "comfortable-casual" attire for work, you are requested to consult your manager or Human Resources representative (Andi Hart)

Trousers:

Acceptable: Clean full-length jeans that are in good repair; plain coloured exercise/jogging bottoms; cotton/denim three-quarter lengths; tailored cotton shorts that reach the knee; plain 'combat' trousers

Unacceptable: Bermuda shorts, lycra or other form-fitting leggings such as people wear for biking/running.

Skirts & Dresses

Acceptable: Casual dresses and skirts, and skirts that are split at or below the knee. Dress and skirt length should be at a length at which you can sit and move comfortably, whilst playing with and caring for children. Dresses should have a capped sleeve (i.e. dresses should not be sleeveless)

Unacceptable: Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skirts, sun dresses, beach dresses, and spaghetti-strap dresses are also inappropriate.

Shirts, Tops

A uniform is supplied x 2 t-shirts to each member of staff. These can be worn with a long sleeved top underneath or with the hooded jacket as provided.

Shoes and Footwear

Conservative athletic or walking shoes, loafers, clogs, trainers, boots, flats, sandals, and leather deck-type shoes are acceptable for work. Wearing no sock/tights/stockings is acceptable in warm weather. Slippers (for indoor use only), flip-flops, 'jelly' shoes etc may be worn but at the employees risk. Closed toe and closed heel shoes are required for lifting and manual handling of equipment.

Shoes MUST be worn at all times.



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Jewellery, Makeup, Perfume, and Cologne, Body Art & Piercings

Should be in good taste and with limited visible body piercings and body art/tattoos. Remember, that some employees are allergic to the chemicals in perfumes and make-up, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate indoors, but are encouraged outdoors on sunny days or during inclement weather. Head Covers that are required for religious purposes or to honour cultural tradition/beliefs are allowed.

Conclusion

This policy is in place to ensure that appropriate professional standards are met and maintained at all times. As a child care provision, it is important for us to remember that we are role-models for children and should be exemplary practitioners for children, parents, families and the wider community. It is also important to dress appropriately to ensure that practitioners do not find themselves being offensive to persons visiting who may have different cultural beliefs/views.

If clothing fails to meet these standards, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes and will receive a verbal warning for the first offence. All other policies about personal time use will apply. Progressive disciplinary action will be applied if dress code violations continue

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