

# Bow Lane Pre-school

## The Safeguarding and Welfare Requirements: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## Employment

### 2.4 Staff Dress Code

#### Purpose of this policy

Bow Lane Pre-school is an educational environment and staff should dress in a professional and appropriate manner. We take pride in our work and maintain high standards in all areas of pre-school life. These standards extend to the conduct and behaviour of all staff.

This policy has been written so that staff are clear about standards of dress that are expected from all members of staff, students and volunteers who work in the pre-school.

#### Principle

Working at Bow Lane pre-school will nearly always involve physical activities of some sort. Clothing needs to be practical in order for work to be carried out comfortably. Shoes should be practical and have covered toes and a back on the shoe for health and safety. Flip-flops are not to be worn.

Many members of staff are involved in moving and handling and this can include intimate care and personal hygiene. It is important to wear clothing that maintains staff dignity and that does not cause embarrassment to the children, parents and colleagues. Clothing should not fall loose and expose cleavage area or midriff.

All members of staff at Bow Lane Pre-school can expect to come into contact with other professionals, and they may be required to talk to other professionals and parents. Staff should always be prepared to join in professional conversation. It is expected that clothing will always be suitable.

When working directly with the children the following guidelines should be followed:

- You will be required to wear the pre-school purple polo top at all times and in the colder weather the navy blue fleece. All staff are provided with one fleece and 2 polo's tops for part time staff and 3 for full time staff. The trousers must be navy/denim or black.
- Long hair should always be tied back when handling food
- Clothing should be practical and comfortable
- Clothing should not expose the midriff, hips or underwear (this would include clothing that rides up during physical activity)
- Clothing should not be so tight that it appears provocative
- During the hot weather smart knee length shorts are acceptable. These must be navy/denim or black.

- Jewellery should be minimal and should not get in the way of moving and handling
- Hats are not to be worn in pre-school: appropriate hats may be worn in the garden in hot/cold weather

**Nails**

Nails should not be pointed or of a length to cause harm to children. You must not be wearing false nails when handling food.

**Body Piercing and Tattoos**

Body piercing, other than discreet small ear rings and small nose studs are not acceptable for the pre-school environment. Piercings, such as lips, eyebrows or tongue are not deemed appropriate and staff should remove these for work. Discreet tattoos are acceptable but tattoos that cover a large body area must be covered. Tattoos on the hands are not acceptable unless this is of religious significance.

Staff who are deemed not to be following the dress code will be spoken to by the manager or deputy. The staff member will be expected to wear more suitable clothing in the future.

If a member of staff persistently breaches the dress code, this may be subject to disciplinary action in accordance with Bow Lane Pre-schools policies and procedures.

If staff are unsure as to how to apply the dress code, they are encouraged to discuss this with the manager or deputies.

**Watches**

With technology constantly changing with regards to watches having camera's built etc the pre-school will not allow any staff to be wearing a watch that has a camera built into the watch itself or a camera whereby you are able to send texts and make calls..

This policy was adopted at a meeting of

Bow Lane Pre-school

Held on

5<sup>th</sup> September 2018 (date)

Date to be reviewed

5<sup>th</sup> September 2019 (date)

Signed on behalf of Bow Lane

Pre-school

Name of signatory

Gaye Hooker

Role of signatory

Owner