

# Staff Dress Code



At Tiny Oaks Day Nursery, we pride ourselves on representing our high quality brand. It is therefore important that all employees dress professionally at all times. Any member of staff working in the nursery will be expected to dress according to their position within the setting.

The uniform regulations for Tiny Oaks Day Nursery are:

- Staff are expected to wear sensible black nonslip flat shoes at all times. Trainers may be worn providing they are black. Heels on shoes over 1 inch and backless shoes pose a risk and are therefore not permitted.
- Smart casual dress is required consisting of plain black trousers or tailored knee length shorts. No jeans, joggers or leggings are to be worn.
- Jewellery must be minimal, large earrings or long chains which could be caught or tugged and pose a risk must be removed. Studs are preferable as there is less chance of being caught. Facial / nose piercings must be studs.
- Hair must be tied back where possible.
- Fingernails should be kept short and unpainted whilst at work for the safety of the children. Acrylic or gel nails are permitted as long as they are maintained and of a natural colour and sensible length.
- Mobile phones are not to be used during working hours and should be stored in line with the mobile phone policy. In matters of emergency, staff may be contacted on the main nursery telephone number.
- Staff must be aware of items which may fall from pockets and therefore personal items not for child use must be stored within the staff storage facilities i.e. lockers.
- Personal hygiene is essential and must be maintained at all times. You are expected to maintain a high standard of dress and hygiene at all times whilst engaged on company business.
- As some items may fit the above criteria but may not be suitable for this working environment, the Management reserves the right to decide whether an item of clothing is suitable to wear for work or not.

Staff must remember that whilst wearing the uniform they are representing the setting and therefore should refrain from behaviour within the public domain whilst wearing uniform which would be deemed inappropriate inside of the setting, including smoking.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>16/1/2023</i>	<i>m khaira</i>	<i>16/01/2024</i>