

Dress Code Policy



The dress code at Little Elms is designed to meet Health and Safety requirements for children and staff working in playrooms. Our dress code is also in place to help provide a professional appearance to our families who use our services.

Scope

This policy applies to all Little Elms employees.

We reserve the right, at our discretion, to vary or replace the policy.

Playroom Uniform:

Nursery employees who are based within a playroom will be provided with a uniform, that consists of:

- Little Elms Shirt. Green (Room Managers and Leaders), Maroon (Practitioners) and Purple (Apprentices)
- Little Elms Black Cardigan or Jumper

In addition to the branded uniform provided, Little Elms dress code includes:

- Smart black trousers, cropped black trousers or black linen trousers
- Plain black knee length skirts or plain black knee length shorts
- Flat black shoes or plain black trainers (that are enclosed and secure to the foot)
- Slippers (enclosed and secure to the foot) or socks with grips must be worn in the Baby rooms at all times

Hair, Nails, Tattoos:

- Long hair must be tied back at all times
- Nails & nail extensions must be kept short, with clear or pastel/neutral colours
- Tattoos that can be seen must be child appropriate

Jewellery is limited to:

- Rings – flat to the finger and no more than one finger per hand
- Discreet stud piercings only

Dress Code Breaches:

Nursery Management is expected to inform employees if they breach the dress code. Employees will be expected to immediately correct the issue. This may include having to remove items of clothing/jewellery/accessories at nursery, or leave work without pay until such time the dress code is adhered to.

The following items of clothing/accessories will be considered a breach and must not be worn in the playrooms:

- Jeans or Leggings
- Backless shoes, flip flops, sliders or Ugg boots
- Bracelets
- Necklaces
- Protruding or sharp stones on rings
- Long and/or sharp nails
- Bright coloured nails

This list is not exhaustive. Employees and Managers will be expected to use common sense and apply the guidance detailed above appropriately for the purposes of avoiding accidental injury and to maintain a professional appearance at all times.

Regular breaches of this policy or refusal to correct the breach may result in disciplinary proceedings.

Little Elms Day Care

Dress Code Policy

Policies and Procedures are reviewed annually



Management and Head Office:

Nursery Management (Nursery Manager and Deputy Nursery Manager), Head Office employees and Senior Management will not be provided with a uniform. They are expected to wear their own clothes that are appropriate for the duties they perform within their role. They must ensure they wear clothing that reflects the principles outlined in this policy and present a professional appearance at all times.

Maintenance Uniform:

Maintenance team employees will be provided with a uniform, that consists of:

- Little Elms Maintenance Team Shirt
- Little Elms Maintenance Team Jumper

In addition to the branded uniform provided, Maintenance employees are expected to wear black trousers and appropriate and safe footwear for the task they are carrying out.

Catering Uniform:

Catering team employees will be provided with a uniform, that consists of:

- Chefs Whites
- Chef's Hat

In addition to the branded uniform provided, Catering employees are expected to appropriate and safe footwear for a kitchen environment.

Professional Appearance:

All employees of Little Elms are expected to present a clean and professional appearance at all times.

All employees are expected to regularly launder the clothes they wear to nursery, to ensure they are always clean and hygienic. All employees are expected to wear clothing that is free of holes, tears or other signs of wear.

Employees may be able to make an application to the Tax Office to claim tax relief on the cost of cleaning their uniform at home. Employees can do this by following the instructions at <https://www.gov.uk/tax-relief-for-employees>.

Please refer to the Smoking Policy for expectations with regards to smoking.

Associated Documents:

- *Smoking, Alcohol and Drugs Policy*
- *Disciplinary Procedure*