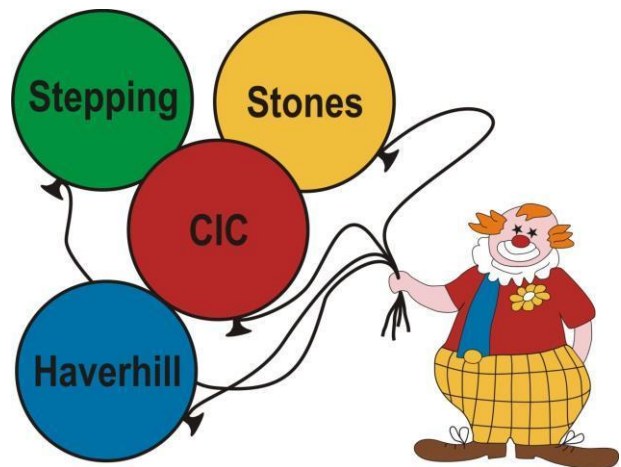


**General Welfare Requirement: Suitable People**

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



**Employment**

**50. Dress code (And appearance)**

**Policy statement**

Dress and appearance as professionals in Stepping Stones Childcare and Education CIC, we realise and value the public's perception of our roles as mentors and role models for the children. Therefore dress code had been designed to provide clear guidance on acceptable dress during business hours.

**The aims**

The aims are to ensure that all staff are smartly and professionally presented to parents/carers, children and colleagues and this will apply to permanent members of staff. School students and volunteer helpers will wear trousers, skirts or other clothing that maintain a professional / appropriate appearance as in line with the staff dress code.

**EYFS key themes and commitments**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Development</b>
1.3 Keeping safe	2.4 Key person	3.2 supporting every child	

## **Procedures**

Acceptable attire: A blue tunic uniform with black trousers or skirt (uniform when available). Trousers or skirts that maintain a professional appropriate appearance, clothes that are neat, clean and tidy and in good repair

### **Rules of staff dress code**

- No denim jeans or leggings / jeggings
- No skirts or slits in skirts/dresses/shorts that are shorter than 4" above the knee
- No cleavage showing – appropriate neckline
- No spaghetti straps, no sleeveless less than two (2) inches, unless covered by a jacket or a top
- No graphic T shirts and no hats (uniform baseball cap are permitted in hot weather)
- No showing of skin between shirt and trouser/skirt
- No flip flops

### **Management discretion of questionable clothing**

- ID badges to be worn at all times (Paid for by the management)
- Uniform must be worn at all times, which is provided.
- Uniform tee shirts will be permitted during warmer weather (Summer term)
- Sensible footwear, with heels no higher than 2 inches. It may be appropriate to bring indoor shoes.
- Long hair must be tied back at all times, (due to hygiene reasons and the close work with children)
- Rings, earrings, piercings and any other jewellery must be kept to a minimum
- Tattoos covered if at possible
- \*\*\*\* jeans will be allowed for non-uniform days – charity
- Uniform on forest trips / swimming & gymnastics at management discretion
- Staff must launder their own PPC

All uniforms remain the property of the company and must be kept in a clean condition and is returnable on termination of contract.

Staff members who do not, in the judgement of the manager, reasonably conform to this dress code shall receive notice from the management. Repeated violations or refusal to comply with the direction of the management by an employee could result in disciplinary action up to and including termination.

Please read employment, Equal opportunities, Disciplinary & Grievance policies – alongside this policy.

**Please note that all staff should read and be aware of the MASH & LADO posters within the setting.**

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

**Review:**

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 18/08/2019 and acknowledged by staff electronically.