

2.5 STAFF UNIFORM POLICY

1.0 POLICY STATEMENT

This policy sets out the expectations of Rainbow Pre School in relation to staff uniforms and the wearing of staff uniforms. This policy applies to all childcare staff.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.

Childcare staff will be provided with polo shirts which they will be expected to wear during sessions and open days. Staff are expected to wear appropriate clothing with the supplied polo shirt.

2.0 AIM OF POLICY

The staff uniform policy is necessary in order to;

- Convey a professional and efficient image of the Pre School and its staff
- Give parents/carers/visitors a clear means of identifying staff
- Support health and safety considerations for staff

3.0 PROCEDURE

Allocation

Polo shirts will be allocated to staff based on the number of days worked. Polo shirts will be supplied in **Rainbow Pre School colours** and embroidered with 'Rainbow Pre School' logo and branding.

Allowance	Number of days worked per week					
Item allocated	5	4	3	2	1	Temp staff
Polo shirt	3	3	2	2	1	2

Temporary staff

Temporary staff with 6 months service or less will be allocated polo shirts on the basis as shown in the table above. Temporary staff with more than 6 months service will be allocated according to the number of days worked.

Maternity clothing

The polo shirts supplied should be a sufficient fit for a pregnant employee and specific maternity clothing should not be required. However, should a pregnant employee feel that this is not the case; she should discuss this with the manager at the earliest opportunity.

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On return to work, should the staff member require different size polo shirts than the ones they were allocated before their maternity leave, they should notify the manager at the earliest opportunity.

Replacement

- Polo shirts will be replaced every three years subject to committee approval.
- Polo shirts will be replaced, at no expense to the employee, if the damage occurs accidentally at work.
- If damage occurs whilst polo shirts are being worn in the employee's own time (other than to or from work) or damage is deliberate then replacement will be at the employee's expense.
- Polo shirts that have been replaced or damaged must have the logo destroyed before the shirt is disposed of.

Employees Responsibility

- The uniform should be worn in a clean and presentable fashion.
- It is a requirement that polo shirts are worn during all sessions, open days etc. Failure to do so, when undertaking work duties, may be treated as a disciplinary matter.
- Employees are expected to ensure that the polo shirts are cleaned as regularly as is necessary to maintain an appropriate appearance. Failure to keep the polo shirts clean may be treated as a disciplinary matter.
- The washing instructions on the labels must be followed and no liability will be accepted by Rainbow Pre School for incorrect cleaning/washing.
- Staff must not wear polo shirts outside of work other than travel to or from the work place and during breaks.
- The polo shirts will bear the Rainbow Pre School logo to prevent tax liability.
- Staff must not alter the style or appearance of the polo shirts.
- Staff who smoke should ensure their uniform is covered before smoking (during breaks).

When the employee leaves Rainbow Pre School

- She/he must return all polo shirts supplied to his/her manager.
- All polo shirts with the Rainbow Pre School logo added must have the logo destroyed before the garment is disposed of.

This policy was adopted at a meeting of Rainbow Pre School
Held on 01/04/2019
Date to be reviewed 2021/2022

Signed on behalf of the Committee
Names of signatories Lisa Brown and Lucy Daybell
Roles Co-Chairs