

# Rainbow Early Years

## Staff uniform policy

### Statement of intent

This policy sets out the expectations of Rainbow Early Years (REY) Pre School in relation to staff uniform and the wearing of staff uniform. 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 turquoise polo shirts that display the REY logo which they will be expected to wear during sessions and open days, at training events and for parent/carer meetings. Staff are expected to wear appropriate clothing at all times with the supplied polo shirt when at work.

### Aim

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

### Methods;

- Staff should look respectable when coming to and from work, ensuring that you have no loose fastenings or buttons prior to commencing work.
- All staff must wear their Rainbow Early Years uniform polo/T- shirts whilst at work.
- Staff must wear dark coloured trousers or  $\frac{3}{4}$  length trousers, knee length shorts or long skirt. Jeans are not permitted.
- Dark coloured shoes that are enclosed, (not high heeled) or Dark coloured trainers should be worn. No open toed shoes, flip flops or heavy boots are to be worn at any time.
- Only wedding rings to be worn, these must not be large or sharp, flat band type rings are acceptable.
- No bangles, bracelets or necklaces and all loose or unsecure jewellery should be removed (If you have a religious reason or sentimental reason for wearing a necklace ie a cross, this will need to be kept tucked into your shirt but permission must be sought from Manager/Assistant Manager first). Only stud size earrings should be worn.
- You may be asked to cover up any tattoo's that may cause offence. This will be at management discretion.
- During winter months staff need to be prepared for all weather. Staff must bring a warm, waterproof coat, scarf, wellingtons, hat and gloves, and warm socks.
- During summer month's staff must wear a sun hat and sun cream. Sunglasses must not be worn as this may prevent effective eye contact with the children.
- If staff wish to take their shoes off in the sand pit they do so at their own risk.

- For safeguarding reasons staff should not have anything in their pockets, on their person that could cause harm to a child.

### 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 Early Years' logo and branding.

### Allowance

Number of days worked per week	5	4	3	2	1	Temp staff
Quantity of Tops provided	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. Staff may initially receive recycled polo tops or t-shirts as uniform when required.

### Maternity clothing

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

### Replacement

- Polo tops/ shirts may be replaced every three years subject to committee approval and charity funds available.
- Polo tops/ shirts will be replaced, at no expense to the employee, if the damage occurs accidentally at work.
- Tops will not be replaced due to the incorrect laundering of them by the staff member.
- If damage occurs whilst polo tops/ 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 tops/ shirts that have been replaced or damaged must have the logo destroyed before the shirt is disposed of.
- When leaving the employment of REY you will be expected to return all of your named uniform to the Manager as soon as practically possible in a clean condition.
- If polo tops/ t-shirts are required in addition to allocation, staff will be expected to purchase these using their own funds.

### **Employees Responsibility**

- The uniform should be worn in a clean and presentable fashion.
- It is a requirement that logo tops are worn during all sessions, open days and at meetings where you represent the group such out and parent meetings. Failure to do so, when undertaking work duties, may be treated as a disciplinary matter.
- Employees are expected to ensure that the uniform provided is cleaned as regularly as is necessary to maintain an appropriate appearance. Failure to keep the uniform 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 Early Years for incorrect cleaning/washing.
- Staff must not wear uniform outside of work other than travel to or from the workplace and during breaks.
- The Uniform will bear the Rainbow Early Years logo to prevent tax liability.
- Staff must not alter the style or appearance of the Uniform provided.
- Staff who smoke should ensure their uniform is covered before smoking.
- Staff should wear the named logo zip up top for warmth or the zip up fleece no alternatives should be worn.

### **When the employee leaves Rainbow Early Years**

- She/he must return all Uniform supplied to his/her manager in a clean condition.
- All Uniform with the Rainbow Early Years logo added must have the logo destroyed before the garment is disposed of.

Date of last review: Feb 2017 committee and August 2017 Manager.

Date of next review: Feb 2018.

Reviewed 8-8-17 J Clarke.

Reviewed 14-8-18 J Clarke.

Reviewed 30-8-19 J. Clarke.

Reviewed 4-8-20 J Clarke.