

11 Additional Policies

11.03 Staff Uniform Policy

1.0 POLICY STATEMENT

This policy sets out the expectations of Little Acorns (Colleton) School CIO in relation to staff uniforms and the wearing of staff uniforms. This policy applies to all 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 and fleeces/jumpers/hoodies which they will be expected to wear during sessions and open days. There is no requirement to wear a uniform on the employee's bottom half and staff should 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 by the Manager of the Pre-School. Polo shirts will be supplied in Little Acorns Pre School colours and embroidered with 'Little Acorns CIO' logo and branding.

Replacement

- Polo shirts will be replaced, at no expense to the employee, if the damage occurs accidentally at work.

- Items 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.
- Staff must not wear polo shirts outside of work other than travel to or from the work place and during breaks.
- Staff must not alter the style or appearance of the polo shirts.

When the employee leaves Little Acorns (Colleton)Pre School

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