**QUEEN’S UNIVERSITY BELFAST**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Childcare Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff Uniform and Personal Appearance Policy and Guidance**

1. Policy Aim

The aim of this Policy is to ensure the safety and welfare of all the children and staff of Childcare Services at Queen’s and all staff working in Childcare Services have a responsibility to adhere to the principles and aims of this Policy.

1. Policy Statement

This Policy has been developed in accordance with Health and Safety policies and procedures including: Infection Prevention and Control, Best Practice Advice for Nurseries and Childcare Settings, Safe Catering (FSA); Childminding and Day Care for Children Under Age 12 Minimum Standards; Infection Prevention and Control Policy and Personal Appearance and Jewellery Policy.

1. General Principles

All staff are to present for work in a neat and clean appearance and should maintain good personal hygiene practices. A staff member’s appearance should reflect the professional nature of their position and responsibilities of their role within Childcare Services at Queen’s. We ask all staff for their co-operation in abiding by Policy guidelines.

1. Uniform
   1. Uniform Guidelines and Allowance

* All Staff are required to wear the correct uniform, at all times while on duty.
* The allocation of uniform per person, for the 2022/23 academic year, will be three polo shirts, an oxford blue fleece and a navy rainproof coat.
* The polo shirt will include the staff member’s name and the Queen’s University logo.

|  |  |
| --- | --- |
| **Role** | **Uniform** |
| Chef | White T-shirt  Oxford Blue Fleece  Black Trousers |
| Childcare Staff Team | Lime Green or Fuchsia Pink Polo Shirt  Oxford Blue Fleece  Navy Blue Bottoms  Navy Rainproof Coat |
| Childcare Management Team | Cyan Blue Polo Shirt  Oxford Blue Fleece  Navy Blue Bottoms  Navy Rainproof Coat |

4.2 Uniform Items Supplied by Staff Member

* Staff are to provide their own navy bottoms, these should not have any emblems, logos or embellishments
* Staff are to provide their own footwear.

4.3 Footwear

In order to observe health, safety and hygiene requirements:

* Shoes must be worn at all times within the childcare setting.
* Footwear should be flat and appropriate for the work required within the Childcare setting.

4.4 Additional Requirements

In order to promote a professional image:

* No denim is to be worn as part of the staff uniform.
* Uniform tops should be long enough to cover the midriff, stomach and lower back area and allow for sufficient hip and shoulder movement for the safe moving and handling requirements of the job.
* Belts with large buckles should not be worn as these can be hazardous when handling children.

1. Personal Appearance
   1. Hair

* In order to prevent cross-infection hair must be clean and well-groomed and should be tied back if longer than shoulder length. If hair grips are worn, they must not have the potential to injure when carrying out duties, and must comply with health and safety and infection control standards.
  1. Nails

To comply with health, hygiene and safety practices including cross-infection:

* Nails should be kept short and clean.
* False nails, including nail extensions, acrylic nails, gel nails and nail varnish should not be worn as these can pose both cross contamination / infection risk and can cause injury.
* Nail piercings / nail art should not be worn as these can be a hazard and cause infection.
  1. False Eyelashes

To comply with health, hygiene and safety practices including cross-infection:

* False, self-adhesive eyelashes should not be worn at work as these can be dislodged and transmit infection or be a cause of cross contamination.
  1. Jewellery
* The minimum amount of jewellery should be worn to avoid safety implications, for example one pair of small stud / hoop earrings, a watch and / or bracelet and a subtle chain / necklace, wedding / engagement ring or a similar small ring. Large / dangling earrings should not be worn to avoid safety implication.
* Body piercings should be kept covered beneath clothing in order to minimise / prevent the risk of injury to the staff member.
* All facial piercings including nose, eyebrow, lip and any other visible body piercings should be removed when on duty as these can pose a hazard to both the children and the staff member.
  1. Chewing Gum

In order to promote a professional image:

* The chewing of gum is prohibited whilst on duty.

1. Managers’ Responsibility

* Managers must ensure that all staff are aware of the Staff Uniform and Personal Appearance Policy and that the Policy is implemented within their area of responsibility.
* Address any concerns raised by an employee in relation to the Policy.
* Ensure that all staff have access to the correct uniform for their area of work.
* Take appropriate action where an employee does not comply with the Policy.

1. Employee Responsibility

* All staff on commencement of employment will be informed of the Staff Uniform and Personal Appearance Policy and will be required to read it in full.
* Staff are required to re-familiarise themselves with this Policy at least once yearly.
* To adhere to the University Code of Conduct in that Childcare Services Staff “will maintain the highest standards of conduct, attendance and job performance.”

1. Policy Exemptions

* Should members of the Management Team be required to attend meetings or events, both internally and externally, they will be exempt from wearing their uniform.
* Any individual circumstances relating to maintaining the Staff Uniform and Personal Appearance Policy should be discussed with the Management Team.

1. Failure to Comply with the Policy

* Failure to comply with the Policy may lead to risks to our children and staff and, could result in a breach of legislation as advised by Belfast Health and Social Care Trust.
* In the event that a manager considers a member of staff / volunteer to be in breach of the Staff Uniform and Personal Appearance Policy, then he / she will discuss this with the individual concerned and if required they will be:
* provided with a replacement uniform for the remainder of their shift. The replacement uniform must be laundered and returned by the employee within 48 hours.
* provided with nail polish remover to remove nail polish immediately and, in the case of gel nails, a gel polish remover kit will be provided for home use. Gel nails must be removed within 48 hours.

*Source:*

*Infection Prevention and Control, Best practice advice for nurseries and childcare settings.*

*(Public Health Agency October 2011)*

*Safe Catering (Food Standards Agency / Foods Safety Authority or Ireland and Northern Ireland February 2013)*

*Childminding and Day Care for Children Under Age 12 Minimum Standards. (Department of Health, Social Services and Public Safety July 2012)*

*Infection Prevention and Control Policy (Childcare Services at Queen’s September 2013)*

*Personal Appearance and Jewellery Policy (Childcare Services at Queen’s September 2014)*

*ACAS – The Advisory, Conciliation and Arbitration Service*

*COVID – 19: Infection Prevention and Control Training Resource for Childcare Settings Version 8 (26th October 2020)*