

Nurseries Policies

Sussex House Nursery and Wendy House Nursery

*Sussex House Nursery
Sussex House
1 Abbey Road
Brighton
BN2 1ES*

*Tel: 01273 664583
Ofsted No130674*

*Wendy House Nursery
Princess Royal
Hospital
Lewes Road
Haywards Heath
RH16 4EX*

*Tel: 01444 441881 ext
8451*

Ofsted No. EY231358

Associated Policies:

Brighton & Sussex University Hospitals Uniform and Dress Code Policy
Nursery Clothing Policy

Our BSUH staff nursery dress code policy outlines how we expect our employees to dress at work.

Employees should note that their appearance matters when representing our nurseries in front of clients, visitors and the wider hospital. An employee's appearance can create a positive or negative impression that reflects on our service and the larger organisation.

Our Dress Code is designed to:

- Promote safety and the prevention and control of infection by ensuring all staff wear clothing that is appropriate to their working environment.
- Ensure the personal appearance of our staff contributes to a positive, professional image and promotes confidence in what we do.
- All clothes must be work-appropriate to ensure children are able to engage in all learning experiences

Clothing

Staff will be supplied with a nursery uniform consisting of logo T. shirt/ polo shirt, sweat shirts, fleeces and or waterproof.

Purchasing of new uniform will be every 12-18months. An allowance per employee will be based on contractual hours and number of days worked per week, 'new starter' to the Trust, and length of absence from work i.e. maternity leave.

Staff will be expected to:

- Purchase black or navy trousers. No Jeans. During the summer period (May to September) staff will be able to wear white, khaki and beige trousers.
- Shorts can be worn in the summer period (May to September) but of longer length and of all 5 colours listed above.
- Skirts of knee length black or navy.
- Leggings or tracksuit bottoms can be worn if smart, good quality and not see through.
- Shoes should be enclosed and flat. Indoors shoes for carpeted areas should not be worn outside or in toileting areas. Bare feet not allowed outside, corridor's, kitchen or toileting areas.
- Make up should be discreet.
- Tattoos should not be visible if possible.

- Hair should be clean, neat and tidy. Extreme hair colours are not acceptable.
- Long hair should be tied when dealing with food or personal care.
- Staff should attend work with suitable clothing to support the children in their play and learning experiences throughout the day for example suitable jacket or coat for outdoors, suitable footwear for wet weather.
- Nails should be short and manicured.
- No gel nails or fake nails as they support fungal growth.
Nail varnish should be kept to clear or nude colours only, with no glitter.

Nail varnish that does not meet required specification the nursery manager or deputy will recommend,

To remove by the following day

If not removed will request for it removed on the premise

Repeated offenders the BSUH Conduct policy will be followed

Jewellery

Either:

- a small watch or fitness tracker
- Flat bracelet with no dangly charms.
- One charity band (no festival / concert admission bands).

Only one item to be worn in total, including both wrists.

- Rings that are raised or embellished should be removed in areas where there is child contact.
- One discreet necklace.

**All items such as bracelets, watches, raised or embellished rings should be removed during personal care to prevent the spread of infection and accidental scratches to a child.*

Ethnic and Cultural Clothing and Jewellery

Please refer to Brighton & Sussex University Hospitals Trust Uniform and Dress Code

Changes to uniform in Extreme Hot Weather

Nursery management recognises that in extreme high temperatures this can lead to difficult and stressful working environment. Therefore the following uniform change is permitted.

- Nursery Management will review temperature at 10am on the Met Office Website
- Temperature forecast for **27c and above** staff will be able to wear a plain sleeveless top of black, navy or blue.
- Straps should be thick (no spaghetti / shoe lace strapped vest top)
- High neck to ensure no cleavage is on display.
- When not in the logo uniform that Trust I.D. badges should be worn or available
- Staff should be in 'normal' uniform unless changes have been agreed by nursery manager or deputy on the day.

Pregnancy Attire

The nurseries recognise that during the later stages of pregnancy it may not be possible to continue to wear the required uniform.

Nursery managers will meet with pregnant employees regularly to discuss their wellbeing and make reasonable adjustments where deemed possible. It is essential that any changes meet the safety and prevention of infection.

- Maternity black or navy trousers (summer colours can apply during May to Sept)
- No maternity jeans.
- Tops should be plain and similar colours to the uniform.
- Maternity shorts but of long length.
- Maternity skirts but of knee length or longer.
- In hot weather (please discuss with manager) sleeveless top of thick straps, no cleavage or mid-drift on show.
- Pregnant employees must adhere to the same footwear.

Personal Belongings

- All belonging should be kept in a locker or secure area away from areas accessed by children.
- Personal bags should not be kept in playrooms
- Mobile phones should not be accessed or store in areas accessed by children

Prevention of infection

- Staff must wear clean and freshly laundered uniforms.
- Staff must not smoke off site in an identifiable uniform.
- Staff should wear disposable aprons for personal care and food hygiene.
- Staff should wear gloves when dealing with personal care or body fluids.

I acknowledge I have read the above and Trust Uniform and Dress Code Policies

Staff Name

Staff Signature

Date

Written 10th July 2017

Mrs Tracey Gregory, Brighton & Sussex University Hospitals Childcare Services Manager

Mrs Lorraine Brunton, Wendy House Nursery Manager, Princess Royal Hospital

Mrs Samantha Scott, Sussex House Nursery Manager, Royal Sussex County Hospital