



Staff Uniform policy

All staff, excluding the manager and the directors, will be required to wear a uniform. The uniform will be a t-shirt provided to you by the setting with the Rising Stars Logo and black trousers chosen by the management; this may change from year to year. In colder months, if required, staff can wear a long black t-shirt under their Rising stars t-shirt. Only the Rising stars fleece is to be worn during working hours, no other cardigans are part of the required uniform.

Staff are required to wear plain black trousers, knee length shorts or - length trousers. Alternatives may be worn but your request must be discussed with the manager. Footwear must be flat, black and either shoes or trainers. All staff must wear black socks that cover the tops of their feet, these can be either trainer or ankle socks.

Appearance

- Long hair must be tied back while working.
- Hair must be kept neutral and natural colours if you choose to dye it.
- Make up should be subtle, suitable for day wear
- Nails should be kept short for health and safety.
- Head wear may not be worn unless it is for religious or cultural reasons, this should be discussed with the manager.
- Prescription only eye wear may be worn in the setting.

Nails

Use of false fingernails and long nails are discouraged in the nursery. However, we respect personal choice and management and are therefore suggest a common sense approach to fingernails at work. Any false nails must be no longer than 0.5cm. If they are viewed as being too long by the management you will be asked to cut them to a suitable length. Nails must also be shaped appropriately; no pointy nails are allowed and should not be able to scratch yourself or any children.

Please read the following:

If fingernails cause injury to a staff at workplace or children then this policy will be reviewed and false and long nails will be banned.

Fingernails should not prevent practitioners from their daily duties which will include washing up, changing children's nappies or clothing and other tasks using hands.

Fingernails should be kept presentable and clean, not dirty, chipped or broken.

Practitioners should not be distracted from their work by fingernails, if they are coming off they will need to be removed promptly and thrown away or kept in a safe place.

Practitioners wearing false nails must wear gloves when serving or preparing food. Sticky false nails are not allowed at any time.

Jewellery policy

For health and safety reasons Rising Stars requires all staff to comply with the following policy on the wearing of jewellery.



- Only stud earrings are to be worn, staff should ensure they do not wear long or hooped earrings.
- No other form of body piercing is to be worn during work time. This includes items such as, nose rings, eyebrow rings or tongue piercing. Belly stud/ring must be kept covered by uniform if worn. A small nose stud only is acceptable.
- Necklaces/ chains must be kept inside the uniform where they are not easily accessed by children. Bracelets or ankle chains may not be worn.
- Wrist watches may be worn.
- Wedding rings, engagement rings may be worn after checking for any sharp edges. Extra care must be taken when changing nappies.
- Staff who may be required to wear an item of jewellery for religious or cultural reasons should discuss this with their manager
- If anyone requires particular jewellery you must discuss with manager first.
- If staff have any visible tattoos/body art, they should discuss it with their manager who may advise them that the tattoo must be covered due to the nature of the image.