


DRESS CODE		
VERSION No	3	
REVIEWED BY	Mariana Philipova	
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Policy Statement

This policy sets out the requirements of all categories of staff within this organisation in relation to the wearing of uniforms and standards of dress.

The definition of staff is all workers, staff and management. This includes volunteers, agency workers and self-employed contractors who must be appropriately dressed at all times. Students undertaking placements are expected to adhere to the policies agreed between this organisation and the relevant education provider.

The Policy

- ☞ To clarify the requirements on all staff with regard to standards of dress. Health and safety demands are such that clarity needs to be in place to ensure that our duty of care to staff and residents is understood and respected.
- ☞ The standard of dress must support infection prevention and control requirements of the Care Quality Commission (CQC) Regulations.
- ☞ The standards of dress is such that it enhances the safety and wellbeing of staff and presents a professional image to our multi agency partners, residents and local community.

This organisation whilst implementing a dress code none the less recognises the diversity of cultures, religions and disabilities of its employees where necessary and will take a sensitive approach when this affects dress or uniform requirements.

The Dress Code Policy is designed to guide managers and employees on the application of standards of dress and appearance. The policy sets out acceptable and unacceptable standards of dress. Staff should use common sense in adhering to the principles underpinning the policy.

All employees are supplied with this organisation identity / security badge which must be worn and be visible during working hours.

All staff are required to comply with the principles of the Dress Code Policy. Failure to adhere to this organisation standards of dress may constitute misconduct and may result in formal disciplinary proceedings.

Employees are responsible for following the standards of dress code laid down in this policy and should understand how this policy relates to their working environment, health and safety, infection control, particular role and duties, and contact with others during the course of their employment.


Manager and deputy are responsible for ensuring that the Dress Code Policy is adhered to at all times by the workers they manage, and must be mindful of the requirements regarding contractors, agency staff and volunteers etc.

Uniform

All staff delivering personal care to residents must:

- ☞ There is no uniform in this home as research shows that:
 - ⚠ Looks and feels institutional and this is a home
 - ⚠ Causes stress to the residents, specifically those with dementia
 - ⚠ However, shoes staff must be appropriate and open toe sandals should not be worn
 - ⚠ Clothes must be comfortable and not restrictive

 ***Clothes must be clean with not odours / smell (body, cooking and other), and stains***







 Use appropriate PPE, e.g. gloves, aprons, bacterial gel, masks.

All staff delivering support to residents must be:

clean and presentable, this includes chefs, ancillary staff and agency workers employed by this organisation



Staff, volunteers, contractors or self-employed must:

Be appropriately dressed for the task for which they are engaged to do. Common sense should be the guiding principle, but at all times the following applies:










-  All tops must cover upper torso completely, vests are not acceptable.
-  Shorts if worn must be knee length, tailored for both men and women.
-  Shoes must be appropriate for the task, and open toe sandals should not be worn.
-  Chino cottons, linens and similar fabrics are appropriate.
-  All appropriate clothing must be safe and acceptable in the workplace.
-  Clothing should be clean, serviceable and fit for the task.

Managers and office staff

The dress code for this group of staff is not definitive but must adhere to the following standards:

-  Skirts, trousers and tops must be serviceable, as detailed above
-  Shoes should be carefully selected, e.g. open-toe sandals or similar footwear should not be worn for days when spot checking is happening

General

-  The ID badge should be removed on leaving the premises.
-  This organisation does not provide a laundry service for staff work clothes. In the event of any confusion, staff should contact the ICP lead in the organisation for guidance on appropriate washing temperatures.
-  All staff leaving this organisation must return their ID to the admin staff. Alternatively, a charge of £10 will be deducted from the staff final salary
-  False nails and false eyelashes are not permitted. Nails should be clean to ensure safe resident contact and good hand hygiene.
-  Visible tattoos are to be discouraged and where present should not be offensive to others. Where they are deemed to be offensive they should be appropriately covered.
-  Jewellery must be kept to a minimum for staff delivering care or support: a plain / wedding ring and one pair of discreet stud earrings are permitted. Wrist watches must not be worn when providing care or support.
-  Facial / body piercing can be a Health and Safety issue and must be removed before coming on duty.
-  If staff have piercings for religious or cultural reasons, these must be covered and must not present a quantifiable health and safety risk, or an infection prevention and control risk.
-  Hair should be neat and tidy at all times, and long hair should be tied back for a care and support environment. Headscarves worn for religious purposes are permitted in most areas, however they are excluded in any clinical areas where they could present a health and safety and cross-infection hazard. Beards should be short and neatly trimmed, unless this reflects the individual's religion, in which case it should be tidy. Beards should be covered with a hood when undertaking aseptic procedures.

*Related Policies
Code of Conduct for Workers*