



Standard Operating Procedure

DCS, MOD Schools, Early Years Settings

Standard Operating Procedure (SOP): Uniform

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Review annually or if any changes are made to support practice.

1. Purpose

To ensure all staff promote a professional image with regards to appearance and standards of dress. To ensure all staff are identifiable by their uniform.

2. Scope

- Staff will wear black smart trousers, shorts or leggings (thick). (no jeans or tracksuit bottoms) Embroidered polo shirts will be worn by staff working directly with the children and in some cases, administrators and management may wear them.
- Shorts will be a minimum of just above knee length
- Staff will wear a hat when outside to model sun safety to the children
- Staff working directly with the children will wear flat shoes, with a back and no open toes.
- Indoor shoes (slippers or non-slip socks) may be worn in the setting no outdoor shoes.
- Nails should be kept short wherever possible. If false or gels nails are worn, these should be rounded to prevent the spread of infection and accidental scratches to the children. Nail polish must be neat and not chipped. Gloves must be worn if nail polish is worn whilst preparing snack.
- Make up should be discreet. Tattoos are acceptable however tattoos which could cause offence must not be visible. False eyelashes must be discreet and neatly kept.
- Staff are permitted to wear a watch or fitness tracker (no smart watch with photo capability). Jewellery should be discrete and professional. Staff are permitted to wear studs or small earrings. In order to maintain safe work place, wearing facial piercings (such as nose rings, eyebrow rings) are not permitted.

3. Responsible Persons

Manager has overall responsibility to ensure staff are wearing suitable clothing for the workplace.



4. Responsibilities

- All staff have the responsibility to ensure they are following the requirements of acceptable uniform.
- The Management team must ensure that each new employee has three polo-t-shirts. This is to be signed out by the employee on their Induction.
- Staff must ensure uniform is laundered on a regular basis.
- Upon termination of employment ALL uniform and lanyards must be returned during the exit interview and this must be signed back in by the Management team and employee to say it has been returned.
- Uniform must only be worn for the purposes of official work. Staff must ensure their uniform is covered should they choose to take a break outside of the setting, particularly if the break includes smoking as this can leave a tobacco smell on staff clothing.