**Principle**

The appearance of staff is important and can impact upon the reputation of the playgroup. Little Buds requires staff to be identifiable at all time to children, parents, carers, visitors and the general public.

**Policy**

This policy has been introduced to ensure that staff and volunteers within the setting are aware of the Personal Care and Uniform Policy and conform to the high standards of Little Buds.

**Procedure**

Staff are required to purchase the playgroup staff uniform and refresh it annually. The setting requires staff to dress and wear the appropriate uniform for their job.

**Pay and Work Rights Guidance**

Deductions and payments for expenses connected with the job:

Deductions made from a worker's pay to cover the cost of items or expenses that are necessary for the worker's job, such as uniform, tools or equipment, reduce National Minimum Wage pay. This means that where an employer makes deductions for this purpose, they must still ensure that the worker is paid at least National Minimum Wage rates for the time worked.

In response to this, if the deduction was to take the worker below the National Minimum Wage and they were not reimbursed, this would be a breach of the National Minimum Wage Act 1998 and would be a criminal offence (further information regarding The National Minimum Wage, Working Time Regulations, The Conduct of Agencies, The Agricultural National MinimumWage,please call the Pay and Work Rights Helpline on0800 917 2368).

At Little Buds we believe personal hygiene plays an essential role in the day-to-day running of the setting and staff must lead by example. Within the setting both staff and children work very closely together and good personal hygiene is of the utmost importance.

To ensure this, we ask that the following be complied with:

* Staff is required to display good personal hygiene, be clean and tidy, and maintain a good professional image.
* Staff is required to wear the uniform provided at all times.
* Flat shoes or trainers must be worn.
* Long hair should be tied back neatly.
* Only wedding/engagement rings and studded earrings should be worn.
* Make-up is permitted.
* Clothing should not have any logos that may be deemed offensive under the Equal Opportunities Act, or include words that may be inappropriate.

If any concerns are raised regarding uniforms or personal care, the leader in charge or management team will raise this with the individual involved. If the issue remains, the disciplinary procedure may be commenced.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..

Date: …………………….. Signed: …………………………………………..