



ELHAP – A SPECIAL NEEDS ADVENTURE PLAYGROUND
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STAFF DRESS CODE POLICY

1. Introduction

- 1.1. The aim of this policy is to stipulate the standard of personal appearance expected of staff and volunteers employed by ELHAP (A Special Needs Adventure Playground). It applies to all staff and volunteers working at ELHAP.
- 1.2. This policy addresses common issues in relation to dress code, but it is not possible to detail every eventuality. Therefore, managers and staff will need to use their discretion in deciding whether appearance is appropriate, guided by the principles below.

2. Principles

- 2.1. Every employee has a responsibility to minimise the risk of injury and ill health to him/herself, other persons and users whilst at work. Therefore risks associated with items of clothing or accessories must be considered in relation to activities being carried out at ELHAP.
- 2.2. All employees' appearance should be professional at all times, both within the workplace, and whilst representing ELHAP.
- 2.3. Clothing must be smart, safe and practical. It should provide the wearer with mobility and comfort, and be durable enough to withstand the day-to-day activities at ELHAP (e.g. adventure play with children and young people with disabilities).
- 2.4. ELHAP is committed to promote diversity and equality of opportunity within the workforce and will therefore respect an individual's preference or requirement for customary dress or specialist clothing or equipment, subject to the minimisation of health and safety risks, if required.

3. Implementation of the Dress Code Policy

- 3.1. All prospective employees will be advised that ELHAP operates a Staff Dress Code Policy. Managers have a responsibility to inform existing and new employees of this policy.

- 3.2. All paid staff, volunteers and work placements must also be advised of ELHAP's Staff Dress Code Policy and must comply with it.
- 3.3. Managers will consider employee's religious or cultural dress requirements and the needs of service users. Risk assessments will take place, as appropriate. All managers require a cultural awareness understanding to apply this policy fairly

4. The Policy

- 4.1. Staff must wear suitable clothing which can be washed at 60°C and be smart, safe and practical. Appendix 1 lists examples of clothing which are not suitable.
- 4.2. Staff are reminded that some clothing and clothing accessories may pose a risk to their personal safety and that of service users. Appendix 1 lists examples of clothing and accessories in relation to this.
- 4.3. Staff are reminded that clothing, accessories and personal appearance can pose risks to the control of infection. Appendix 1 lists examples of clothing, accessories and personal appearance in relation to this.
- 4.4. Staff are reminded that their appearance should be clean, tidy and professional. Appendix 1 outlines examples of clothing, accessories and personal appearance, which may be deemed inappropriate.
- 4.5. All staff must carry photo identification at all times during work hours, and should produce this on request.
- 4.6. Smoking: Staff wearing ELHAP badges are not permitted to smoke within view of users, their parents/carers, visiting staff or members of the public. Staff who require a smoking break can only smoke in the designated smoking area.

5. Health & Safety

- 5.1. This policy should be considered in conjunction with the ELHAP Health & Safety Policy.

6. Dealing with Staff breaches of the policy

- 6.1. This policy will be implemented and monitored by the trustees and managers at ELHAP.
- 6.2. Failure to adhere to this policy may lead to action being taken under the ELHAP disciplinary procedure.

APPENDIX 1

Clothing and accessories which compromise personal safety

- High heeled or open toed shoes.
- Clothes which restrict movement.
- Clothes which can easily snag on equipment.
- Neck ties, necklaces, scarves, hooped or dangling earrings or metal chains.
- Any clothing that interferes with ELHAP activities.

Clothing, accessories or appearance, which pose a cross infection risk

- Long and varnished fingernails or false nails when carrying out clinical procedures.
- The wearing of hand and wrist jewellery whilst on duty.
- Long hair, if not tied back, during personal hygiene support or preparing food. Hair should be worn neatly in a style that does not require frequent re-adjustment.
- Facial hair should be kept clean and tidy.

Clothing, accessories and personal appearance, which may be considered inappropriate or unprofessional

- Short skirts.
- High cut shorts.
- Transparent or “see-through” blouses, dresses or shirts.
- Low-cut T shirts or blouses.
- Crop-tops.
- Clothing that exposes underwear, including low worn trousers.
- Political badges or emblems.
- Items of clothing bearing large logos or graphics, including texts, which could cause offence.
- Tattoos which could cause offence.