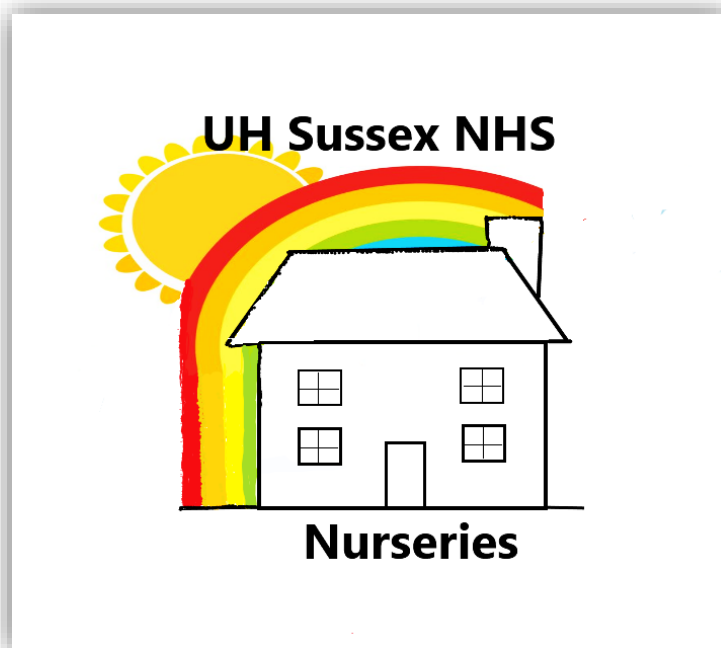


TRUST POLICY

Nursery Handbook – Staff Dress Code Policy



Approval		
Director approval	Date approved:	13 th March 2026
Ratification		
Trust Management Committee	Date approved:	22 nd July 2026
	Review Date	22 nd July 2029

Version	Date	Author	Status	Comment
1.0	February 2026	Tracey Gregory and Lorraine Brunton	LIVE	New trust wide policy
2.0				
3.0				

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1. Policy Statement

University Hospitals Sussex NHS FT staff nursery dress code policy outlines how we expect our employees to dress at work.

Employees should note that their appearance matters when representing our nurseries in front of clients, visitors and the wider hospital. An employee's appearance can create a positive or negative impression that reflects on our service and the larger organisation.

Our Dress Code is designed to:

- Promote safety and the prevention and control of infection by ensuring all staff wear clothing that is appropriate to their working environment.
- Ensure the personal appearance of our staff contributes to a positive, professional image and promotes confidence in what we do.
- All clothes must be work-appropriate to ensure children are able to engage in all learning experiences

2. Staff Attire

All employees associated with the nurseries will be provided with:

Staff will be supplied with a nursery uniform consisting of logo T. shirt/ polo shirt, sweatshirts, possible fleeces and or waterproof (post dependent).

Purchasing of new uniform will be every 12-18months. An allowance per employee will be based on contractual hours and number of days worked per week, 'new starter' to the Trust, and length of absence from work i.e. maternity leave.

Staff will be expected to:

Purchase black or navy trousers. No blue denim Jeans. During the summer period (May to September) staff will be able to wear white, khaki and beige trousers.

Shorts can be worn in the summer period (May to September) but of longer length and of all 5 colours listed above.

Skirts of knee length black or navy.

Leggings or tracksuit bottoms can be worn if smart, good quality and not see through.

Shoes should be enclosed and flat. No backless or toeless shoes i.e. flipflops. Crocs can be worn with the back strap is across the ankle. Indoors shoes for carpeted areas should not be worn outside or in toileting areas. Bare feet not allowed outside corridor's, kitchen or toileting areas.

Make up should be discreet.

Tattoos should not be visible if possible. Tattoos that could be controversial, offensive, or not appropriate to an Early Years environment should be covered.

Hair should be clean, neat, and tidy. Extreme hair colours are in line with Trust Policy.

Long hair should be tied when dealing with food or personal care.

Staff should attend work with suitable clothing to support the children in their play and learning experiences throughout the day for example suitable jacket or coat for outdoors, suitable footwear for wet weather.

Nails should be kept short and manicured.

- No Artificial nails as they support bacterial infection and fungal growth.
- Nail varnish can be worn but not back no glitter or nail art.
- Nail varnish that does not meet the required specification, the Nursery Manager or Deputy Manager will recommend
- To remove by the following day/or next working day
- If not removed will request for it removed on the premise
- Repeated offenders the Trust Conduct policy will be followed

3. Staff Jewellery

Nursery staff can wear:

- A small watch or fitness tracker (please refer to the Mobile phone, Smart Watch and Camera Policy) A Flat bracelet which does not have long dangly charms.
- Charity band (no festival / concert admission bands).
- Rings that are raised or embellished should be removed in areas where there is child contact.
- Necklaces should be discreet.

All items such as bracelets, watches, raised or embellished rings should be removed during personal care to prevent the spread of infection and accidental scratches to a child.

Jewellery is worn at the risk of the employee and not the responsibility of the nursery.

For Health and Safety purposes any missing or broken jewellery that may cause a hazard to a child should be reported to the other playroom staff and Nursery Manager / Deputy as soon as possible.

Ethnic and Cultural Clothing and Jewellery

Please refer to University Hospitals Trust Uniform and Dress Code

4. Special Nursery Events

It is recognised in our nurseries that during the year staff may participate in events that may require not wearing the Trust nursery uniform, for example 'World Book Day', 'Christmas Jumper Day' or other charity fund raising events or awareness.

Changes to staff attire will be discussed within the nursery staff team and nursery management.

Any changes of staff attire are likely to be temporary, and staff should return to the uniform dress code after the event.

Changes to a temporary dress code should not impact on the Infection Prevention control measures or the safety of the individual.

All footwears should meet the Trust and Nursery Dress Code policies.

5. Changes to Uniform in Inclement Weather

Nursery management recognises that in extreme high temperatures this can lead to difficult and stressful working environment. Therefore, the following uniform change is permitted.

Nursery Management will advise staff any uniform changes if inclement weather is forecast

Nursery staff are responsible for dressing appropriately for weather conditions i.e. nursery T-shirt in warm weather, sweatshirts and coats for colder weather

Temperature forecast for 27c, and above staff will be able to wear a plain sleeveless top of black, navy or blue. Straps should be thick (no spaghetti / shoelace strapped vest top) High neck to ensure no cleavage is on display.

When not in the logo uniform that Trust I.D. badges should be worn or available

Staff should be in 'normal' uniform unless changes have been agreed by the Childcare Service Manager, Nursery Manager or Deputy Manager. Advance notice will be given if possible.

During periods of very wet, cold or snow weather staff should wear appropriate footwear for outdoor activities with suitable change of footwear for indoor use.

Staff should ensure they have suitable outdoor clothing to enable them to access the outdoor environment with the children throughout the day even on cold or snow days.

Staff suffering menopausal or other health conditions where clothing can exacerbate symptoms can discuss wearing alternative tops/T-shirts at the managers discretion. This should be of uniform colours, plain and appropriate to the environment they are working. A Trust I.D. badge should be worn/available for identity to others accessing the service.

6. Pregnancy Attire

The nurseries recognise that during the later stages of pregnancy it may not be possible to continue to wear the required uniform.

Nursery managers will meet with pregnant employees regularly to discuss their wellbeing and make reasonable adjustments were deemed possible. It is essential that any changes meet the safety and prevention of infection.

- Maternity black or navy trousers (summer colours can apply during May to Sept)
- No maternity blue denim jeans
- Tops should be plain and similar colours to the uniform.
- Maternity shorts but of long length.
- Maternity skirts but of knee length or longer.
- In hot weather (please discuss with manager) sleeveless top of thick straps, no cleavage or mid-drift on show.
- Pregnant employees must adhere to the same footwear.
- A Trust I.D. badge should be worn/available for identity to others accessing the service.

7. Personal Belongings

All belonging should be kept in a locker or secure area away from areas accessed by children.

Personal bags should not be kept in playrooms

Mobile phones should not be accessed or store in areas accessed by children

Personal valuables on the nursery premises are at the individuals own risk

8. Prevention of Infection

Staff must wear clean and freshly laundered uniforms.

Staff must not smoke off site in an identifiable uniform.

Staff should wear disposable aprons for personal care and food hygiene.

Staff should wear gloves when dealing with personal care or body fluids

9. Staff Acknowledgement to Policy

I acknowledge I have read the above and Trust Uniform and Dress Code Policies

Staff Signature

Staff Name (Print)

Date

10. Links to other Trust policies

UHSHN021 Nursery Handbook - Child Clothing Policy
UHSHN027 Nursery Handbook - Nursery Worker Policy