

## APPEARANCE POLICY

Uniform must be worn at all times during working time.

### UNIFORM

#### Nursery staff

1. Red T-shirt and red sweatshirt (supplied by the nursery).
  2. Plain navy, black or grey trousers, leggings, skirt or shorts.
  3. Skirt and shorts must be a suitable length and not too short or tight (no cycling shorts)
  4. Peddle-pushers can be worn.
  5. Shoes, trainers or flat, quiet, light weight shoes or sandals (with backs) to be worn inside the nursery. No out door foot wear to be worn in the baby room. (for hygiene purpose)
  6. Tabards – white tabards must be worn when serving food including snacks, navy tabards should be worn to protect clothing when doing messy activities.
  7. Aprons must be worn every time a nappy is changed, also when changing a wet or soiled child.
- Your clothes should be clean and in good repair, no rips.
  - Your hair should be clean and tidy. Long hair should be tied back, and short hair should be kept back from the face especially during meal times.
  - Jewellery should be kept to minimum. Stud earrings or first size sleepers, watches and flat rings - big chunky rings must not be worn. Necklaces should not be long and put into your T-shirt.
  - No nail varnish- Liz has some remover in the first aid locker for anyone who has forgotten to take it off.

#### Kitchen staff

- There is a uniform provided, which should be kept in good repair and a clean condition, and changed into before starting work in the kitchen. Staff take uniform home to wash.
- Hair should be clean and tidy. Long hair should be tied back, and short hair should be kept back from the face. A catering hat must be worn whilst food is being prepared.
- A separate pair of shoes should be kept for wearing in the nursery.
- The only jewellery allowed is a wedding ring and a plain stud in ears
- Nail varnish is not allowed and nails should be short and clean

Much of the work for the nursery can be strenuous and hot if you are not using a deodorant you probably smell in away that is noticeable and unpleasant. Save yourself and others the embarrassment, always use a deodorant before coming to work.

### VOICE

Our tone of voice will convey as much information to the children, parents, staff and visitors as the words we use, so we must sound interested, warm and sincere.

## BODY LANGUAGE

Our gestures, posture and the way in which we talk, sit and stand all send information to children parents, other staff and visitors.

## SMILE

People respond to a smile. Smiles are contagious and put parents, staff and visitors in a more receptive mood.

## EYE-CONTACT

It is a way of acknowledging people, of building a relationship, establishing rapport and making parents, staff and visitors feel welcome.

## ATTITUDE

Positive. If we expect to do well we will be successful

## COURTEOUS

Always be polite, whatever the circumstances

## ATTENTIVE

Listen, show interests, be alert and observe parents, staff and visitors, give them your undivided attention.

## HELPFUL

You are there to provide a service, demonstrate that to parents, staff and visitors.

## CARING

Make parents, staff and visitors feel that they matter, that they are individuals and not just one of the crowd.

## ENTHUSIASTIC

Enjoy providing a service and show parents, staff and visitors that you are happy to help, put energy into it.