



Dress Code

Parents must have confidence in those with whom they have chosen to share the care of their child. Our job is to earn that confidence by acting and presenting ourselves in a professional manner at all times

As an organisation offering a professional service, Seymour House has a responsibility to ensure appropriate dress standards are maintained by all staff. This dress code is designed therefore, to guide team members on the required standards of dress and appearance to enable them to maintain professional relationship with those they come into contact with, within the course of their working duties. All team members' appearance must be professional at all times both within the workplace and when representing the organisation.

If the uniform is worn outside the workplace the basic rule concerning personal appearance and conduct still applies. As a member of the team the employee is a representative of Seymour House and should always promote a professional image and maintain the confidentiality of the children in their care, their parents and their employer.

These guidelines are not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and team members must use common sense in adhering to the principles underpinning this code. The management of the organisation will be the sole judge of what is and is not appropriate for the purposes of this code.

The organisation recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations.

Team members who are not required to wear a uniform are required to wear professional attire in the workplace and are expected to use good judgment and to show courtesy to their colleagues by dressing in a manner that is presentable and appropriate.

Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by their management team. Uniforms must always be clean, neatly ironed and appropriately worn. The uniforms issued must not be altered in any way without the organisation's permission.

Where uniforms are issued by the organisation, they remain the property of the organisation. Team members must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.

Team members who consistently fail to comply with this code may be dealt with under the Seymour House Disciplinary Policy and Procedure. Speak to your management team if you have any questions as to what constitutes appropriate appearance or attire.

Personal Appearance

All team members working in the nursery are expected to maintain a professional standard of cleanliness and personal hygiene. Their personal appearance shall at all times be neat, tidy, professional and a credit to the organisation.

- Hair should be clean, brushed and not be extreme in colour or style. For those who have long hair and work in the nursery this must be tied back and kept away from the face.
- Light make-up may be worn.
- Fingernails must be kept clean and short and free of coloured nail varnish. Gel nails/polish is permitted in a neutral/natural colour only, if worn it must be manicured and well maintained. False nails, wraps or acrylic nails are not permitted for health and safety and hygiene reasons along with nail art or jewellery.

- Jewellery must be kept to a minimum. Visible piercings anywhere besides earrings, must be removed including tongue piercings, a maximum of 2 stud earrings in each ear are allowed. Wedding rings or a favourite ring may be worn, a necklace may be worn if safely tucked away, wrist watches may be worn but no bracelets, bangles or ankle chains should be worn in the nursery.
- Fitbits, Smart Watches or equivalent are permitted however notifications from nearby mobile devices must be turned off as this poses a distraction to staff members on duty.
- Any tatoos that are visible are permissible provided they are small, discrete, are not offensive and do not detract from the team member's overall professional appearance. Larger tatoos, deemed as less discrete need to be covered up, long sleeve shirts may be requested.

All team members have a duty to uphold the professional standards of the workplace.

For those team members who are required to wear a uniform

Each Team Member will receive a Company uniform from commencement of their employment with Seymour House. The uniform must be worn at all times during working hours, together with a name badge. It is the responsibility of the team member to care and maintain their uniform in a clean and tidy condition, regard must be given to the garments care instructions. Uniform is expected to last for adequate length of time, at least 12 months and when uniform is deemed to be worn out the team member can request replacement garments, and this is at the discretion of the Manager. If team members do not care for uniform appropriately or request additional uniform before adequate length of time is reached, then team members may be asked to pay for additional items requested. Seymour House will provide:

All Nursery Team

Blouses x 3 (*pro rata for part time employees*)
 Tabard x 1
 Cardigan x 1
 Name badge x 1

Nursery Managers and Head of Early Years Practice only

Suit Jacket x 1
 Suit Trousers x 2
 Scarf

Relief Team Members

Relief team members will be issued with their own tabard, and name badge. Relief team members are responsible for providing their own white or pale blue top and smart dark coloured trousers or skirt. A smart black or navy blue cardigan or jumper may be worn over the top if required. Tops should not be low-cut, and the Seymour House tabard should be worn at all times, to identify them as team members. Where relief team members work very regularly i.e. weekly, Managers may order shirts and a cardigan for the relief team member.

All Team Members should observe the following:

Team members are responsible for providing their own navy blue skirt or workwear trousers to wear with the uniform provided. Jeans, cords, combat trousers, leggings, jeggings, jogging bottoms and tracksuit trousers are not permitted. Trousers or skirts must look smart and be suitably hemmed. No fashion accessories such as belts should be worn for health and safety reasons.

Weather permitting team members may wear navy blue tailored shorts provided they are knee length and look professional. Linen shorts or cargo style shorts are not permitted.

Clean and polished shoes must be fully enclosed, flat or low heeled with slip resistant rubber soles, preferably navy or black (boots or heavy shoes are not acceptable).

Tights must be black, navy or natural.

The children enjoy the outdoor classroom on a daily basis, all year round; therefore in the winter months it is advised that you wear a warm coat and that you may wish to have your own pair of wellington boots.