

The Ark

Dress Code

Clothes worn at work should encourage public trust and confidence. They should be clean, smart, safe, practical and reflect the type of work undertaken. What is worn should take account of the requirements of the job role and promote the mobility and comfort of the wearer. Clothing should fit the wearer correctly and meet moving and handling requirements of the job role.

Jeans may be worn; shoes should be smart, clean, fit for purpose and of good appearance. They should not have heels higher than two inches.

Excessive and elaborate jewellery is not appropriate. Furthermore, tongue studs, eyebrow piercing, nose studs (other than when worn for cultural or religious reasons) and visible body artwork are not considered to be consistent with portraying a professional image.

Hair should be clean and worn off the face and shoulders if catering or domestic work is undertaken.

If corporate T-shirts, polo shirts and/or sweatshirts have been provided, they should always be worn. No clothing should have inappropriate logos or compromise modesty. Clothing should not restrict movement in any way.

See the tables below for details of the Dress Code which will be observed. Failure to comply with this code could result in disciplinary action being taken.

General dress code for all staff working with children

CODE	RATIONALE
Jewellery must be discreet, and worn at own risk.	In order not to injure children and for staff safety, necklaces and large earrings could be grabbed. Rings can be a source of infection if the surrounding area is not washed properly. To present a professional image and general public acceptability.
Hair must be clean, and preferably worn off the face and collar.	To present a professional image and to reduce the risk of spreading hair lice.
Fingernails must be kept short and clean. Coloured nail polish should not be worn.	To reduce the risk of scratching children. Nails need to be visibly clean in order to ensure good hand hygiene.
Shoes must be supportive to the foot and have heels of no more than two inches. They must be clean. Sturdy slip-on shoes are acceptable. No stilettos.	To present a professional image and to ensure they protect the foot from falling items or ankle injuries.

Dress code for catering and domestic staff

CODE	RATIONALE
Catering staff must wear trousers and tops approved by the Manager. A hat and/or hairnet shall be worn which covers all hair.	To prevent food contamination.
Clothing must be kept clean at all times	To present a professional image and to prevent food contamination.
Aprons/tabards must be changed daily.	To present a professional image and to prevent food contamination.
Fingernails must be kept short and clean. Cuts and abrasions must be covered with plasters. Nail polish and false/acrylic nails are not permitted.	To promote good hand hygiene. To prevent food contamination.
Non-slip footwear with closed toes must be worn.	To reduce risk of slips. To protect feet from scalds or damage from falling objects.
Hair and jewellery as detailed in above table.	