

Silva Care Ltd

Dress code Policy

Policy statement

This policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance. The organisation recognises the diversity of culture, religions and disabilities of their staff, and will take a sensitive approach when this affects the way they dress. Staff must use their common sense in adhering to the principles underpinning this policy. This policy must be read in conjunction with the infection control policy.

The policy

Silva Care has adopted the Department of Health “bare below the elbows” recommendation for work wear. This means staff should have no clothing or jewellery below the elbow to help promote good hand hygiene. If you are wearing a long sleeve top please ensure it is pulled back to the elbow when delivering personal care or dealing with food preparation.

Personal Protective equipment -such as single use gloves and aprons must be worn with every clinical intervention

Shoes- It is the responsibility of all staff to wear appropriate footwear for their duties, they should be low heeled and non-slip. Enclosed shoes (toes covered) must be worn by all staff members as these offer protection against spillages and injuries. Shoes must be cleaned immediately if contaminated with body fluids.

Clothing- Clothing must be appropriately worn at all times. It should be safe, having regard for the activities being carried out. Clothing contaminated with body fluids must be washed above 60degrees. Skirts and shorts must be an appropriate length and should be no shorter than 3 inches above the Knee. Tops must not show an excess of cleavage.

Jewellery, hair and general appearances – Jewellery must be kept to a minimum, a plain wedding ring is permitted, body/facial piercings must not present a quantifiable health and safety risk or infection prevention and control risk. Wrist watches and bracelets are not to be worn when providing clinical care.

Hair- Long hair must be tied back when undertaking any interventions with service users or when handling food.

Tattoos- Any tattoo deemed to be offensive must be kept covered at all times.

Nails- False nails and nail varnish must not be worn in clinical areas or during food preparation. Nails must be neatly manicured to prevent service users and staff being scratched when involved in direct handling procedures.

Neck Ties, necklaces and lanyards- must not be worn if there is a risk of an violent or aggressive behaviour.



Identification- all staff must have on themselves a photo I.D., this must be carried with them at all times.

Process for implementation of this policy

This policy is designed to guide managers and staff within the organisation on acceptable standards of dress. Dress code of staff will be monitored and should a member of staff attend work dressed inappropriately they may be asked to return to work once they are appropriately dressed, the organisation will not pay for this time period.

Equality Statement

The organisation will take reasonable steps to ensure that all staff will be treated equally and that no staff member will be treated differently on the grounds of their race, gender, disability, age, sexual orientation, religious or other beliefs.

Date Reviewed:	Signature	Next Renewal Date
06/08/2014	 Sharon Moore	06/08/2015
06/08/2015	 Sharon Moore	06/08/2016