Uniform Policy

At Millwood House Day Nursery we expect our staff to be presented in an impeccably clean, smart & professional manner. As a result of this we have adopted a Uniform Policy which each staff member should follow.

Each employee is given 2 polo shirts and 2 sweatshirts/hoodies with the Millwood House logo on when they join the nursery. They are told to report for work wearing smart full length plain black trousers or a knee length plain black skirt. Jeans or leggings are not allowed. **They must also wear sensible black shoes, closed to look shoes, pumps or plimsolls. During the winter months, black boots can be worn out in the garden however sensible black shoes/slippers must be worn inside the nursery (boots must not be worn inside the nursery.) During the summer months, full length black trousers and black pumps can be worn.** (Flip flops are unacceptable due to health & safety)

1 All employees are supplied with 2 more uniforms annually (polo shirt & sweatshirt/hoodie) and are expected to replace their own sensible trousers & shoes when necessary.

2 Men's hair must be kept neat at all times, with long hair pulled into a neat pony tail. Women's hair must be neatly tied back if long enough; messy looking hair is not acceptable for either genders. It must be brushed and in a neat pony tail, bun or plait.

3 For Women, minimal make up only i.e. foundation, and a small amount of mascara. Bright coloured lipstick/false eyelashes are not acceptable.

4 Nails must be kept to a sensible length for changing nappies and working with food i.e. 0.5cm maximum protruding past their fingertips.

5 For jewellery, stud earrings and a wedding band are acceptable. No other jewellery must be worn.

These rules and regulations are mandatory and are strictly in place at all times. Any staff member ignoring the rules will be issued a warning and sent home during their lunch hour to rectify their appearance.

The reasons include:

1. Your uniform and appearance represents Millwood House Nursery at all times.

2. You handle food and change nappies throughout the day.

3. Whilst caring for babies/children you may meet visitors to Millwood House Nursery during any day and you will liaise with parents before and after doing all of the above.

This policy was reviewed	Signed on behalf of the nursery	Date for review
June 2026		*May 2027*