



*Kerry
Parents &
Friends
Association*

Dress Code Policy

Written by:	Human Resources
Reviewed by:	Human Resources
Approved by:	Marie Linehan, Chief Executive
Effective from:	September 2014
Reviewed:	September 2021
Next Review Date:	September 2024
Distributed to:	All Organisation
Monitoring Mechanism:	Human Resources

Date Printed:

DRESS CODE

POLICY STATEMENT

All staff should present a clean, professional appearance and adhere to the standards in safety, infection control and all other existing policies.

BACKGROUND

This policy outlines the dress code for staff to ensure a safe working environment for staff and service users and to comply with Health & Safety standards.

APPLIES TO

All staff including students, volunteers etc. working directly with people we support in the Kerry Parents and Friends Association.

POLICY

3.1 Clothes:

Clothes worn should be sensitive to the needs of people being supported, suitable to the work being undertaken and allow free and unrestricted movement. Tops should have sleeves and provide adequate cover and pants or skirts must be knee length or longer. Any garment with a hood should not be worn for Health and Safety reasons.

3.2 Hair:

Hair should be neat, off the face and tidy. If long it should be tied up above collar level. Male staff should keep beards trimmed or be cleanly shaven.

Rationale – There is a possibility of hair carrying Staph Aureus. Provided hair is clean and tidy the risk of dispersal is minimal.

3.3 Finger Nails:

Finger nails should be short and clean. Nail polish should not be worn. Acrylic nails must not be worn.

Rationale – To avoid carrying bacteria on or under fingernails and to avoid varnish chips.

3.4 Make-up:

If worn should be discreet. Strong perfume should be avoided.

3.5 Jewellery:

A plain band is acceptable e.g. wedding ring and one pair of gold / silver stud earrings. No other jewellery or piercing is acceptable.

Rationale – Jewellery, even wedding bands have been found to carry micro-organisms. Jewellery that is hanging, for example necklace chain or dangling earrings, scarves or ties, could be dangerous to the caregiver when dealing with aggressive or confused service users. Clip-on ties may be used. Rings with stones are hazardous as they can scratch service users. Watches: Watches are permitted but must be removed when giving care.

3.6 Footwear:

Footwear must be well fitting and supportive. High heels must not be worn.

Rationale: Firm fitting footwear with broad heel support with rubber soles provide a good grip and balance for providing care to service users and in carrying out CPI interventions Where staff are involved in activities they are required to wear footwear suitable to the job being done.

Steel-toe cap shoes with rubber soles should be worn by kitchen staff, maintenance and horticulture staff.

3.7 PPE:

The need to use protective clothing should be based on a risk assessment of the task to be undertaken. Please refer to Infection Control Guidelines on Personal Protective Clothing. Protective clothing should be worn for the task intended / episode of care and then removed.

3.8 Chewing Gum:

Chewing gum is not permissible while on duty as it promotes poor professional image.

3.9 Frequency of Review:

This policy to be reviewed every two years or as required by changes.