





ST. PATRICK'S CENTRE, KELLS ROAD, KILKENNY

Policy Document

Dress Code Policy

Prepared by: Adrienne Hayes / Fionnuala Fenton	Approval Date: 14.08.2020	Review Date: 14.08.2022
Policy Number 09 – Other Policies	Approved By: Signed:  CEO (Interim) Signed:  Board Member	

Vision

People supported will live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

To enable a supported self-directed living (SSDL) model of provision which is underpinned by SPC beliefs, values and vision.

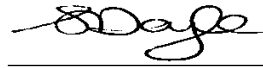
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1. Policy Statement

There are a large variety of job types and working environments across the service and it is accepted that an appropriate style of clothing for staff will vary accordingly. This Dress Code Policy is developed in response to the changing demands of People Supported and staff who work in a variety of settings with increasing focus on community settings. **In response to this, we must be aware of not wanting to attract negative attention by being inappropriately dressed while supporting individuals.**

2. Policy Scope

This Policy applies to all staff in St. Patrick's Centre services to convey confidence to the public that staff maintain standards in how they present themselves and have regard for Infection Control and Health and Safety. Staff will be monitored by their Line Manager to ensure they are appropriately presented for work at all times.

3. Dress Code for Staff

All staff must dress in a manner that is likely to inspire public confidence and promote a professional and positive image of St. Patrick's. You are required to wear:

- Top, blouse, shirt with collar, capped sleeves e.g. polo shirt, crew neck top is permitted with the approval of your line manager.
- Trousers: full length black or navy e.g. Chinos, leisure wear (high waisted).
- Denim jeans.
- Footwear: shoes, trainers black, navy, or white with good grip.
- Admin/Office: clothing suitable for an office environment trousers, skirts.
- Tattoos must be covered.
- All staff employed by St. Patrick's Centre must at all times present themselves in a manner respectful to the people they work for and with.
- All staff should take a sensible and safe approach to dress, appearance, cleanliness, and personal hygiene. Clothing should be in good repair, neat and tidy.
- Fingernails must be trimmed to a suitable length to prevent risk of injury to People Supported when providing personal care, nail polish or artificial nails must not be worn in the interest of good hygiene practice.
- Long Hair should be tied back.
- Staff who wear beards need to be attentive to the hygiene of their beard.
- Clothing should be worn appropriate to the nature of the work undertaken and comply with health and safety and infection control guidelines. Individual areas may

have or may develop additional local guidelines on what is acceptable and appropriate for their client group and working environment.

- All staff should wear footwear that is safe and suitable for the area they work in. It is a health and safety requirement for all staff to wear footwear that is suitable for moving and handling and have enclosed toes, heels, and a good grip.
- Protective clothing should be worn in accordance with relevant policy.

Unacceptable Clothing Standards

- Clothing which restricts the ability of the staff to carry out their work safely.
- Clothing which is unhygienic.
- Clothing that is provocative or skimpy.
- Explicit sportswear no logos (other than on days when this is a necessary part of your work in the service).
- Very casual or high fashion trousers such as faded jeans, skinny or ripped jeans.
- Strapless or revealing tops
- Low waistband trousers showing the abdomen/lower back or allowing underwear to be visible
- Cropped tops

Jewellery

- Dangling earrings, facial or other body piercings.
- Rings with stones must not be worn in clinical situations as they compromise hand hygiene and could also cause injury to people supported. Jewellery, including watches and all rings, other than plain bands, must be removed when dealing directly with people supported.

4. Responsibilities

4.1 Responsibility of the CEO

The CEO has overall responsibility for ensuring that arrangements are in place to enable all staff to comply with this Policy.

4.2 Responsibility of Senior Management

Senior Management have responsibility for the effective implementation of this Policy. They will ensure that the required action is implemented and monitored, and that information required to evidence compliance with this Policy is provided.

4.3 Responsibility of Line Managers

All managers have responsibility for the application of this Policy. They should ensure staff are made aware of the Policy and encouraged to abide by the requirements. Where a staff member cannot adhere to the Policy for medical reasons, religious requirements or for reasons related to disability, or where a member of staff does not adhere to this Policy without approval, the line manager should consult with senior management.

Staff must comply with this Policy and ensure they are appropriately presented while on duty at all times.