

Dress Code and Uniform (Workwear) Policy

HPFT Policy

Version	3
Executive Lead	Exec Director of People and Organisational Development
Lead Author	Deputy Director Nursing and Quality/DIPC
Approved Date	13 th November 2019
Approved By	HR Policy Group
Ratified Date	25 th November 2019
Ratified By	JCNC
Issue Date	5 th March 2020
Expiry Date	5 th March 2023
Target Audience	All HPFT Staff

Document on a Page

Title of document	Dress Code and Uniform (Workwear) Policy		
Document Type	Policy		
Ratifying Committee	JCNC		
Version	Issue Date	Review Date	Lead Author
3	5 th March 2020	5 th March 2023	Deputy Director of Nursing and Quality/DIPC
Staff need to know about this policy because (complete in 50 words)	This policy applies to all employees of the Trust. It provides information on both the dress code and also uniforms for staff who are issued with these as well as the standards expected of all staff whilst at work. The Trust expects all employees to be neat and tidy in appearance and to observe proper standards of modesty.		
Staff are encouraged to read the whole policy but I (the Author) have chosen three key messages from the document to share:	<p>Compliance with bare below elbow is required in all clinical areas at all times by all staff when providing direct clinical and personal care.</p> <p>Any concern regarding a staff member's appearance including clothing, footwear, jewellery, tattoo or body piercing should be discussed with the individual in the first instance.</p> <p>The line manager has the authority to send someone home if they are improperly dressed in order to change and return to work in appropriate clothing.</p> <p>Discussion in advance with the line manager should take place regarding any reasonable adaptations when adhering to this policy.</p>		
Summary of significant changes from previous version are:	There is now a defined list of acceptable and unacceptable list of clothing.		

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PART 1 – Preliminary Issues

1. Introduction

1.1 This policy applies to all employees of the Trust. It provides information on both the dress code and also uniforms for staff who are issued with these, as well as the standards expected of all staff whilst at work.

1.2 The Trust expects all employees to be neat and tidy in appearance and to observe proper standards of modesty.

1.3 The essence of this policy is necessary in order to convey a professional image of the Trust and individual, give service user and carer confidence, support infection prevention and control and have regard to health and safety consideration for staff.

1.4 In order to maintain high standards of health and safety at work and to reduce the risk of infection control, this policy includes additional dress standards for all staff working in the community as well as the inpatient services who are in direct contact with service users and carers.

2. Purpose

2.1 The purpose of the policy is to ensure that all staff are clear about the standard of dress expected of them while at work, whether or not a uniform is worn.

2.2 The following principles underlying particular elements of the policy are:

- To avoid unintentional injury to service users (for example wrist watches or jewellery worn by staff involved in the personal care or handling of service users)
- To reduce the risk of cross infection if working in a clinical area (for example improved hand hygiene if no jewellery, nail varnish or false nails are worn)
- To reduce likelihood of injury to staff (for example assault – scarves, non-clip on ties, neck chains)
- To avoid offence to people of different cultures or beliefs (for example unduly 'skimpy clothing').

2.3 The Trust recognises the diversity of cultures, religions and abilities of its employees and will take a sensitive approach when this affects dress and uniform requirements. Priority will be given to health and safety, security, communication and infection control requirements.

3. Definitions

3.1 Direct care employees – all employees where employment duties include direct service user engagement/contact with carers and families for the purpose of health and social care provision.

3.2 Indirect care and support employees – all employees within clinical/professional services that support the delivery of direct care where work does not include direct engagement/contact with service users, their families and carers.

4. Duties and Responsibilities

4.1 Director of People and Organisational Development - has executive responsibility for the implementation and monitoring of this policy.

4.2 Managing Directors, Heads of Departments, Professional Leads, Service Line Leads and all managers - have operational responsibility for the implementation of this policy within their own areas of management accountability.

4.3 All employees - are responsible for implementing the guidance within this policy and for reporting to their line managers any difficulties or barriers to implementation of the policy.

5. Uniform and Dress Code Policy for All Staff

5.1 The main principle behind this policy is to promote a positive and professional image whilst at work which in turn encourages service users, carers and public trust and confidence in services. This fits in with the Trust Values of staff being professional, kind, positive, welcoming and respectful.

5.2 The policy applies to all staff, clinical and non-clinical, including temporary staff, students and volunteers on placements.

5.3 All staff must comply with this policy and dress to an acceptable standard at all times whilst at work.

5.4 Compliance with bare below elbow is required in all clinical areas at all times by all staff when providing direct clinical and personal care.

5.5 Any concern regarding a staff member’s appearance including clothing, footwear, jewellery, tattoo or body piercing should be discussed with the individual in the first instance.

5.6 The line manager has the authority to send someone home if they are improperly dressed in order to change and return to work in appropriate clothing. Discussion in advance with the line manager should take place regarding any reasonable adaptations when adhering to this policy.

Failure to adhere to the Trust’s standards of dress and appearance may constitute breach of policy and may lead to disciplinary action.

All staff:

Acceptable clothing	Unacceptable clothing
Business suits	Denim jeans, shirts, skirts and jackets (all colours and styles); any military clothing
Skirts and dresses (excluding the wearing of hijab)	Skirts that are so long that they touch the ground when walking are not acceptable on safety and hygiene grounds; micro/mini skirts
Trousers	Combat trousers, leggings and shorts
	No tracksuits or tracksuit bottoms (except for specific clinical staff undertaking activities, for example sports and leisure and RESPECT instructors)
Shirts/blouses	Underwear should not be visible (avoid low slung trousers and sheer blouses)
Smart t-shirt and tops	Overly tight or revealing clothes (tops must be discreet and not reveal midriff)
Smart jumpers and sweatshirts	Clothing bearing inappropriate political/religious or offensive slogans, designer logo, strapless tops and vests
Jackets and blazers	High fashion clothing incorporating rips or tears or excessive studding
	Baseball caps/hats
Footwear – sensible and safety compliant.	Flip flops, trainers (with the exception of plain black only), fashion clogs/clogs with holes in, military

	style footwear. Other trainers only allowed for specific clinical staff undertaking activities for example sports and leisure, RESPECT instructors
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- 5.7 Staff caring for service users must dress in a manner which is likely to inspire public confidence and is consistent with the Trust's health and safety responsibilities.
- 5.8 Clothing must not cause offence or construed to be as such.
- 5.9 Clothing must be appropriate in style and fit, to allow staff to move easily and safely when handling service users.
- 5.10 Shoes worn by clinical staff must support and protect the foot during everyday duties. Open toe or open back footwear is not acceptable for those delivering direct service user cares. Consideration should also be given to the suitability of shoes for driving.
- 5.11 No visible body jewellery to be worn. This includes ear jewellery not worn in the ear lobe, nose rings and other visible piercing. The line manager may instruct the employee to remove or cover such items.
- 5.12 The personal ID badge issued by the Trust **must be worn at all times**. However badges must be removed in situations where they are likely to cause injury to service users, staff or visitors. Neck lanyards must have a quick release safety clip and should be NHS blue with the NHS logo or the rainbow lanyards. Employees working in the community may choose not to wear their ID badges but must carry these with them at all times. Consideration must be given to the impact of wearing ID badge when supporting service users in the community.
- 5.13 Hair must be clean tidy and worn above the shoulder or tied back if it falls below the shoulder. Beards must also be kept clean and tidy.
- 5.14 Clothes should be neat, tidy and freshly laundered, for example free from obvious dirt and stains.
- 5.15 Finger nails must be kept short and clean. Staff working in a clinical area (not just clinical staff) must not wear nail varnish, nail art/jewellery/gems or false acrylic/gel nails as pose an infection prevention and control risk.
- 5.16 Cultural diversity is welcomed by the Trust, however whilst religious requirements regarding dress will be treated sensitively and agreed on an individual basis, it must also conform to health and safety, infection prevention and control and moving and handling guidelines, ensuring the safety of both staff and service user is not compromised.

The above list is non-exhaustive and the line manager reserves the right to ask a member of staff who is inappropriately dressed for work to go home and change. Refusal to do so may be dealt with in line with the Trust's Disciplinary Policy.

6. Dress Code for Direct Care Nursing Staff Wearing Uniform

- 6.1 Uniform will be provided by the Trust for all nursing staff working in in-patients settings. These uniforms are protective clothing provided for use on duty only and remains the property of the organisation at all times.
- 6.2 Uniforms will have the 'As One' logo and staff are expected to wear uniforms when at work. There are occasions when staff will not wear uniforms, for example when supporting service users in community integration activities and these activities should be planned in advance.
- 6.3 All staff in this group will be issued with an agreed set of uniforms and a fleece/cardigan. Some staff will be issued with tunics and trousers while some others will be issued with polo shirts and trousers.
- 6.4 Staff should maintain a professional image at all times. Uniforms should therefore be clean, odour free, crease free and not damaged.
- 6.5 Staff will be responsible for laundering their uniforms which should be washed at a temperature of 60°C. Staff are to follow the manufacturer's instructions.
- 6.6 All other principles set out in this policy regarding jewellery, hair, nails etc. must still be adhered to by all staff wearing uniforms as well.
- 6.7 Wristwatches should not be worn when undertaking clinical duties where infection prevention and control may be compromised as they compromise hand hygiene. Fob watches and wrist watches are otherwise allowed however they should be removed in situations where they are likely to cause injury to service users, staff and visitors.

The organisation will not be liable for any injury sustained to an employee caused by not adhering to the Trust Policy.

- 6.8 Nursing students will wear the uniforms provided by the University.
- 6.9 Pregnant employees will receive tops only and will be expected to wear black trousers as outlined above.
- 6.10 New/prospective staff will be informed about uniforms at interview. Successful candidates will be sent an order form to complete with their letter of offer of post from Human Resources Department. Staff will then have to complete the form and send to the recruiting manager who will ensure that the uniforms are ordered and available for first day of duty.

7. Ordering of Uniforms

7.1 Existing staff

Team leaders/managers will be responsible for ensuring that all staff have the right uniform for their units. Staff will complete the order one in Appendix 1 or Appendix 2 depending on the service area. Staff will also have the opportunity to be measured by the supplier and sessions are being set to issue first set of uniforms. Sizing sets will be sent to services so that staff can try the uniforms before they order.

7.2 New employees

All potential nursing employees will be sent a uniform order form with their letter of offer of post. New employees will have the opportunity to try out uniforms when they visit HR services to complete documentations. A sizing set will be given to HR services.

7.3 Replacement of Uniforms

All uniforms will be replaced after 18 – 24 months. Staff will have to bring in their old uniforms before being issued with new ones.

In cases where a uniform is damaged while on duty, staff will contact the site manager as detailed below for a replacement as a small stock of uniforms will be kept in each county:

Services on Kingsley Green site, Herts – site manager for Kingfisher Court

Herts Forensic services – Team Leader at Warren Court

North Essex – site manager for Lexden

Norfolk – site manager for Little Plumstead

Other areas will be considered as part of the roll out of uniforms across the Trust.

8. Dress Code for Receptionists (front of house staff)

Reception staff will be issued with uniforms; however these have not been finalised.

Reception staff are required to wear dark trousers (not jeans) or skirt with white shirt. Smart dresses are acceptable.

9. Dress Code for staff employed as Drivers and Couriers

9.1 Drivers and couriers are issued with a set number of uniforms that they will wear while on duty. These uniforms will be replaced as and when required.

10. Dress Code for Housekeepers, Cleaners and Porters

10.1 These staff will wear the uniforms issued by Interserve while on duty on Trust premises

11. Relaxed Uniforms in Clinical Areas

11.1 Whilst it is agreed that HPFT are under no obligation to relax their dress code or uniform requirements during hot weather, Heads of nursing are to make a decision based on each area dependent on the conditions.

11.2 Staff can wear polo shirts, in either the color of their current uniforms or the trusts colour (as agreed with management).

11.3 Staff will still need to adhere to the Trusts standards of Uniform and Dress code policy, which will mean all staff still need to wear appropriate foot wear, and staff are prohibited from wearing shorts.

12. Process for monitoring compliance with this document

Key process for which compliance or effectiveness is being monitored	Monitoring method (i.e. audit, report, on-going committee review, survey etc.)	Job title and department of person responsible for leading the monitoring	Frequency of the monitoring activity	Monitoring Committee responsible for receiving the monitoring report/audit results etc.	Committee responsible for ensuring that action plans are completed
Review implementation of the policy	Via Supervision	Modern Matrons & Team Managers	As per supervision policy	Where Feedback via the Senior Nurses Strategy & Business Group	Quarterly LNBSG WODG

13. Embedding a culture of equality and respect

13.1 The Trust promotes fairness and respect in relation to the treatment, care and support of service users, carers and staff.

13.2 Respect means ensuring that the particular needs of 'protected groups' are upheld at all times and individually assessed on entry to the service. This includes the needs of people based on their age, disability, ethnicity, gender, gender reassignment status, relationship status, religion or belief, sexual orientation and in some instances, pregnancy and maternity.

13.3 Working in this way builds a culture where service users can flourish and be fully involved in their care and where staff and carers receive appropriate support. Where discrimination, inappropriate behaviour or some other barrier occurs, the Trust expects the full cooperation of staff in addressing and recording these issues through appropriate Trust processes.

13.4 Access to and provision of services must therefore take full account of needs relating to all protected groups listed above and care and support for service users, carers and staff should be planned that takes into account individual needs. Where staff need further information regarding these groups, they should speak to their manager or a member of the Trust Inclusion & Engagement team.

13.5 Where service users and carers experience barriers to accessing services, the Trust is required to take appropriate remedial action.

Service user, carer and/or staff access needs (including disability)	This policy does not impact on access to the services.
Involvement	Service users and carers were involved in a survey that informed whether clinical/front line staff within in-patient services should wear uniforms. Their views have been considered.
Relationships & Sexual Orientation	This policy does not impact on relationships and sexual orientation
Culture & Ethnicity	This policy may impact on some staff culture and ethnicity with regards to workwear requirements. Where this is the case, the employee must discuss this with their line manager and a plan agreed.
Spirituality	This policy does not impact on staff and service users' spirituality.
Age	This policy applies to all staff working in HPFT irrespective of their age.
Gender & Gender Reassignment	Where this policy impacts on any employee, they will have the opportunity to discuss this with their line manager and a plan agreed.
Advancing equality of opportunity	This policy applies to all staff working in HPFT.

14 Promoting and Considering Individual Wellbeing

14.1 Under the Care Act 2014, Section 1, the Trust has a duty to promote wellbeing when carrying out any of their care and support functions in respect of a person. Wellbeing is described as relating to the following areas in particular:

- Personal dignity (including treatment of the individual with respect);
- Physical and mental health and emotional wellbeing;
- Protection from abuse and neglect;
- Control by the individual over day to day life including over the care and support provided and the way in which it is provided;
- Participation in work, training, education, or recreation;
- Social and economic wellbeing;
- Domestic, family and personal;
- Suitability of living accommodation;

- The individual's contribution to society.

14.2 There is no hierarchy and all should be considered of equal importance when considering an individual's wellbeing. How an individual's wellbeing is considered will depend on their individual circumstances including their needs, goals, wishes and personal choices and how these impact on their wellbeing.

14.3 In addition to the general principle of promoting wellbeing there are a number of other key principles and standards which the Trust must have regard to when carrying out activities or functions:

- The importance of beginning with the assumption that the individual is best placed to judge their wellbeing;
- The individual's views, wishes, feelings and beliefs;
- The importance of preventing or delaying the development of needs for care and support and the importance of reducing needs that already exist;
- The need to ensure that decisions are made having regard to all the individual's circumstances;
- The importance of the individual participating as fully as possible;
- The importance of achieving a balance between the individual's wellbeing and that of any carers or relatives who are involved with the individual;
- The need to protect people from abuse or neglect;
- The need to ensure that any restriction on the individual's rights or freedom of action that is involved in the exercise of the function is kept to the minimum necessary

Part 3 – Document Control & Standards Information

15. Version Control

Version	Date of Issue	Author	Status	Comment
V1	May 2008	Practice Standards Facilitator	Superseded	Archived
V2	22nd July 2014	Lead Nurse, LD&F SBU	Superseded	Updated in line with Kingfisher Court
V2.1	22nd July 2014	Lead Nurse, LD&F SBU	Superseded	Review date extended to 10th June 2018, approved at Workforce Policy Group and chairs action taken of JCNC
V2.2	26th February 2019	Lead Nurse, LD&F SBU	Superseded	The review date for this policy has been extended by JCNC on the 25th February 2019 and will now be in need of review from 30th April 2019
3	5 th March 2020	Deputy Director of Nursing and Quality/DIPC	Current	

16. Relevant Standards

None

17. Associated Documents

- HPFT Hand Hygiene Policy
- HPFT Health, Safety & Security Policy
- HPFT Infection Prevention & Control Policy

18. Supporting References

- Together NHS Foundation Trust (2011), Dress Code Policy
- Birmingham & Solihull Mental Health Foundation Trust (2012), Policy on uniform and workwear.
- Department of Health (2010) Uniform's and Workwear: Guidance on uniform and workwear policies for NHS employers
- Royal College of Nursing (2009), Guidance on workwear and uniforms
- Suffolk Mental Health Partnership NHS Trust (2010) Dress Code Policy and Procedure
- Tees, Esk & Wear Valleys NHS Foundation Trust (2011), Dress Code Policy
- Workplace (Health, Safety & Welfare) Regulations (1992), Health and Safety Executive series www.hse.gov.uk/pubns.

19. Consultation

Job Title of person consulted
Head of Nursing West SBU
Head of Nursing LD&F SBU
Head of Nursing E&N SBU
Head of Allied Health Professionals and Healthy Lifestyles
Head of Nursing Essex and IAPT SBU
Managing Directors (all SBUs)
Head of Recovery and Psychological Services
Head of Social Work and Safeguarding
Deputy Director of Workforce and OD
Emergency Preparedness and Resilience and Response Officer
Spiritual Care Manager

Part 4 - Appendices

- Appendix 1: Staff uniform order form for Tunics & Trousers
- Appendix 2: Staff uniform order form for Polo shirts & Trousers
- Appendix 3: List of services and the type of uniforms

Staff Uniform Sizing Set Form

Tunic Option

Service Area:

Name:

Payroll Number:

Full time or Part time:

Number of working days:

Are you a registered nurse (RN) or HCA:

		Size	Quantity
Female Tunic:	Size 6 – 32		
Female Trousers:	Size 6 – 32		
Male Tunic :	Size 30” – 48”		
Male Trousers:	Size 30” – 48” Standard style or Cargo (unisex)		
Female Cardigan:	Size 8 – 24		
Fleece (unisex):	X-Small, Small, Medium, Large, X- Large, 2X-Large, 3X-Large,4X- Large		
Other/special (e.g. maternity):			
Please indicate: New, exchange. self-purchase**			

Manager’s Name & signature: (budget approval)	
Cost Centre:	
Staff signature and date: (confirmation of receipt)	

Date deduction from salary form completed and sent to payroll (copy attached to this order)	
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- ❖ *Trust will supply a maximum of 4 tunics, 2 trousers and an option of either 2 fleece/2 cardigan/1 fleece and 1 cardigan (uniform will be issued pro rata on days for P/T staff)
- ❖ **Self purchase of extra uniform items (separate form please) - cost to be confirmed. Separate deduct from salary form to be completed at time of order.
- ❖ **Exchange uniform will be charged if not returned within 1 week of receipt of replacement.
- ❖ Details only to be used for purpose given.

**Staff Uniform Sizing Set Form
Polo Shirt Option**

Service Area:

Name:

Payroll Number:

Full time or Part time:

Number of working days:

Are you a registered nurse (RN) or HCA:

		Size	Quantity
Female Trousers:	Size 6 – 32		
Male Trousers:	Size 30” – 48” Standard style or Cargo (unisex)		
Polo Shirts (unisex):	X-Small, Small, Medium, Large, X- Large, 2X-Large, 3X-Large, 4X- Large		
Female Cardigan:	Size 8 – 24		
Fleece (unisex):	X-Small, Small, Medium, Large, X- Large, 2X-Large, 3X-Large, 4X- Large		
Other/special (e.g. maternity):			
Please indicate: New, exchange. self-purchase**			

Manager’s Name & signature: (budget approval)	
Cost Centre:	
Staff signature and date: (confirmation of receipt)	

Date deduction from salary form completed and sent to payroll (copy attached to this order)	
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- ❖ * Trust will supply a maximum of 4 polo shirts, 2 trousers and an option of either 2 fleece/2 cardigan/1 fleece and 1 cardigan (uniform will be issued pro rata on days for P/T staff)
- ❖ ** Self purchase of extra uniform items (separate form please) - cost to be confirmed. Separate deduct from salary form to be completed at time of order.
- ❖ ** Exchange uniform will be charged if not returned within 1 week of receipt of replacement.
- ❖ Details only to be used for purpose given.

Appendix 3

Services where staff will be wearing tunics and black trousers as their uniforms:

- All services based at Kingfisher Court
- Aston Ward
- Albany Lodge
- Lambourn Grove
- Logandene
- Seward Lodge
- Victoria Court
- Thumbswood

Services where staff will be wearing polo shirts and black trousers as their uniforms:

- Warren Court
- Beech Ward
- 4 Bowlers Green
- Specialist Residential Services
- Lexden in-patient services
- Norfolk services
- The Beacon
- Gainsford House
- Hampden House
- Oak Ward

	<i>we are...</i>	<i>you feel...</i>
Our Values	Welcoming	✔ Valued as an individual
	Kind	✔ Cared for
	Positive	✔ Supported and included
	Respectful	✔ Listened to and heard
	Professional	✔ Safe and confident

Our  values
 Welcoming Kind Positive Respectful Professional