

# Personal Hygiene Policy

All staff are expected to maintain and manage a high standard of personal hygiene.

As a team we have developed a policy which we believe every member of the team must adopt and understand, whilst sharing and implementing its ethos. We work closely together and expect our colleagues and team members to share with us any concerns they have about our personal hygiene. We recognize this is a sensitive matter and should be treated with tact.

What is good hygiene?

- Ensure your clothes are freshly laundered - staff can use Centre laundry as and when needed.
- Staff are encouraged to leave a spare set of clothes in their locker to change into should the need arise
- Ensure you shower / bathe regularly - use suitable toiletries, shower gel, soap, perfume
- Ensure your hair is washed and well groomed
- Clean your teeth - using toothpaste / mouth wash
- Hands - must be washed throughout the day as and when required to maintain acceptable levels of hygiene
- Finger nails - should be kept clean and tidy, no chipped nail varnish. Polish should be of a light colour to enable visual checks of cleanliness under the nail edge. Length **must** be considered, to ensure practicality and use, posing no danger of scratching or catching a child accidentally. Acrylic / gel / false nails **must not have** embellishments attached that could fall off. Shape and style **must** be considered, no points, or talon or claw type nails will be allowed. Should concern be raised about fingernails, the person maybe be asked to address a change immediately, this may involve removing, changing style or nail polish.

Should any individual member of the team require support / direction to ensure the above points are maintained appropriately, this will be done discretely by your Supervisor or line manager.

The Centre provides two 'Hygiene Boxes' containing personal hygiene essentials - ladies and gents deodorant, shower gel / shampoo, bath towels, sanitary items etc. One is located in the first floor men's toilet, the second is located in the first floor ladies toilet; these toilets are located outside the Staff Room. Staff will be directed to use the products should the need arise.

<b>This Policy was adopted on</b>	13 <sup>th</sup> July 2017
<b>Signed on behalf of the Centre</b>	Fiona Hakin
<b>Date for review</b>	13 <sup>h</sup> July 2018