

Regulations on Dress and Personal Appearance in the School of Dentistry, Outreach and Placement Settings

When students are on Leeds Teaching Hospitals Trust (LTHT) premises the LTHT Dress Policy will take precedence and be applied at all times.

These regulations have been drawn up to promote a clinical, professional appearance for School of Dentistry students. Clothing and personal appearance must accord with the reasonable expectations of a member of the public for a professional person and all students must pay the utmost attention to tidiness, cleanliness and hygiene.

Uniforms must be worn by all students in all clinical settings, including the clinical skills classrooms (but do not need to be worn in the Virtual Simulation Suite). Staff will make spot checks at the beginning of sessions and students will be required to leave clinics if they are not wearing uniforms or are otherwise unsuitably attired. Decisions will be made at the discretion of clinical staff or qualified dental nurses, are not open to negotiation and must be met with a well-mannered response.

Please note that uniforms can be worn in LTHT premises and anywhere in the Worsley Building including cafe areas and the library. Uniforms must not be worn outside of the Worsley Building and this includes travelling to and from the School and Outreach and Placement settings. Students who wear uniforms outside the building will be challenged and may face disciplinary action.

Personal Protective Equipment (PPE) should be worn according to local rules and discarded only in the bins provided. Under no circumstances should PPE be discarded in locker rooms or in any other area of the School of Dentistry. It is important to be aware of and adhere to local rules around PPE which may change, for example in response to local requirements around the COVID-19 pandemic. PPE must not be worn in any location outside of clinical areas or clinical skills rooms unless directed by local rules. Examples of PPE include masks, goggles/visors, plastic aprons and gloves.

It is recommended that students keep a spare set of uniforms in their lockers in case of accidents, loss or damage. Please note that the School of Dentistry does not keep spare sets of uniforms for student use.

Do Wear:

- University issued uniforms.
- Clean shoes which should be plain, non-slip, low heeled, wipeable and soft soled with enclosed toes and heels. *Wipeable dark leather trainers are acceptable.*
- Clean hair of moderate style and colour (extremes of changing fashion are not allowed).
- Long hair must be tied back and off the collar and must not hang down the student's back. This includes the need for draping headwear worn for religious reasons to be tied back or with the length enclosed within the gown. The wearer must possess a sufficient number of head dresses to wear a freshly laundered one each day.
- All students must be either clean shaven or stubble neatly trimmed. Beards and moustaches and facial hair are to be kept clean, neatly trimmed or rolled and tucked. In certain circumstances facial hair may interfere with the effectiveness of PPE - i.e the fit of FFP3 masks. In this situation students may be asked to remove facial hair. If it is not possible to comply with these requests due to personal circumstances please inform your Clinical module or year lead.
- Clean and neat fingernails.
- A University provided name badge should be worn and visible.

- Make up that is natural looking and discreet

Do *NOT* Wear:

- Non-wipeable trainers, canvas shoes, open backed or open toed footwear, crocs, 'ballet'-type slippers or other similar footwear.
- Wrist watches, bracelets or bangles (except for those bracelet symbols worn for religious reasons, which must be either removed or pushed up the arm and secured in place with tape). The security of jewellery that a student or member of staff has been asked to remove remains the responsibility of the wearer.
- Facial, hand or other jewellery (except one stud per ear and/or a wedding ring).
- Tongue, facial or other visible studs.
- Nail extensions, nail varnish, false nails or nail jewellery.
- Strong odours, perfume or aftershave.
- Facial stubble.
- Wherever possible tattoos should be covered.

All staff must be bare below the elbows when working in or entering clinical environments to facilitate effective hand hygiene. For the purposes of this policy this means that sleeves must be either rolled up or of a length that leaves the forearms completely uncovered, no wrist watch or any other wrist coverings are worn and no jewellery is worn below elbow level other than a single plain wedding band.

Failure to comply with these Regulations (which is a mandatory School of Dentistry policy) is an offence under the terms of the General University Disciplinary Regulations and/or the Unsatisfactory Students Procedure and will be reported to the University where further action will be taken.

Laundering of Uniforms

- Uniforms must be changed whenever soiled and at least daily.
- The Trust laundry service is not available for non Trust issued garments therefore uniforms must be laundered at home in accordance with the guidance detailed below or in accordance with the temperature stated on the garment care label (60 degrees). They must be transported to and from work in a clean plastic bag.
- Where items are laundered at home they must be washed at the hottest temperature for the fabric.
- Domestic washing machines only achieve social cleanliness and are rarely capable of achieving thermal disinfection. It is important that clothing of clinical staff is washed appropriately in order to achieve thermal disinfection. They must be washed on a machine cycle that maintains a temperature of 60°C for at least 10 minutes.
- Uniforms must be washed separately from other items to avoid cross contamination. Tumble drying will help to reduce the risk of microbial survival.
- When dry, they need to be ironed with a hot iron paying particular attention to the seams as this is where bacteria may harbour.
- Staff wearing head covering for religious reasons must ensure that they have sufficient to wear one that is freshly laundered each day.

Replacement uniforms

- Four uniforms per student are provided to students at the start of their programme of study and

they should last for the duration of the programme.

- It is the student's responsibility to look after their uniforms over the duration of the programme. If uniforms are lost or damaged through negligence, then they must be replaced at the students own cost.
- In this situation replacement uniforms should be requested in the first instance by emailing the Programme Support Team: dentistryprogrammesupport@leeds.ac.uk.
- Replacement uniforms will be charged at £10 per item.
- If a student requires a replacement uniform for health reasons or through damage that is not their fault, then they should request this via the Programme Support Team.
- If there are any issues relating to payment for replacement uniforms, they will be referred to the School Education Service Manager.

Approved April 2013, School Taught Student Education Committee

Revised August 2013, October 2013, July 2014, July 2015, August 2017, July 2020, October 2020, January 2022.