**Personal Hygiene Policy**

Throughout society today, it is very important that individuals understand the importance of personal hygiene. The Tutorial Foundation believes that personal hygiene has an important role to play in a person’s development of self worth, interpersonal relationships, and attitudes towards society.

**School Employees**

**Reporting an Employees Inadequate Personal Hygiene Procedure**

Teacher discretion is essential when considering reporting a case of an employee’s inadequate personal hygiene. A number of questions must be considered including:

a) Is unacceptable hygiene a result of neglect on an individual’s part or the inability to understand the importance of good personal hygiene?

b) Has inadequate personal hygiene been an issue with the individual in the past?

c) Does personal hygiene interfere with the performance of other individuals who are in that individual’s immediate environment?

Where there is genuine concern for personal hygiene, the following procedure is to be implemented:

a) The immediate supervisor or the Head Teacher will discuss the matter with the employee.

b) The above procedure will be repeated if a second incident arises. This will be followed by the immediate supervisor or the Head Teacher writing to the employee concerning the matter.

c) If the problem persists, the matter will be referred to either the Head Teacher or the Director.

Policy Sign off and review

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|  | By whom | Date |
| Policy signed off by | Julia Low | 28.02.10 |
| Reviewed by | Tim Low | 30.01.2018 |
| Next Review By | Julia Low | 31.01.2019 |