



## School Staff Dress Code

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## **Introduction**

The Teaching profession is a formal and professional vocation that encompasses both teaching and support staff. A staff dress code should reflect expected professional standards as it is important that all school staff project a professional image to students, parents and other stakeholders. This dress code reflects the high expectations of the school in terms of teaching and learning, behaviour and student uniform. This guidance sets out the expectations of the school in relation to dress code. The dress code is necessary in order to:-

- Convey a professional image of both the school and the individual;
- Have due regard to health and safety considerations for staff;
- Ensure staff and pupil dress codes are in-line with the school policy.

The school considers the way staff dress and their appearance is of significant importance in portraying a professional image to all users of its services, whether pupils, parents, governors, visitors, colleagues and other agencies.

## **Implementation of the Dress Code**

This dress code is designed to guide managers and staff on the school standards of dress and appearance. School expectations are that appearance should be professional at all times both when in school and also when acting as a representative of the school at external venues.

This dress code is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use common sense in adhering to the principles underpinning the dress code.

The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. Risk Assessments will take place as appropriate.

## **Scope**

This dress code applies to all adults in school, for the purposes of this code the term staff includes those on secondment, supply agency staff, governors, contractors and volunteers.

## **Responsibilities**

### **Staff**

Staff are individually responsible for their general presentation, appearance and personal hygiene and should consider how this may be perceived by others. This means that all staff should wear clothing which:

- Is appropriate to their role;
- Is not likely to be viewed as offensive, revealing or sexually provocative;
- Is absent of any political or otherwise contentious slogans;
- Is not considered to be discriminatory and is culturally sensitive;
- Does not place themselves or others at risk and complies with any health and safety requirements.

Staff are responsible for following this dress code and should understand how it relates to their working environment and health and safety.

### **SLT**

SLT is responsible for ensuring that the dress code is adhered to at all times in respect of the staff they manage. The Headmaster should make new staff aware of the dress code and its requirements during the recruitment process and should re-iterate this as part of induction.

## **Dress Code**

### **Acceptable Clothing**

Examples of acceptable clothing include a combination of;

- Appropriate length skirts (i.e. a minimum of knee length) or trousers
- Blouses/shirts (long or short sleeve)
- Smart plain T-shirts/polo shirts
- Jumpers, jackets, dresses, business suits, ties

### **Non-acceptable Clothing**

- Jeans
- Mini-skirts
- Lycra cycling shorts, leggings or footless tights
- Leisure shorts unless for PE or sports
- Tracksuits unless for PE or sports
- Trainers unless for PE or sports or for medical reasons

- See through clothing
- Clothing with tears, holes and rips or that is not clean
- Low cut T-Shirts or blouses
- Vest tops
- Crop tops
- Offensive badges, emblems or logos on clothes
- Indoor wearing of baseball caps
- Flip flops
- Open toe and heel sandals
- Underwear should not be visible

## **Exceptions**

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure visits and in these circumstances guidance will be provided.

Certain exceptions to the dress code may be role specific, for example caretakers may wear boiler suits and cleaners may wear overalls etc.

The dress code may be relaxed on training days and on uniform days at the discretion of the Headmaster.

## **Footwear**

Footwear must be safe, sensible, in good repair and be smart and clean. Staff should have regard to health and safety considerations as in an emergency situation; they may be required to move swiftly. School will accept no responsibility for injuries incurred as a result of staff wearing inappropriate footwear.

Certain roles may require staff to wear protective footwear. These staff must wear the appropriate footwear and if they are uncertain they should seek guidance from their Line Manager.

## **Tattoos**

Visible tattoos are to be discouraged and where present must not be offensive to others. Where they are deemed to be offensive or inappropriate they must be appropriately covered.

## **Jewellery and Piercing**

Jewellery must be discreet and appropriate and must not be a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety or where their appearance may be inappropriate in school.

During PE lessons, jewellery should be removed, covered or taped up where necessary. Facial piercings are not permitted.

## **Hair**

Hair and beards should not compromise health and safety. Long hair should be tied back when handling food. Beards should be neatly trimmed, unless this reflects the individual's religion in which case it must be tidy.

## **Religious Dress**

Religious dress is permitted subject to health and safety and communication considerations. The Hijaab if worn, must allow the wearers face to be visible in order to facilitate communication with the students and other staff and governors and to ensure that employees are identifiable.

## **Public Sector Equality Duty (PSED)**

The Equality Act 2010 aims to ensure that people have equality of opportunity in accessing and experiencing public services. School will have regard to the following:

- Eliminating discrimination;
- Advancing equality of opportunity and
- Fostering good relations across all characteristics.

School will not discriminate against staff on grounds of disability, gender, race, religion or belief, sex and sexual orientation, gender reassignment or pregnancy.

This dress code has been developed with the PSED in mind and school will be mindful of members of staffs protected characteristics when applying and interpreting this dress code.

## **Review**

This dress code will be reviewed on an annual basis and sooner if necessary due to changing legislation.

## School Dress Code

This agreement relates to the school dress code outlined above. All staff including those from supply agencies, consultants and contractors are required to familiarise themselves with the contents of this dress code and to sign the agreement below.

You should sign two copies of this agreement. Please keep one copy for your records with this dress code and return the second copy to school.

I confirm that I have been provided with a copy of the school's dress code

I have read understood and accept the school dress code and will abide by it.

Name: .....

Signed: ..... Date: .....