



STAFF DRESS CODE

September 2018

Dress Code

This policy provides:-

- Guidance to all employees of the Trust (permanent, fixed term and casual).
- A benchmark against which the standards of all can be measured
- A framework to inform decisions on standards taken by individual(s)

All staff are expected to dress in a professional or business-like manner. Clothing needs to reflect the professional environment in which we work and maintain high standards of modesty, style and taste. Staff need to be mindful that although there is a difference in circumstances, students will always compare what staff are wearing with what they are prohibited from wearing. Staff need to be aware that they are regarded as role models and consistent standards of professional attire help set a purposeful and business-like manner. It is also important to dress and groom appropriately when acting in a professional capacity and with due regard from any conclusions parents/visitors may draw from your appearance.

A useful comparator is the standard and type of dress that can be commonly seen worn by staff working in a professional office. For classroom, reception and office-based staff, smart suits or separate jacket/trouser/skirt combinations are standard, with trousers being of full length and skirts not being immodestly short. Footwear should be smart and formal. Men are expected to wear tailored shirts with collar and ties done up. Technical staff should wear protective clothing/footwear which school provides. Staff should wear clothing appropriate to their work area. If you are supplied with a uniform or overalls for your role with the school, then you must wear these whilst carrying out your duties. If you work with early years classes, you should wear clothing appropriate to the tasks you will be carrying out or wear any uniform you may be provided with by the school.

All staff must wear their name badges/ID

The following may be helpful in clarifying what is and is not appropriate:-

- No denim jeans
- No excessively revealing clothes
- No leisure or sportswear (except PE staff or for sports events) – PE staff will not need to change shirts when moving into classroom-based teaching
- No sports leggings or shorts (except PE staff) – PE staff are expected to wear tracksuit bottoms (or equivalent) over shorts when teaching in classrooms
- No inappropriate footwear e.g. flip flops & trainers (except PE staff) – PE staff will not need to change trainers when moving into classroom-based teaching
- No extreme hairstyles or colours
- No visible body piercings (other than discrete earrings)
- No baseball caps (except for sun protection on school trips when plain caps or caps with a school logo are permitted)
- No sunglasses, other than prescription, when inside of buildings

The Trust's dress code applies on all occasions when the students are on site or when attending external one day courses as a representative of the Trust. On INSET days, the

policy will be relaxed, unless staff are due to meet students, parents or other professional visitors.

The Policy 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 policy.

Equality and Diversity

The Trust values and recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress requirements.

Hijabs worn for religious purposes must not cover the face. Turbans, kippots, and headscarves are supported on religious grounds but must not compromise health and safety.

The Trust recognises its responsibilities under the Equality Act 2010 which makes it unlawful to discriminate against or treat someone unfairly because of gender reassignment and would seek to work sensitively to support colleagues as necessary.

Disputes

Staff considered to be in breach of the dress code will be advised by their line manager and given the opportunity to conform. Disagreements about the appropriateness of specific items of clothing or footwear will be referred to the Headteacher, or CEO for Central Trust staff.

The CEO will be the final arbiter on such matters. Persistent failure to comply with this code will result in disciplinary action.