



Policy No: 39. Staff – Dress Code Policy

Coordinator	Executive Operations Manager
Review Frequency	Annually
Policy First Issued	2014
Last Reviewed	Autumn Term 2016
Date policy considered by External HR Consultant	N/A
Date policy considered by External Solicitor	N/A
Agreed by Governors and adopted on	Due to be approved Jan 2018
Does this policy need to be agreed by Governors? If yes, which committee	Yes, Board of Governors
Due for Review	Autumn Term 2016
This policy is communicated by the following means:	
Governors	Governor consultation by email when policy reviewed and agreement
Staff	Policy folders on staff shared drive and in-house training
Parents	Academy website, Parent Evenings
Students	Academy website, assemblies, in lessons

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Staff Dress Code

These guidelines and expectations for staff dress and appearance are intended to strike a balance between individual choice and the need to maintain role-sensitive high standards in dress and appearance.

A high standard of dress and overall appearance of staff is important because clearly we should be seen as modelling the high standards expected from our students as well as presenting a professional image to our parents and the wider community.

Overriding Principles

The way that staff present themselves, including their clothing, is an important part of their overall professional demeanour and is often the first indicator of others' perception of our professionalism. Whilst we do not wish to be overly prescriptive we nevertheless expect all staff to adhere to the following standards concerning their professional dress;

- Ensure they are in keeping with the professional image of the school.
- Dress appropriately for their job.
- Endeavour to not wear anything which presents a risk to health and safety.
- Not wear anything which is likely to bring the school into disrepute (i.e. potentially offensive badges, logos or motifs)
- Maintain high standards of personal hygiene and grooming.
- Ensure that clothing is clean and tidy.

The ethos we seek to create and maintain is one in which the general appearance of staff conforms to contemporary standards of conventional dress. (Staff members who wish to wear appropriate, formal clothing from their own culture or background may do so). All clothing should be smart, business-like and appropriate

Standards of staff dress

Members of School Staff in all weathers:

- To maintain high standards of safeguarding, the school identification badge should be worn at all times.
- It is expected that all staff dress appropriately for their role in a smart professional environment.
- Tops and shirts should cover mid-riff, chest and back areas (namely with low-rise trousers or skirts). Tops which contain heavy or repeated logos are not considered suitable professional attire.
- Jean type trousers are not an appropriate form of dress.
- Short trousers or skirts exposing excessive amounts of bare legs are not an appropriate form of dress.

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- Smart business-type shoes, which are fit for purpose, should be worn. Flip flops or similar are not suitable.
- Steel toe or reinforced footwear may also be worn where appropriate for duties or the role
- In order to maintain a sense of professional dress in keeping with the ethos and expectations of the school, **facial piercings/tongue studs are not suitable. Consequently and in line with a raising of professional standards across the school** it is expected that staff do not wear these items in the workplace.
- Jewellery - staff are encouraged to use their professional discretion with regard to both how much jewellery is displayed / worn and the type of jewellery. Although the primary concern is that surrounding Health and safety, an emphasis on a professional business like appearance should be considered.
- Tattoos – it is recommended that any tattoos are covered during the normal working day.