



Dress Code Policy

Last policy review date:	January 2021	
Next policy review date:	January 2024	
Policy Owner:	COO	
Policy approval: <i>i.e. Trust board or delegated to subcommittee or individual</i>	Trust Board	
Cross references <i>i.e. with other Trust policies</i>		
Statutory Policy?		

Introduction

We require our employees to maintain an appropriate professional standard of dress and personal appearance at work and when representing the Trust. The purpose of our dress code is to establish basic guidelines to help employees understand the required standards of dress and appearance so that we:

- promote a positive image to our students and Employees look professional;
- respect religious, racial and gender-specific clothing requirements and the requirements of those employees with disabilities where possible;
- take account of health, safety and security requirements; and
- guide employees to make appropriate choices of what to wear to work.

The overriding principle of our policy is that our employees dress in a manner appropriate to their working environment and the type of work they do in the Trust.

The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and employees must use common sense in adhering to the principles underpinning the policy. The senior leadership team of the Trust will be the sole judge of what is and is not appropriate for the purposes of this policy.

We recognise the diversity of cultures and religions of our employees and will take a sensitive approach when this affects dress and uniform requirements, priority will be given to health and safety, security and other similar considerations.

Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.

This policy has been agreed following consultation with the [NAME OF TRADE UNION OR STAFF ASSOCIATION].

This policy does not form part of any employee's contract of employment and may be amended at any time. Any breach of this policy may result in disciplinary action being taken.

Scope and purpose

This policy covers all employees of the Trust. In addition governors, volunteers and other workers will be made aware of the policy so that they can make appropriate decisions regarding dress and appearance whilst at the Trust premises.

Your appearance

While working for us, employees represent us with our students, parents and visitors to the Trust. Employee appearance contributes to our reputation and our commitment to delivering excellent teaching and learning. Employee dress and appearance should be appropriate to the role performed in the Trust.

All members of staff are supplied with an identity badge that must be worn and visible at all times when at work.

It is important that employees appear clean and smart at all times when at work. Employees are expected to demonstrate good standards of personal hygiene.

Employees must wear smart, business dress. For men this would mean a suit or smart trousers and a shirt. For women this would mean a suit or smart skirt, tailored trousers or dress. For both this would mean appropriate smart footwear.

Employees who are involved in sports activities may dress in appropriate sports clothing for PE lessons and other related activities. They may remain in this clothing when teaching in the classroom.

Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. The following should not be worn whilst at work/representing the Trust:

- beach wear
- track suits (unless teaching PE or other related activities)
- casual or sports t-shirts
- combat trousers
- jogging bottoms
- denim items
- leggings
- very short miniskirts
- low cut t-shirts, blouses and transparent clothing
- shorts

Footwear must be safe and clean and take account of health and safety considerations. Trainers (unless teaching PE or other related activities) and plastic flip-flops are not acceptable.

Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

Employees should not wear clothing or jewellery that could present a health and safety risk. Any jewellery or body piercings should not be excessive or unconventional. Earrings must not be obtrusive or ostentatious.

Employees may be asked to cover up visible tattoos.

Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by their manager. Uniforms must always be clean and worn in a presentable fashion. The uniforms issued must not be altered in any way without the Trust's permission. Where uniforms are issued, they remain the property of the Trust. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.

Employees who occupy roles that require protective clothing, e.g. hard hats, masks and gloves, are required to wear this clothing while carrying out their duties whenever required by law or by the Trust's rules.

In addition, any employee whose job involves working with machinery/working with food must keep their hair either short or tied back and must not wear any jewellery other than a wedding ring. These rules are in place for safety/hygiene reasons.

In all roles, hair should be neat, tidy and well groomed.

Religious or cultural dress

Employees may wear religious and cultural dress (including head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.

Where necessary your line manager can disseminate appropriate information explaining cultural dress and customs.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from Headteacher/ Head of School or HR.

Implementing and reviewing our dress code

The Headteacher/ the Head of School and line managers are responsible for ensuring that employees observe the standards set by this dress code.

Failure to comply with the dress code may result in action under our Disciplinary Procedure.

We will review the dress code periodically to ensure that it meets our demands, in particular with regard to health and safety of our Employees and all those they deal with.

Review of policy

This policy is reviewed, every 3 years or earlier if there are changes in legislation, by Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.