



Thorpepark

DRESS CODE POLICY

Date approved by Governing Body: 24th February 2017

Previously approved by Governing body: 7th February 2017

Person responsible for this policy: Caroline Knight

VERSION 1.0

1.0 INTRODUCTION

This Policy 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 the school and individual
- Promotes the image of staff throughout the school
- Have 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, or other agencies. This policy applies wherever or whenever anyone is working as a school representative.

1.1 Scope

The Policy applies to all staff groups, including those staff that are seconded, supply agency staff, governors, contractors, volunteers and students when working on school premises.

2.0 IMPLEMENTATION OF THE DRESS CODE POLICY

The Dress Code Policy is designed to guide managers and staff on the school standards of dress and appearance. All staff appearance must be professional at all times both within the workplace and when representing the school at differing venues. 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. 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. All staff will be supplied with a school identity security badge that should be worn and visible at all times both when in school or outside the premises on school business and should only be removed for safety reasons. Staff working within the community must carry their school I.D. badges with them at all times. It is the responsibility of the member of staff to inform their manager if their I.D. badge is lost/stolen.

3.0 RESPONSIBILITIES

3.1 Employees

Employees are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others. This means that staff should wear clothing which:

- Is appropriate to their role
- Is not likely to be viewed as offensive, revealing, or sexually provocative
- Does not distract, cause embarrassment or give rise to misunderstanding
- 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

Employees are responsible for following the standards of dress and appearance laid down in this Policy and must understand how this Policy relates to their working environment, health and safety, particular roles and duties and contact with others during the course of their employment.

3.2 Senior staff

Senior staff (SLT) are responsible for ensuring the Policy and Dress Code is adhered to at all times in respect of the staff they manage. Senior staff (SLT) must also ensure that all new members of staff are aware of the required standards of this Policy during the induction process.

4.0 DRESS CODE

4.1 Acceptable Clothing

Examples of acceptable clothing includes a combination of:-

- Appropriate length skirts (i.e. knee length)
- Blouses (long or short sleeve)
- Smart plain T-shirts (i.e. with sleeves)
- Leggings may be worn under a dress as an alternative to tights
- Jumpers, jackets, dresses, culottes, business suits, jackets, trousers, polo shirts, shirts (with collars – long or short sleeve)
- All shirts (male) are to be tucked in and formal in nature
- Trousers and shirt are expected to be worn for male members of staff (tie is optional)

4.2 Non-acceptable Clothing

- Mini-skirts
- Lycra cycling shorts or leggings
- Leisure shorts unless used for P.E/Games or other associated social activities
- Combat/camouflage clothing
- Transparent or 'see-through' blouses, dresses or shirts
- Tracksuits/Sports Wear except for PE and associated social activity
- Clothing with tears, holes and rips
- Low-cut T-shirts or blouses
- Vest-type tops (Spaghetti/shoestring or other strapped tops)
- Crop-tops
- Denim of any kind, including jackets
- Badges or emblems which may cause offence
- Items of clothing bearing logos, slogans or graphics, which could cause offence or are deemed inappropriate to the setting
- Indoor wearing of baseball caps/hats
- High heeled stiletto shoes, beach flip flops (or similar), open toed sandals
- Trainers (unless for PE)
- Underwear should not be worn in a revealing manner this includes revealing bra straps, thong visibility or mankinis.

4.3 Expectations

It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure visits. In these instances, guidance will be provided so that both pupil and adult dress codes are in line. In accordance with current practice, the dress code may be relaxed on training days when pupils are not present. This is at the discretion of the Headteacher.

5.0 COMPENSATION FOR DAMAGE TO PERSONAL CLOTHING ETC

Staff are required to adopt a 'common sense' approach with regard to the clothing, jewellery, glasses etc that they wear to work in terms of expense. Staff must ensure that articles are appropriate to the type

of work that they carry out and also be mindful of any potential for damage to/loss of personal property which may arise as a result of carrying out their duties. The school discourages staff from coming to work in overly expensive or 'designer' items and where employees choose to do so and subsequently make a claim for damage to/loss of such items, the Governors reserve the right to impose an upper limit of the amount of compensation it reimburses.

6.0 FOOTWEAR

Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Employees need to be aware that in an emergency situation, they may be required to move swiftly. Therefore, by wearing open toed or open backed types of footwear, they may put themselves at risk of injury. Toes should be covered at all times for health and safety. Certain jobs may require staff to wear protective footwear. These staff must wear the correct footwear for undertaking their work and if staff are uncertain they must check with their Line Manager.

7.0 TATTOOS

Visible tattoos are to be discouraged and where present must not be offensive to others. Staff should make reasonable efforts to cover body art where appropriate. Where they are deemed to be offensive or inappropriate they must be appropriately covered.

8.0 JEWELLERY AND PIERCING

Jewellery/piercings 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. If, in the environment, any items of jewellery creates the potential for an act of violence or the possibility for entanglement (e.g. large hoops in earlobes, large rings, necklaces, tongue piercing) must be removed whilst on duty. Rings which protrude from the finger, should not be worn when in situations involving restraint or when assisting with an activity as part of a pupil's daily living (e.g. assisting with personal hygiene), as they may cause harm to a pupil. In PE, jewellery should be removed, covered or taped up.

9.0 HAIR

Hair and beards should not compromise health and safety. Long hair should be tied back when handling food, or when undertaking physical interventions with children. Beards must be neatly trimmed, unless this reflects the individual's religion in which case it must be tidy. Headgear worn for religious purposes is permitted. The Hijaab if worn, must be adjusted in a way that the wearers face remains visible. The Hijaab should be fixed in such a way that it allows quick release.

10.0 FACIAL COVERS

Staff who wear facial coverings for religious reasons are expected to remove them whilst on duty. This will ensure that the member of staff is identifiable.

This policy was agreed and adopted by the governor's with effect from Spring 2017.

POLICY REVIEW will be every 2 years.