



# Thorpepark Academy

## Dress Code Policy



1	Summary	Dress Code Policy		
2	Responsible person	Caroline Knight		
3	Accountable SLT member	Senior Management Team		
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
5	Who has overseen development of this policy	Staff SLT		
6	Who has been consulted and recommended policy for approval	Governors		
7	Approved by and date	August 2023		
8	Version number	1		
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website <input type="checkbox"/> Y <input type="checkbox"/> N Academy website <input checked="" type="checkbox"/> Y <input type="checkbox"/> N SharePoint <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)			
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff		
12	Date of implementation (when shared)	September 2023		
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input type="checkbox"/> N		



## **1.Introduction**

Teachers, administration and support staff are role models for the pupils. They are ambassadors for the school when they come into contact with parents, governors, members of the public and representatives from Venn and multi-agencies.

Rules regarding particular clothing at work should be maintained for a number of reasons including:

- Professional image
- Health and Safety
- Hygiene
- Suitability and appropriateness for working in a school; and for pupils as a consequence of staff wearing certain items of clothing/accessories that were considered offensive, provocative or unsuitable for work.
- Poor example
- Setting the example for pupils

A formal policy regarding dress and appearance is important to ensure that all staff present with a professional and formal image. This avoids confusion or accusations of an arbitrary approach which can result from an ad hoc arrangement.

The Dress Code policy refers to:

- Items of clothing and footwear
- Tattoos
- Jewellery- including ear rings, rings and body piercing

In addition consideration may be given to wearing expensive jewellery, hem lengths of dresses/skirts, exposure of midriff, excessive use of make-up and the length of nail extensions.

## **2.Staff dress code**

Venn Academy Trust's Code of Conduct for staff requires that all staff maintain a smart, professional appearance in keeping with the school's high expectations. It states:

*Dress and appearance are matters of personal choice and self- expression. However, adults should dress in ways which are appropriate to their role and this may need to be different to how they dress when not at work.*

*Adults who work with children should ensure they take care to ensure they are dressed appropriately and professionally for the tasks and the work they undertake. Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations, as well as to injuries or discomfort. Outfits will not be overly revealing, and will not display any offensive or political slogans.*

Pupils are required to wear appropriate uniform and it is therefore important that staff dress with a degree of formality in keeping with their professional status and the need to set a good example.



Whilst there is no defined uniform for staff, the following provides guidance as to the school's expectations:

### **3. Clothing and footwear**

- Staff should wear trousers/skirts/dresses/tailored shorts and avoid wearing jeans, combat trousers, Denim etc.
- Staff should wear smart appropriate clothing and avoid strappy, low-cut items, slogans and there should be no underwear visible.
- Staff should wear shirts with a collar and accompany with a tie, where appropriate. Shirts can be long or short sleeved.
- Staff can wear a Thorpepark polo shirt as an alternative to shirts/tops
- Staff should wear appropriate footwear that is suitable for the job; sliders, crocs and flip-flops must not be worn.
- Any leggings should be opaque and worn with tops/dresses of an appropriate length.

### **4. PE Kit**

- Appropriate sportswear (including trainers) should be worn when teaching PE.
- Staff must change back after PE lessons when teaching and must not stay in PE clothes all day

### **5. Jewellery and nails**

- Staff should not wear excessive jewellery including earrings
- Jewellery should be removed if you are supporting a child with SEMH, behaviour or SEND for example eg assisting with personal hygiene.
- Any visible facial jewellery should be removed except one small nose stud
- Nails should be an appropriate length especially if you deal with children which behaviour or SEND needs or involved in intimate care.
- Jewellery and piercings must be discreet and appropriate and must not be a health and safety hazard.

### **6. Tattoos**

- 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.

### **7. Other information**

During staff training days and non-uniform days, staff may dress for comfort and the above guidance does not apply, except where the staff member is involved in a formal meeting with pupils or parents. Staff attending training during term time should adopt the school's dress code guidance.

### **8. Inappropriately dressed**

Where a line manager believes that a member of staff is dressed inappropriately, they should discuss this with the member of staff on an informal basis. If agreement is not reached, the matter should be referred to the Executive Principal who will refer to this Policy and the Venn Code of Conduct. It is expected that all issues will be resolved informally, though in cases of persistent refusal to comply, the matter may be dealt with under the school's Disciplinary Procedure.



In line with the school's Equal Opportunities Policy, in implementing this code, the school will not discriminate on the grounds of disability, gender, race, nationality, ethnicity, national origins, religion or creed.

This policy will be reviewed every two years.