



CONNECTED LEARNING TRUST DRESS CODE

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New Amendments:

- Tattoo and Piercing amended

Previous Amendments:

- *Culottes removed as acceptable*
- *Shoes must have backs*
- *¾ length trousers not acceptable*

INTRODUCTION

At Connected Learning we expect our staff and representatives to dress smartly.

This Policy sets out the expectations of the Trust in relation to Dress Code.

The Dress Code is necessary in order to:-

- Convey a professional image of the school and individual;
- Have regard to Health and Safety considerations for staff;
- Ensure staff and pupil dress codes are in-line with the Trust/school policy.

The Trust 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 Trust/school Representative.

1.1 Scope

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

2. IMPLEMENTATION OF THE DRESS CODE POLICY

The Dress Code Policy is designed to guide managers and staff on the Trust/school standards of dress and appearance. All staff appearance must be professional at all times both within the workplace and when representing the Trust/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 Trust 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 Trust/school identity security badge that should be worn and visible at all times both when in school or outside the premises on Trust/school business and should only be removed for safety reasons. Staff working within the community must carry their 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 or if details on the badge need altering e.g. for a name change.

3. RESPONSIBILITIES

3.1 Employees. *Taken from Safe Guidance for Safe Working Practice for the Protection of Children and Staff in Education Settings 2006*

Dress and Appearance.

A person's dress and appearance are matters of personal choice and self-expression. However staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered inappropriate could render themselves vulnerable to criticism or allegation.

This means that adults should wear clothing which:

- Promotes a positive and professional image.
- 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 contentious slogans
- Is not considered to be discriminatory and is culturally sensitive;
- Does not place themselves or others at risk

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.

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 Managers

Managers are responsible for ensuring the Policy and Dress Code is adhered to at all times in respect of the staff they manage. Managers must also ensure that all new members of staff are aware of the required standards of this Policy during the induction process. Dress Code is also mentioned at Interview prior to any prospective employee accepting the position in question. Failure to adhere to the schools standards of dress and appearance may constitute misconduct and result in formal disciplinary proceedings.

4. DRESS CODE

4.1 Acceptable Clothing

Examples of acceptable clothing includes a combination of:-

- Appropriate length skirts and dress (i.e. knee length);
- Blouses (long or short sleeve);
- Smart plain T-shirts (i.e. with sleeves);
- Jumpers, jackets, dresses, business suits, jackets, trousers, polo shirts, shirts (with collars – long or short sleeve).
- Ties – male staff are expected to wear a shirt and tie.

Site Staff must wear a uniform provided by the school.

4.2 Non-acceptable Clothing

- Mini-skirts;
- Lycra cycling shorts, leggings or footless tights;
- 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; no jeggings' or any other trousers which can be interpreted as jeans and/or casual dress. Soft denim fabrics are also not permitted for instance denim shirts, denim linen trousers or denim dresses.
- $\frac{3}{4}$ length trousers
- 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), shoes must have backs;
- Trainers (unless for PE);
- Clothes which restrict movement and which can easily snag on equipment during manual handling manoeuvres e.g. loose pockets, sequins, large buttons etc.;
- Neck ties, necklaces, scarves or metal chains *if a dangerous situation occurs or is likely*;
- Underwear should not be worn in a revealing manner this includes light/see through fabrics where underwear can be seen through this.

The Head of School/Executive Head / Board of Trustees has the final decision to deem anything unsuitable.

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 Head teacher / Board of Trustees.

5. 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.

6. 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. In such event, the school will take no responsibility for any injuries thus incurred. 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. TATTOOS

Large visible tattoos must be appropriately covered, small/discreet tattoos are acceptable. Where tattoos are present they must not be offensive or deemed inappropriate to others.

8. JEWELLERY AND PIERCING

Ear piercings and discreet nose/lip piercings are the only visible piercings that are acceptable. Staff will be asked to remove other facial piercings such as tongue.

Other Jewellery/body 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. (New piercings can only be taped for 6 weeks).

9. 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. 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.

11. NAILS

Nail Varnish including clear nail varnish, nail decorations and false nails are not permitted in food preparation/serving areas where the wearing of such would present a risk to health. Nails must be sufficiently short to ensure safe child contact.

12. PUBLIC SECTOR EQUALITY DUTY

The requirements of the PSED state that as part of their statutory duties, schools need to comply with The Equality Act 2010 (This replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act).

The Equality Act 2010 aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Revised May 2018