

STAFF DRESS GUIDANCE

[insert] SCHOOL, PART OF THE UNITY SCHOOLS PARTNERSHIP

Introduction

We at [insert name] Academy believe that members of staff represent the school and through their appearance will have an impact on the image the school projects to pupils, parents and visitors. We therefore need to create and maintain a standard appropriate within a learning environment for effective teaching and learning.

All staff colleagues and volunteers at the school are expected to be smartly and appropriately dressed at all times. However, we also recognise that the staff represent a wide range of backgrounds, cultures, ages and tastes and naturally we want staff to exercise choice in the clothing they wear for work. This code sets out our expectations for day-to-day wear and for PE.

The appearance of staff should foster respect for them as professionals;

Staff dress and appearance should not distract the learners;

Clothing should be fit for the purpose, and have due regard for the health and safety of staff.

If in doubt, discuss with the Headteacher or other member of the Senior Leadership team.

Staff responsibilities

All members of staff are required to look smart and professional, to be neat and tidy in appearance and wear clothing that is appropriate to the role.

The benchmark for those who deal with the public, staff and pupils must be clothing that would be classified as appropriate business attire.

Specifically, the following are unlikely to be acceptable:

- Shorts, denim jeans, leggings, crop trousers, vest tops, casual footwear (such as trainers or flip-flops) items of clothing, trainers, except when appropriate to a specific activity. If in doubt, discuss with your Headteacher or Line Manager;
- Visible tattoos (unless small and discreet) and visible body piercings (except ears, usually up to two in each lobe);
- Extreme, bright hair highlights or colours.

Male members of staff are expected to wear smart trousers and a shirt appropriate for business wear;

Female members of staff are expected wear smart trousers, dress or skirt, and a blouse or top appropriate for business wear.

Identity badges must be worn and visible at all times on the Trust's site & premises;

The following exceptions are allowed:

- a) PE staff, unless attending parents' meetings;
- b) Educational visits, where practical activities require less formal wear;
- c) Staff who are working in the school during a holiday period.
- d) Staff engaged in practical activities in school where less formal wear is appropriate.
- e) PD days are 'dress down' days and staff may wear more casual clothing, except on PD days that include other schools, then smart casual is required.

Staff colleagues must not wear clothing that could reasonably be perceived as excessively revealing or provocative, e.g. low-cut or vest style tops, those showing midriff or excessively short skirts. It is particularly important that the standard of dress is maintained during hot weather. If cut-off trousers are worn, they should be tailored / formal.

All staff should be mindful that finger nails should be short so as not to be hazardous to themselves or likely to cause unintentional injury to others.

Procedures

On recruitment and again on subsequent changes of job, the member of staff's line manager will remind staff of the standards of dress that apply.

If a member of the Senior Leadership Team feels that the dress guidance is not being followed by an individual member of staff, they will initially seek to resolve the matter informally.

Members of staff have the right to lodge an appeal against a decision on the acceptability of their appearance, using the school's normal procedures.

This guidance applies to all members of staff employed at the school, including trainees.

In the event that a member of staff is unable to comply with this guidance, for example because of an injury, he/she should discuss and agree with the Headteacher or Line Manager what would be acceptable in the circumstances.