



Staff Appearance and Dress Code Policy

Date agreed by Governors:	October 2018
Date of Review:	September 2018
Member of Staff Responsible for the Policy:	Business Manager
Date of next review:	September 2021
Dissemination of the Policy:	All staff and Governors, School Website

1. General Principles

The way staff dress and their appearance is of significant importance in portraying a professional image to all other members of the school's community and being a positive role model to students.

This Policy establishes the position of Pittville School regarding standards of dress and appearance for all staff including those with temporary contracts and agency workers. It is not meant to detail every eventuality and it is the responsibility of individuals to decide whether their appearance is appropriate guided by the principles below.

Policy Principles

This Policy is underpinned by a number of principles:

- All members of staff will take a sensible and safe approach to dress and appearance and personal hygiene;
- Every member of staff will be responsible for promoting a professional and positive image of Pittville School. Dress style and appearance e.g. make up, hair and jewellery should reflect our requirements of students;
- Clothing and appearance will not deliberately cause offence to people who come into contact with, or use, the school services. Clothing should be non-offensive and contain no provocative logos or remarks which are inappropriate or likely to give offence to others;
- Clothing should be worn appropriately for the tasks being undertaken and could vary if an employee is involved in alternative activities, such as an external visit, sport or school event;
- Staff exposed to extreme weather conditions during work based activities should adhere to the HSE guidance;
- Clothing for particular purposes should be worn in accordance with guidance set out in the School's Health and Safety information.

2. Guidelines

Style of Clothing

All staff should wear appropriate professional attire at all times suitable to their role, unless otherwise directed e.g. Non-uniform day or professional development days when staff are dressed in casual clothes of personal choice.

Appropriate professional attire means smart suits or separate jacket/trouser/dress/skirt/smart jumper/cardigan combinations, with trousers being of full/smart length and skirts/dresses must be between just above knee and above ankle in length. Trousers, skirts, shirts, blouses or tops (no t-shirts, vests or strappy/strapless tops) are not see through or exposing underwear and discreetly limit the amount of bare flesh visible. Men wear shirts with collar and ties done up. Footwear is smart and formal. There is no evidence of casual summer, leisure or sportswear. Denim, trainers/canvas shoes, flip flops, leggings or shorts are not in evidence.

It is not acceptable to wear clothing that over-exposes parts of the body, e.g. stomach, chest, etc., or that is transparent or overly tight. Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

It is not consistent with effective communication for staff to wear full face veils or anything which covers the face. All other forms of traditional or religious dress are welcomed at the school.

Footwear

It is the responsibility of all employees to wear footwear suitable for the duties undertaken. Footwear should be of a sensible nature for example, no flip-flops or other strapless sandals or trainers (except PE staff).

Sports Clothing

It is recognised that some activities require the wearing of tracksuits or shorts. However, it is expected that staff will revert to normal clothing once the activity is completed. It is acknowledged that there are

some areas of work where, due to the continuous nature of the activity, appropriate sport attire is acceptable, e.g. PE staff.

Uniform

Some staff may be required to wear a uniform to ensure compliance with health and safety regulations and to ease identification (e.g. security).

Badges

Only work related badges should be worn. School photo identity badges must be visible at all times for security reasons.

Hair

Certain hairstyles and colouring can affect the way people perceive us. Whilst the school is tolerant of differences, consideration should always be given to the impact our appearance might have on others, and in particular students/parents/carers.

Jewellery/Body Art

Facial and other visible piercings are not encouraged (discrete earrings are acceptable). This supports the same standards that we expect of all of our students and helps the school to ensure that students follow the school rules. Employees are required to portray a professional image and where feasible, visible tattoos must be covered.

Personal Protective Equipment (PPE)

PPE is provided strictly for occasions where the risk cannot be controlled adequately, or more effectively, by other means. Where safety clothing and personal protective equipment is issued, it must be worn where the risk assessment dictates or as directed in accordance with health and safety requirements. If employees are uncertain about requirements, they must check with their line manager. Examples will include such items for duties at the start and end of the school day.

All staff are individually responsible for their general presentation, appearance and personal hygiene, and have a responsibility to consider how others may perceive their appearance. Staff are responsible for following the standards of uniform/dress and appearance as laid down in this policy and should understand how the dress code relates to their working environment, health and safety, their specific role and duties and their contact with others during their employment.