

# DRESS CODE POLICY

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## 1. INTRODUCTION

- 1.1 Within this policy 'we' and 'us' means the Federation.
- 1.2 Within this policy 'employees' refers to employees, casual workers, governors and volunteers.
- 1.3 All of our employees, in carrying out their duties, will have contact with students, parents, guardians, official visitors and members of the public. All employees are therefore required to present a formal professional image which requires being neat, clean, tidy and well groomed whilst at work, whether working on our premises or elsewhere whilst representing us.
- 1.4 This code applies during term time, or when representing us in an official capacity. The policy is underpinned by the principle that all members of staff will take a sensible and safe approach to dress and appearance, cleanliness and personal hygiene.

## 2. STANDARDS OF APPEARANCE

- 2.1 All staff should set a positive role model for students with whom they have regular contact and are therefore required to adhere to the following standards:
  - 2.1.1 Smart business suit/dress and a smart shirt/blouse/top should be worn during all working hours.\*
  - 2.1.2 It is not acceptable to wear clothing that over exposes part of the body, e.g. stomach, upper legs or chest, or that which is transparent/see-through.
  - 2.1.3 During periods of warm weather, staff clothing must remain appropriate and formal. Staff should be aware that certain garments could be seen as provocative, for example, short and revealing or tight garments, and therefore are not acceptable for work.
  - 2.1.4 Denim is not considered acceptable in any circumstances.
  - 2.1.5 Male employees must wear a collar and tie except on those occasions specifically stipulated by the Executive Principal, arising out of the particular circumstances such as the weather or the nature of work being undertaken.\*

- 2.1.6 In addition, where we provide an item or items of uniform to enable the employee to more appropriately carry out their duties, these must be worn at all times whilst on duty.
  - 2.1.7 Hair should be neat, tidy and well groomed. Styles and colours of hair that, under normal working circumstances for employees in a business environment, are likely to be considered extreme in terms of fashion or unconventionality are not acceptable. Hair colour should be a natural tone.
  - 2.1.8 Any jewellery worn should not be excessive or unconventional. Injury arising from wearing inappropriate jewellery will invalidate any related claim against the Federation.
  - 2.1.9 Tattoos which could be considered offensive (e.g. provocative, discriminatory or political images or slogans), should be covered.
  - 2.1.10 Earrings, if worn, must not be obtrusive or ostentatious. A small single nose stud is acceptable. Jewellery in any other piercing should not be worn.
  - 2.1.11 No badges carrying party political, promotional or other unacceptable slogans or statements shall be worn whilst on duty. Clothes should be non-offensive and contain no provocative, sexist, or racist remarks. Clothing should not display logos or slogans relating to drugs, alcohol or tobacco.
  - 2.1.12 Shoes must be formal and sensible for working in a busy professional environment and be appropriate for use in specialist facilities. Health and safety aspects of stairs and the ability to move quickly must be taken into consideration.
  - 2.1.13 'Sensible' includes no flip flops which will impede safer lifting and handling issues and may constitute a trip hazard.
  - 2.1.14 Trainers and other casual footwear are not considered acceptable in the same way as they are not acceptable wear for students.
  - 2.1.15 Staff working in the design technology and science environments must wear 'filled in' shoes in line with health and safety procedures.
- 2.2 Any colleague whose job involves working with machinery or working with food must keep their hair either short or tied back, and must not wear any jewellery other than a wedding ring. They must adhere to the dress code for those areas drawn up in relation to health and safety. These rules are in place for safety/hygiene reasons.

- 2.3 Any employee who disregards these standards of dress code will be subject to disciplinary action. In cases, where an employee's appearance is, in the senior leader's view, unacceptable, the employee may be required to return home to change. In these circumstances, the employee will not be paid for the duration of their absence from work.
- 2.4 Staff in specific roles should wear appropriate protective clothing, e.g. lab coat, woodwork apron or coat, steel toecap footwear, overalls.

\* Sports clothing: Sports team & sports centre staff

It is recognised that most activities performed by these colleagues require the wearing of tracksuits/shorts and trainers. It is acknowledged that due to the continuous nature of the activity, appropriate smart tracksuit attire is acceptable, as is the wearing of trainers. Tops must be collared, i.e. polo shirts.