



Hemingford Grey SCHOOL

Dress and Appearance Policy

Date policy was last reviewed and approved:	July 2017
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This Policy is based on a Judicium model template from August 2016

DRESS AND APPEARANCE POLICY

The image that is presented to the School's students, parents, visitors and members of the public is very important. The School requires all staff to maintain an appropriate professional standard of dress and personal appearance at work and to conduct themselves in a professional manner.

This policy applies to employees of the School and does not form part of any employee's terms and conditions of employment. It is not intended to have any contractual effect. The School reserves the right to amend this policy at any time.

The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive image and staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- take account of health and safety requirements; and
- help staff decide what clothing it is appropriate to wear to work.

Different teams within the School may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks or is predominantly outdoors. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

The School expects you to take a common sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.

Appearance

While working for the School you represent the School to students, parents and members of the public. Your appearance contributes to our reputation and the development of our standards in educational services.

Staff are required to appear clean and smart at all times when at work. The following items should not be worn:

- track suits
- sweat-shirts

- sports t-shirts or shorts
- combat trousers, jogging bottoms, denim or leggings
- Maxi skirts or dresses
- Mini skirts or dresses

The exception to the above are on days when teachers/TAs are teaching PE, when sweatshirts and jogging bottoms may be worn. These must not display any advertising references or slogans.

Cleaning staff and midday supervisors, due to the nature of their work, may wear denim which is smart, not frayed or torn.

Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to the School's reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, strappy tops, see through material or clothes that expose areas of the body normally covered at work.

Footwear must be safe and clean and take account of health and safety considerations. Trainers (unless it is PE day or as part of the cleaning or midday supervisor team), canvas shoes or flip flops should not be worn.

Where the School provides safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.

Staff should not wear clothing or jewellery that could present a health and safety risk.

Tattoos and Piercings

Staff must not wear jewellery that could cause a health and safety risk. The school expects that all visible body piercings should be removed whilst at work, where they are a risk to health and safety or where their appearance may be inappropriate in a school environment. In addition, tattoos should be covered where possible and should not be offensive to others.

Religious and cultural dress

Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.

Where necessary, the Headteacher can disseminate appropriate information explaining cultural dress and customs.

Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from the Local Authority Health and Safety Officer.

Implementing and reviewing our dress code

Senior leaders are responsible for ensuring that all staff observe the standards set by this dress code.

Failure to comply with the dress code may result in action under the School's Disciplinary Policy and Procedure.

The School will review the dress code periodically to ensure that it meets our demands, in particular with regard to the health and safety of our staff and all those they deal with.