

# *Stepney Primary School*



*A Small School With Great Expectations*

## **Staff Dress Code**

At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

## **1. INTRODUCTION**

This Policy sets out the expectations of the school 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 school policy.

The school 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 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 school standards of dress and appearance. All staff appearance must be professional at all times both within the workplace and when representing the 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 school 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 school identity security badge that should be worn and visible at all times both when in school or outside the premises on school business and should only be removed for safety reasons. Staff working within the community must carry their school 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**

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. This means that staff should wear clothing which:-

- **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 otherwise contentious slogans;
- Is not considered to be discriminatory and is culturally sensitive;
- Does not place themselves or others at risk.

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. 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 (i.e. knee length);
- Blouses (long or short sleeve);
- Smart plain T-shirts (i.e. with sleeves);
- Jumpers, jackets, dresses, culottes, business suits, jackets, trousers, polo shirts, shirts (with collars – long or short sleeve).

#### **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;
- 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);
- 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.

#### **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 Headteacher.

### **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. The school discourages staff from coming to work in overly expensive or 'designer' items and where employees choose to do so and subsequently make a claim for damage to/loss of such items, the Governors reserve the right to impose an upper limit of the amount of compensation it reimburses.

### **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**

Visible tattoos are to be discouraged and where present must not be offensive to others. Where they are deemed to be offensive or inappropriate they must be appropriately covered.

## **8. JEWELLERY AND PIERCING**

Jewellery/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.

## **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**

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6<sup>th</sup> April 2012.

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It 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

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all policies before publication, considered this policy in the light of these requirements to ensure that Stepney Primary School adheres to these statutory regulations.

## **13. PERSON RESPONSIBLE**

Updated Summer Term 2013  
Paul Browning  
To be reviewed: Summer 2015

**This policy was agreed and adopted by the governor's with effect from 1<sup>st</sup> June 2011. The Head has the final decision to deem anything unsuitable.**