



# Cawood Church of England Primary School

## Staff dress code policy

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10 June 2014		<b>Signed</b>	<b>A Mudd</b>
<b>Method of Communication</b>			
Website, Server			

### Introduction

This policy establishes our position at Cawood CE Primary School regarding standards of dress and appearance for all employees including those with temporary contracts, agency workers and volunteers.

### Policy Statement

Cawood CE Primary School recognises that, whilst we would want staff to exercise choice in the clothing they wear to work, there is a need for clothing to be appropriate for working with children. Members of staff are role models and in line with our ethos of modelling the behaviours we wish to promote, members of staff need to lead by example when it comes to dress and appearance. There is no desire to set a particular style of dress or appearance, but rather to set a standard that is appropriate within a learning environment that both promotes effective teaching and learning and sets the tone for pupils' dress and appearance. While at work, all members of staff represent the school and through their appearance have an impact on the image the school projects to pupils, parents and visitors.

All employees are individually responsible for their general presentation, appearance and personal hygiene, and have a responsibility to consider how others may perceive their appearance.

### Scope

The policy applies to all staff groups, including those staff that are seconded, supply agency staff, governors, volunteers and students when working on school premises, on trips/visits, including residential trips with pupils.

## **Implementation of the dress code policy**

The Dress Code 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 Headteacher has the final say on whether clothing and appearance is appropriate. However, priority will be given to Safeguarding, health and safety and security considerations. Risk Assessments will take place as appropriate.

If a staff member's clothing or appearance is not deemed appropriate, the Head or other member of SLT will speak to the staff member concerned to discuss any concerns.

Failure to adhere to the standard of dress and appearance may constitute misconduct and could ultimately result in formal disciplinary procedures being implemented.

## **Responsibilities**

### 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 working in a school setting i.e. looks smart/professional
  - 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.

### Senior Leaders

Senior Leaders are responsible for ensuring the Policy and Dress Code is adhered to at all times in respect of the staff they manage. They must also ensure that all new members of staff are aware of the required standards of this Policy during the induction process.

## **Safeguarding**

It is essential that all school staff convey the right messages to pupils, parents and colleagues. Dressing appropriately is integral to this. The DfES "Guidelines for Safer Working Practice for Adults who work with children and young people in Educational Settings" states that "Those who dress in a manner which could be considered inappropriate could render themselves vulnerable to criticism or allegations".

## **Dress Code**

Acceptable Clothing - suggestions.

Examples of acceptable clothing include a combination of:-

- Appropriate length of skirts (i.e. knee length)
- Blouses (long or short sleeve)
- Smart plain T-Shirts
- Jumpers, jackets, dresses, culottes, business suits, jackets, trousers, polo shirts, T-shirts (with collars – long or short sleeve)
- Smart shoes
- Sandals
- Boots in the cold winter months
- Male staff – a shirt and tie (unless taking P.E.)
- Suit or smart jacket and trousers
- Smart trousers and jumper

## Non-Acceptable Clothing

Examples of non-acceptable clothing

- Mini-skirts
- Lycra cycling shorts. Note: Leggings are only acceptable attire when worn with a dress which is knee length 4
- Leisure shorts unless used for P.E./Games or other associated social activities
- Combat/camouflage clothing
- Transparent or 'see-through' blouses, (sheer blouses/shirts should only be worn with a camisole /vest underneath), dresses or skirts
- Tracksuits/sportswear except for PE and associated sports activity
- Clothing with tears, holes and rips
- Floaty/baggy tunics/gypsy skirts
- Loud prints that are more appropriate to holidays/the beach
- Overly tight/figure hugging items
- Low-cut T-shirts or blouses
- Vest-type tops (spaghetti/shoestring or other strapped tops)
- Crop-tops • Denim of any kind, including jackets. This includes on trips/visits and playground supervision.
- Badges or emblems which may cause offence
- Items of clothing bearing logos, slogans or graphics, which cause offence or are deemed inappropriate to the setting
- Indoor wearing of baseball caps/hats
- Stiletto heels, beach flip flops (or other toe post footwear) Underwear should not be visible.

## **Expectation**

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 and an excellent image of the school presents to those visiting our school and members of the public.

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.

## **FOOTWEAR**

Flip-flops, toe post and other beach type footwear are not appropriate for school. Certain jobs may require staff to wear protective footwear, cleaning, cooking, and grounds maintenance. These staff must wear the correct footwear for undertaking their work and if staff are uncertain they must check with their Line Manager.

## **TATTOOS**

Tattoos on the face or visible above the collar are not permitted. To retain a professional image, where feasible, all other tattoos must be covered. Anyone who has a visible tattoo which could be construed as offensive to any religion or belief, or is in any way discriminatory, violent or intimidating, will compromise their employment or placement at the school. Likewise, an existing member of staff who becomes tattooed in this way may, after investigation, become subject to disciplinary proceedings.

## **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. Staff need to be mindful of the potential for injury from jewellery when physical intervention with a child is required. In P.E. jewellery should be removed, covered or taped up.

## **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.

## **NAILS**

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.

(June 2022)