



Dress Code Policy for Staff

Adopted by Governing Body: 18.10.16

Reviewed by Governing Body: 22.10.19

Cycle of review: 3 years

Statutory Policy: No

Introduction and Purpose of Policy

Pitcheroak School has high expectations of its pupils not just in terms of their educational achievements but also in respect of their behaviour and personal presentation.

We expect all staff to reflect these high standards by presenting a positive and professional image to pupils, parents and other stakeholders.

The aim of this policy is to reflect these standards without unduly restricting individual choice.

This policy is not intended to be exhaustive in defining acceptable and unacceptable standards of dress and appearance, and members of staff are expected to use their common sense in adhering to the principles underpinning the policy. This policy does not seek to document all the items that could be deemed inappropriate but to provide a general indication to staff.

The Governing Body recognises that there may be a diversity of cultures and religions represented amongst the staff of the school and will take a sensitive and respectful approach when this affects dress requirements. Priority will, however, be given to health and safety, the education and well-being of pupils and other similar considerations.

Roles and Responsibilities

All members of staff are expected to abide by this dress code policy, as appropriate to the role that they perform.

Final decisions about the appropriateness of dress in any individual case are ultimately at the discretion of the Headteacher.

Any member of staff who has concerns about appropriate dress is expected to raise these initially with his/her line manager and vice versa.

Guidelines on Appropriate Dress

- The dress code for **all staff** (Teachers, Assistant Teachers, Office Staff) is expected to be professional rather than casual.
- Staff are expected to wear smart clothes and smart shoes (not open toed shoes, **Doc Martin boots**, flip flops or strappy tops). Jeans are permissible providing that they are smart and have not got any rips or holes.
- If skirts are worn then they need to be no shorter than just above the knee, unless tights or leggings are worn underneath.
- If leggings are worn then they should be treated as tights, with a dress, skirt or long top / blouse of an appropriate length worn over the top.
- Shoes or boots should be smart and heel height should not exceed 3 inches for health and safety reasons.
- Any jewellery worn should not present a risk to the wearer or to the pupils (e.g. drop earrings or beaded necklaces or scarves that may be grabbed or pulled, or rings/brooches that may present a risk to children).

PPA working in school

- The above dress code also applies for staff in school on PPA.

PE lessons

- As a school we recognise that there are particular circumstances where formal attire is not appropriate. With this in mind, all staff involved in the delivery of PE lessons may choose to wear appropriate dress, e.g. tracksuits and trainers.
- PE kit should be different to that worn to the gym – and there should be no revealing or excessively tight items e.g. strappy gym tops where the bra can be seen (or those that are low cut) or tight gym leggings.

Premises staff

- As a school we acknowledge that there are particular roles and particular circumstances where formal attire is not appropriate. For example premises staff. These members of staff are permitted to wear clothing suitable for the tasks being undertaken.

Standards for all staff

- Hair should be neat and tidy and in keeping with a professional appearance. Extremes in hair colour or style are not permissible.
- Staff are asked to cover up visible tattoos whilst at work.
- Jewellery should be discreet and visible piercings restricted to ears.
- The number of earrings worn should be minimal and discreet in style.
- All staff are expected to be well-presented and maintain a good standard of personal hygiene.

Guidelines on inappropriate dress

For the avoidance of doubt, inappropriate dress is deemed to include the following:

- Ripped jeans or fashion denim clothing.
- Revealing or excessively tight clothing, such as cropped tops and short skirts.
- Clothing which exposes underwear.
- Shorts or three quarter length trousers (except where appropriate to the task, e.g. PE).
- Leggings, unless worn under a skirt or dress of appropriate length.
- Flip flops or crocs, unless medically advised by the doctor.
- Excessively sparkly attire.
- Trainers (except when teaching PE).
- Strapless tops/dresses or tops/dresses with narrow shoulder straps or halter necks that allow bra straps to be visible.
- Clothing with large logos, political symbols or contentious slogans.
- See through garments.
- Low cut trousers that expose underwear.
- Skin should not be seen between your top and your trousers – wear a vest if necessary.
- Blouses without sleeves should cover your shoulders.

Exceptions to the Dress Policy

- Staff may change into old clothing or protective clothing when participating in active, messy or dirty tasks where clothing may be damaged. In such circumstances, it is expected that staff will normally change back into normal work attire once the activity is completed.
- Staff may be required to adhere to specific dress arrangements for certain activities where health and safety is a consideration e.g. Forest School.
- Exceptions may be granted for religious or cultural reasons e.g. single nose studs.
- The dress code for school trips, events and INSET days will normally be more relaxed, unless the nature of the event itself is formal. Any specific expectations in relation to individual events will be notified to the members of staff affected.
- In extreme weather conditions, the Headteacher may allow exceptions to the usual dress code, in which case staff will be notified accordingly.
- Exceptions may be granted for medical reasons or as a reasonable adjustment in relation to a disability.

Monitoring

- The School expects staff to take personal responsibility for dressing appropriately and therefore anticipates that intervention will be required only rarely.
- Where choice of attire falls outside the dress code, the member of staff will be advised of this on an informal basis by his/her line manager.
- Where clothing is very unsuitable (particularly if it is excessively revealing) the member of staff may be required to return home to change.
- Any concerns an employee may have about the dress code should be raised, initially, with his/her line manager.
- Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter, in accordance with the school's disciplinary procedure.

Review

This policy will be reviewed by the Governing Body every three years. Members of staff are encouraged to contribute to the development of this policy by raising any issues or concerns they may have with their line manager.