

Clee Hill Community Academy Staff & Volunteer Dress Policy

Introduction and Purpose of Policy

Clee Hill Academy 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.

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 wellbeing of pupils and other similar considerations.

Roles and Responsibilities

- All members of staff are expected to abide by this dress policy, appropriate to the role 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 teachers is expected to be formal and professional rather than casual.
- No trainers (unless teaching PE) or flip flops
- Staff are expected to wear shirts, smart tops or knitwear (not short, strappy or casual tops) and skirts, trousers or a smart dress (no jeans or denim).
- As a guide, skirts or dresses should be no shorter than just above the knee.
- All clothing should be clean and maintained appropriately with no rips, tears or excess wear.
- Any jewellery should not present a risk to the wearer or to the children.

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/ Forest School are expected to wear appropriate dress, e.g. tracksuits and trainers (denim is permitted for forest school).

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 task being undertaken.

Standards for All Staff

- Hair should be neat and tidy with no extreme hairstyling.
- Staff are asked to cover up visible tattoos whilst at work where the location of the tattoo makes it reasonably practicable to do so.
- Jewellery should be appropriate and visible piercings should be restricted to ears.
- Single nose studs may be worn for cultural or religious reasons only.
- All staff are expected to be well groomed and maintain good standards of personal hygiene.
- Clothing should not unduly restrict movement or prevent a task being carried out with dignity.

Guidelines on inappropriate dress

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

- Jeans or other denim clothing.
- Revealing or excessively tight clothing such as cropped tops or short skirts.
- Clothing which exposes underwear.
- Casual T-shirts other than for PE.
- Leggings unless worn under a skirt or dress of appropriate length.
- Flip flops, crocks or trainers (other than for PE) unless advised by a doctor.
- Strapless tops/dresses or tops dresses with narrow shoulder straps or halter necks.
- Clothing with large logos, political symbols or contentious slogans.

This policy does not seek to document all the items that could be deemed inappropriate but to provide a general indication to staff.

Exceptions to the Dress Policy

- Staff may change into old or protective clothing when participating in messy activities or dirty tasks when clothing may be damaged.
- Staff may be required to adhere to specific dress arrangements for certain activities where health and safety is a consideration.
- 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 requirements 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.

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 or personal presentation falls outside the dress code, the member of staff will be advised of this by his/her line manager.
- Any concerns an employee has about the dress code should be raised, initially, with his/her line manager.
- Exceptions may be granted in certain circumstances.
- Repeated infringements of the dress code, despite the provision of informal management advice, will be dealt with as a disciplinary matter.

Review

This policy will be reviewed on a regular basis by the Governing Body and is not intended to be contractual. Members of staff are encouraged to contribute to the development of the policy by raising any issues or concerns they may have with their line manager.