

## School Personnel Dress Code

Date	Review Date	Coordinator	Nominated Governor
May 2017	Mat 2020	Executive Head	Chair of Governors

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)

We do not have a strict dress code but we believe school personnel are expected to attire themselves responsibly at all times. We believe they act as representatives of the school and should therefore be dressed accordingly in order to convey a professional image. The way in which staff dress and present themselves plays an important part in the image we wish to give to parents, pupils and the general public. For this reason, we ask all staff to be aware of their presentation and to adhere to the dress code policy at all times when representing the school.

We recognise the diversity of cultures, religions and disabilities of all school personnel and we respect the right of individuals who wish to wear specific clothing because of their faith as long as the clothing does not cause any health and safety issues to themselves or to others.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### Aims

- To have in place an informal dress code for all school personnel that helps present a positive image of the school.
- To ensure compliance with all relevant legislation connected to this policy.

### Responsibility for the Policy and Procedure

### Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Executive Headteacher for all school personnel to comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring all policies are made available to parents;

## **Northern Parade-Dress Code**

### **Role of the Executive Headteacher**

The Executive Headteacher will:

- ensure all school personnel are aware of and comply with the dress code requirements;
- ensure school personnel dress informally which helps to present a positive image of the school;
- periodically remind school personnel that the dress code must be adhered to at all times;
- ensure recently appointed school personnel and supply teachers the requirements of the dress code;
- remind school personnel that failure to adhere to the dress code may constitute misconduct that may result in formal disciplinary proceedings;
- provide leadership and vision in respect of equality;

### **Dress Code Requirements**

- We believe that discretion in style of dress and behaviour is essential to the image and the safe and efficient operation of all school personnel.
- All school personnel are expected to dress in a manner appropriate to the type of work they are performing e.g. P.E., outdoor activities, art and design.
- School personnel are asked to use their judgment regarding their dress code and their timetable should determine what they wear.
- We ask everybody to apply a common sense approach to the dress code and dress in an appropriate smart/casual manner.
- When interviewing candidates or other formal occasions staff are expected to dress in an appropriate conventional businesslike manner.
- All school personnel must abide by the safety policies and procedures and wear appropriate clothing.

### **Inappropriate Dress**

School personnel are advised that the following is viewed as inappropriate:

- Hair must be kept short or secured back when operating machinery.
- T-shirts with inappropriate slogans or pictures is not allowed.
- Revealing clothing is not acceptable.
- Jewellery or badges must not be worn if they breach the health and safety policy and procedures or if they cause offence to parents or other members of staff.
- Political symbols of any kind will not be accepted.

### **Safety Clothing**

The appropriate clothing must be worn when working with machinery. This is seen as an integral part of the member of staff's responsibility under the Health and Safety at Work Policy.

### **Religious and Cultural Dress**

### **Northern Parade-Dress Code**

The wearing of religious and cultural dress is respected. The exception to this is where there is a hazard to the health, safety and welfare of other school personnel and pupils.

#### **Breach of Policy**

Any member of staff who does not comply with this policy may face disciplinary procedures.

#### **Appeal**

All school personnel have the right to lodge an appeal against any disciplinary decision taken against them.

#### **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy and are responsible for their general appearance and personal hygiene;
- wear clothing appropriate to their role and the activity that they are undertaking;
- wear their school identity security badge at all times both when in school and should only be removed for safety reasons;
- report any concerns they have on any aspect of the school community.

#### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the Staff Handbook
- meetings with school personnel
- reports such as Headteacher reports to the Governing Body

#### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

#### **Linked Policies**

- Induction of New Staff
- School Personnel Code of Conduct

<b>Headteacher:</b>		<b>Date:</b>	
<b>Chair of Governing Body:</b>		<b>Date:</b>	