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The Heath Family Multi Academy Trust
Dress Code Policy - Staff

1 POLICY STATEMENT

- 1.1 We encourage everyone to maintain an appropriate standard of dress and personal appearance at work having regard to the ethos of the School/Academy/Trust. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:
- 1.1.1 promote a positive image and staff look professional;
 - 1.1.2 respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
 - 1.1.3 take account of health and safety requirements; and
 - 1.1.4 help staff decide what clothing it is appropriate to wear to work considering the ethos of the School/Academy/Trust and respecting the wishes of the parents of the pupils at the School/Academy/Trust.
- 1.2 We expect staff to take a common sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to your line manager.

2 APPEARANCE

- 2.1 While working for us you represent us. Your appearance contributes to the reputation of the School/Academy/Trust.
- 2.2 It is important that you appear clean and smart and dress modestly at all times when at work.
- 2.3 Staff should not wear casual, gym or beach wear to work. This includes track suits, sweat-shirts, casual or sports t-shirts or shorts (unless for physical education lessons), combat trousers, jogging bottoms, denim or leggings. Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, low cut tops, see through material or clothes that expose areas of the body normally covered at work.
- 2.4 Footwear must be safe and clean and take account of health and safety considerations.
- 2.5 Staff should not wear clothing or jewellery that could present a health and safety risk.

3 RELIGIOUS AND CULTURAL DRESS

- 3.1 Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps and turbans) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.
- 3.2 Where necessary your line manager can disseminate appropriate information explaining cultural dress and customs.
- 3.3 Priority is at all times given to health and safety requirements. Where necessary, advice will be taken in respect of this.

4 IMPLEMENTING AND REVIEWING OUR DRESS CODE

- 4.1 Managers are responsible for ensuring that staff observe the standards set by this dress code.
- 4.2 Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- 4.3 We will review the dress code periodically to ensure that it meets our demands, in particular with regard to the ethos of the School/Academy/Trust and the health and safety of our staff and all those they deal with.