



**Riverside  
Primary  
School**



## **Code of Practice on Appearance and Standard of Dress in School**

The Governing Body adopted this Policy: September 2021

Signature: *A Jennings* (Chair of Governors)

Signature: *C Lahive* (Head Teacher)

# **Code of Practice on Appearance and Standard of Dress in School**

**Reviewed March 2021**

## 1. Context

Staff must use common sense in adhering to the principles underpinning this guidance. The Headteacher and Governors will be the judge of what is considered appropriate

This guidance document is designed to guide employees on the required standards of dress and appearance. All employees' appearance must be professional at all times both within the workplace and when representing the organisation.

Our employee dress code reflects the high expectations of the school in terms of teaching and learning, behaviour and student uniform. It is recognised that staff within the school perform a variety of different roles and our dress code takes this into account. All staff are models for the learners in the school, therefore they have a responsibility to model appropriate dress and appearance.

The school recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations.

The image that we project as professionals is associated with how we present ourselves; the image of the school in the community is related to how all adults in the school dress. It is therefore important to dress appropriately when acting in a professional capacity and with due regard to any conclusions colleagues, pupils, parents and visitors may draw from your appearance.

The guidance 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 management of the organisation will be the sole judge of what is and is not appropriate for the purposes of this guidance

This guidance is designed to inform employees on the expected standards of dress and appearance. All employees' appearance must be professional at all times both within the workplace and when representing the school at external events. It is not exhaustive in defining acceptable and unacceptable standards of dress and appearance but is set out to provide:

- Guidance to all employees, agency staff and volunteers
- A benchmark against which the standards of all can be measured
- A framework to inform decisions on standards taken by individual(s)
- Ensure that the same standards of smartness or conventionality to men and women.

The school recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. The school will also provide flexibility regarding the dress code for any member of staff undergoing gender transition. However, priority will be given to health and safety, security and other similar considerations.

## 2. Appearance

Employees, agency staff and volunteers must adhere to the following standards, particularly when in contact with pupils/parents and visitors

*NB employees, agency staff and volunteers should not contravene the ethos and values of the school*

## **Overall Appearance**

All employees are required to be neat, clean and well-groomed while at work, whether working on the school premises or elsewhere

### **Hair**

- Should be neat, tidy and well-groomed
- Facial hair to be kept neat and tidy.
- Employees involved in food handling and preparation must follow hygiene guidelines and may be required to cover hair ( including facial hair.) with a hat and or hair net

### **Finger nails**

- Consideration should be given to the appropriateness of long finger nails that increase the risk of a pupil or colleague being scratched. The risk of an injury is particular high when a pupil is demonstrating challenging behaviours and restrictive physical intervention is required.

### **Jewellery**

- Any jewellery should not be excessive or unconventional
- Where applicable, jewellery and piercings must need to meet the requirements of health and safety and food hygiene guidelines
- **Piercings**
  - Earrings must not be obtrusive or ostentatious
  - Consideration should be given to the appropriateness and risk of injury of other visible piercings e.g. nose, lip, eye brow

### **Tattoos**

- Visible Tattoos featuring offensive messages or images or that contravene the ethos and values of the school are not acceptable.

### **Religious accessories**

- The school recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress requirements.

### **NB Special schools**

In accordance with good health and hygiene procedures in school staff should:

- keep their fingernails clean and reasonably short, in order to avoid the risks of cross contamination when staff are involved in activities including changing pupils, tube feeding, handling food and drinks at snack and meals times etc. the school require staff to follow the policy adopted by the Hospital Trust where staff cannot wear coloured nail varnish.

## **3. Dress Code**

Employees must present a positive image of the organisation and are not entitled to wear casual dress, unless advised otherwise by their manager and subject to business requirements e.g. comic relief

All clothing must be neat, clean and in a good state of repair.

It is expected that all employees, agency staff and volunteers ensure that the standards of dress are **appropriate for the school setting** or internal / external activity.

The following would not normally be acceptable clothing:

- denim
- scruffy/torn trousers
- micro- or very short miniskirts;
- low cut tops blouses and transparent cloth
- revealing or excessively tight clothing
- combat or cargo trousers
- large and inappropriate logos
- inappropriate footwear e.g. flip flops which may contravene Health & Safety guidelines.

***NB Schools may add or delete from list below, and should discuss changes or additions with all employees***

**Staff may wear in some practical subject such as PE :**

- sports clothing,
- t-shirts
- shorts tracksuits and football shirts
- trainers

**NB Avoid clothing with slogans or symbols that could cause offence**

#### **4. Employees who are required to wear a uniform**

- must ensure that they do so during working hours, unless advised otherwise by their manager.
- Uniforms must always be clean and worn in a presentable fashion.
- uniforms issued must not be altered in any way without the organisation's permission.
- Where uniforms are issued by the organisation, they remain the property of the organisation.
- Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.

#### **5. Sport or physical education**

Employees, agency staff and volunteers who occupy roles that require sports related clothing whilst carrying out their duties may do so provided the principles of this guidance outlined above are not compromised.

#### **6. Protective clothing and equipment**

Employees, agency staff and volunteers who occupy roles that require protective clothing, and or work with machinery / food should:

- are required to wear this clothing while carrying out their duties whenever required by law or by the organisation's rules.

- In addition, any employee whose job involves working with machinery/working with food must keep his/her hair either short or tied back and must not wear any jewellery other than a wedding ring. These rules are in place for safety/hygiene reasons.
- Any employee who disregards these rules may be subject to disciplinary action.
- Employee must when required by law or by the schools rules
  - wear the required clothing when necessary e.g. hats and overalls.
  - keep his/her hair either short or tied back
  - not wear any inappropriate jewellery

## **7. Action by the School**

In serious cases, where an employee's appearance is, in the organisation's view, unacceptable, the employee will be required to return home to change. In these circumstances, the employee will not be paid for the duration of his/her absence from work.

### **HR Policies relating to this guidance**

- Grievance Procedure
- Disciplinary procedure

NB Any employee who disregards this guidance may be subject to disciplinary action.

### **Law relating to this guidance**

Human Rights Act 1998  
Equality Act 2010

NB Staff must use common sense in adhering to the principles underpinning the guidance. The Headteacher and Governors will be the judge of what is considered appropriate