



Staff Dress Code and Uniform Policy

This policy is applicable to: the Wolds Learning Partnership (WLP)

Version 2.0

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<p>Name of Responsible Committee/Individual:</p>	<p>Governing Body & Board of Trustees</p>
<p>Implementation Date:</p>	<p>March 2020</p>
<p>Review Date:</p>	<p>March 2022</p>
<p>Target Audience:</p>	<p>All Staff, Parents</p>
<p>Related Documents</p>	
<p>References</p>	

Staff must act professionally at all times; dressing, for example, in a professional manner appropriate to their role in WLP and bearing in mind they are working with adolescents and young children.



Purpose

To ensure staff dress to an acceptable standard and do not place themselves or pupils/students at unnecessary risk. All staff have a responsibility to conform to the Health and Safety at Work Act, and to convey a professional and efficient image of his/her self and the WLP to the public.

The WLP considers the way employees dress and present themselves is of significant importance in portraying a professional image to all users whether it be students, parents, visitors or external agencies.

The WLP recognises the diversity of cultures, religions and disabilities 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 and security.

The Uniform Policy and Dress Code is designed to guide managers and employees of the WLP on standards of dress and appearance. The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy. A sensible approach should be taken to ensure the spirit of the code is applied.

Appropriate dress codes may be agreed for specific staff groups, i.e. PE, to clarify the sensible applications of this dress code. This agreement must be wholly consistent with the principles contained in this code and the law relating to protective personal equipment. Agreements must be approved by the Headteachers.

All employees are supplied with a school identity badge that must be worn and be visible at all times when working or acting in an official capacity representing the WLP.

Employees are responsible for following the standards of uniform/dress code and appearance laid down in this policy and should understand their particular role and duties in relation to contact with others during the course of their employment.

Leaders are also responsible for ensuring the Uniform Policy and Dress Code is adhered to at all times in respect of the employees they manage. All staff are required to comply with the principles of the Dress Code, and where appropriate, to the requirements of the Uniform Policy. Failure to adhere to the WLP standards of dress and appearance may constitute misconduct and result in formal disciplinary proceedings.

The Dress Code

For staff not required to wear a uniform the WLP asks its employees to present themselves in a smart and professional manner. There are several reasons for this

- Pupils look to staff to set high standards in the way they present themselves: it reinforces pupils' sense of worth seeing smart professional dress as a proper 'staff uniform' and creates a positive context for pupils' compliance with the pupil dress code.
- Parents look to all staff to present themselves smartly; they see it as a measure of high standards, seriousness, care and professionalism, and expect it of us when they visit.
- Visitors judge the school's standards and professionalism from what they see: first impressions count.

On Open Evenings, Parents' Evenings and other similar occasions, all staff (both teaching staff and support staff) are asked to present themselves in interview wear.



Dress is discretionary outside the 190 days and on the following days of the year – training days and non-uniform days. The aim is for issues of staff dress to be resolved at the lowest possible level. In the event that any issues relating to staff dress have not been resolved by the line manager, discussion will then under normal circumstances be with the Head of Personnel/Business Managers. Final decisions rest with Headteachers.

For staff not required to wear a uniform; examples of acceptable staff clothing includes:

Female employees: skirts, shirt/blouses, jumpers, jackets, dresses, culottes, suits, trousers.

Male employees: suits, jackets/blazers, trousers, jumpers, shirts and tie. (Tie to be worn at the Headteacher's discretion)

It is inappropriate to wear clothing such as cut-off shorts, crop tops, flip-flops, see through material or clothes that expose areas of the body normally covered at work.

Protective Clothing and Equipment

The provision of personal protective equipment is the responsibility of each school in the Wolds Learning Partnership in accordance with the WLP Health and Safety Policy. Any provision of PPE (Personal Protective Equipment) must result from the clear identification of hazards through the task analysis and the risk assessment process carried out by an individual's line manager who in turn must forward any recommendations to the Head of Operations and Administration/Business Managers for evaluation.

Should a personal protective clothing or equipment requirement be deemed necessary and other control measures have been explored, then it will be made available to the employee in accordance with PPE regulations, local guidance recommendations and at no cost to the individual. Staff in roles that require protective clothing or equipment are required to wear this whilst carrying out their duties in accordance with health and safety arrangements and shall be responsible for its safe upkeep and any regular inspections. Refusal to wear PPE that has been provided may result in disciplinary action being taken as this contravenes the Health and Safety at Work Act on the part of an employee. If individuals are unsure about PPE requirements they should discuss this with their line manager.

The principles for protective equipment are based on the need for:

Personal safety;

- Statutory regulatory requirements

Health and safety requirements particularly tasks involving;

- Moving and handling
- Working with chemicals
- Working with machinery
- Working at height or in confined spaces
- Types of work environment especially those where extremes of temperature are experienced on a daily basis or where prolonged standing might be necessary
- Work of an unpleasant nature (i.e. working with drains, toilets etc)

Eye Protection



Staff who may require prescription safety goggles or spectacles will need to demonstrate through task analysis, PPE Assessment, DSE Assessment, and an Opticians recommendation that over spectacles or goggles are not suitable for either the task or individual.

Footwear

Generally, footwear should be sensible, in good order, smart, clean and have regard to Health and Safety considerations especially those aimed at reducing slip and trip hazards around the WLP premises.

Certain roles may require staff to wear protective footwear, for example Caretakers. The principles described under the heading of principles for protective equipment, should be used to determine an individual's specific requirement and suitability.

Uniform Requirement

Some members of staff are required to wear uniform provided by the WLP. The uniforms issued must not be altered or added to by the individual.

Body Piercing & Tattoos

In view of this the only visible body piercing acceptable for male and female employees is conventional piercing such as ear lobes or piercing for cultural reasons. If you undergo unconventional indiscreet body piercing you may be required to remove any visible jewellery relating to this piercing for work. Visible tattoos will be discouraged and where present should not be offensive to others. Where they are deemed to be offensive they should be appropriately covered.

Jewellery

Jewellery should be discreet and appropriate and not cause offence or be a health and safety hazard.