



## **Staff Dress Code Policy**

At Abbot's Lea School we believe that all staff represent the school in a professional capacity and as such are the ambassadors of the school whilst on site and in the wider community.

We also believe that our students are influenced by role models around them.

All staff form an important part of that modelling process and, in our process of preparing our students for their future employment, it is important that we provide them with the best example of appropriate role modelling of dress code for the workplace.

### **Aims**

Our aim in having a dress code for staff is to ensure:

- Clear guidelines are laid down for staff, students on placements and volunteers in school with regards to the expectations of professional dress code
- Staff are suitably attired to meet safeguarding and professional presentation expectations
- That through such professional dress code, all students are encouraged to follow the staff as positive role models with regards to the expected smart appearance at school.
- Staff' dress code is at least as smart as that expected of the students

### **Guidelines**

- As part of safeguarding for staff and students it is important that staff wear clothing which is:
  - Appropriate to their role and garments are suitable for the activity e.g. 'moving and handling' or sitting on the floor decide whether trousers are more appropriate than a skirt
  - Not likely to be viewed as offensive, revealing or sexually provocative
  - Does not distract, cause embarrassment or give rise to misunderstanding

- Absent from any political or otherwise contentious slogans
- Not discriminatory
- Suitable smart/professional clothing and footwear must be worn to work
- Appropriate clothing should be worn for the occasion e.g.:
  - changing into sports clothing before P.E. and back into 'professional' dress afterwards
  - wearing an art apron during messy art activities
  - dressing appropriately for Outdoor Learning and back into "professional" dress afterwards
- During out-of-school visits the dress code applies, however if students are required to wear alternative clothing then the same will apply for staff based on the specific circumstances of the visit
- All clothing must be appropriate for the task or role in school and not breach Health and Safety regulations.
- Whilst "common sense" principles apply to vast majority of decisions staff make about their conduct and presentation at work, the table below is here to help with the interpretation of the Dress Code Policy:

Examples of suitable clothing	Examples of unacceptable clothing
Smart trousers or chinos	Denim/jeans trousers or skirts Leggings worn as trousers Yoga pants
Smart skirt (2" above the knee or below the knee)	Short and revealing skirts- be particularly aware if you are likely to be bending in front of students, talking to students sitting on the floor, leaning across a table, during first aid etc
Smart dress (2" above the knee or below the knee)	Short and revealing dresses - be particularly aware if you are likely to be bending in front of students, talking to students sitting on the floor, leaning across a table, during first aid etc Maxi dresses below half-calf
Thick leggings with a long tunic or dress	Leggings worn as trousers
Smart long (knee length), tailored shorts	Sport shorts, "hotpants", tracksuit shorts
Smart shirt or blouse	Casual t-shirts or sports tops, vest tops
Collared T-Shirts/Polo shirts	No spaghetti string top
Jacket and/or smart sweater, top or cardigan	See-through garments
Tie or scarf	Clothing with inappropriate lettering, pictures or slogans
Smart shoes Black leather or leather-like trainers which look like shoes, with black soles and black laces, with no obvious branding Smart boots Moderate height heels - allowing user to run Smart sandals with firm support for the foot – allowing user to run and protecting the toes from potential injury	Sports trainers Leisure trainers Fabric trainers Excessively high heeled shoes or boots Ugg-style boots Sports sandals Unsecured sandals or flip flops Any shoe that does not hold the foot securely

Shalwar Kameez, Sari, Kurta and Shalwar	Underwear being revealed - be particularly aware of items showing either above trousers/skirt or when sitting/leaning across a desk when garments may become untucked
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This table is to be used as a guide and is not exhaustive.

### **Suitable Clothing for Physical Education:**

- All staff must change into suitable clothing and footwear for P.E. acting as role models for the students in what is appropriate to wear.
- For single lessons, staff must change their footwear in line with student expectation.
- For P.E. health and safety issues are paramount and override any other consideration and staff must be able to move freely without being hampered by unsuitable clothing or footwear.
- If a PE lesson is at the start of the day, the staff may arrive at school in the PE kit, but change footwear to indoor trainers
- If a PE lesson is in the afternoon, staff may change into PE kit at lunchtime and remain in them for the rest of the school day

Acceptable PE wear/accessories:

- Track suit or jogging bottoms
- T-shirt or polo shirt (no slogans)
- Sport jacket, fleece or sweatshirt
- Shorts of a suitable length and style
- All staff must wear footwear appropriate for the activity and not in breach of Health and Safety i.e trainers or plimsolls
- Hijab's, if worn, must be tied tightly to the head.
- If a shawl is worn, this must be secured tightly at the back and must not be loose at the front as this may impede assistance to pupils
- Long hair to be tied back
- During P.E. all jewellery should be removed other than simple wedding rings.
- However, for safety reasons, if they have sharp or protruding edges they should be taped.
- Stud earrings only are permitted, not hooped.

Swimming lessons:

- Appropriate attire should be worn for swimming.
- Swimsuit or swimming trunks covered by shorts and T-shirt
- Modesty swimwear including semi and full cover swimsuits, burqini, veilkini

### **Non uniform and dress up days:**

- The Headteacher may approve some non-uniform days each year
- Non uniform days should follow the ethos of the staff dress code with a 'casual' twist.
- Therefore denim, trainers, hoodies, t-shirts and fashion boots are acceptable on those days
- On 'themed' dress days such as 'Wear it Pink', the dress code is to be applied with the exception of the coloured or themed item/s.

**Nails, Body Art and Jewellery:**

- Nails should be short and smooth to allow safe physical interactions and physical interventions, including, where required, personal care or behavioural support
- This guidance applies equally to natural nails and nail extensions/overlays
- Tattoos and body art must be covered
- Piercings are a personal choice, but at work, no facial or tongue jewellery should be worn.
- Jewellery should be kept to a minimum and is always worn at the individual's own risk. Long earrings, necklaces, chains, etc. are discouraged. Care must be taken to ensure it does not cause a health and safety hazard and that jewellery cannot injure a student unintentionally. Ensure all jewellery is removed during P.E. sessions or any other physical activity, as per expectations of students.

**Additional notes:**

The Governing Body will be sympathetic to cultural and religious dress. However, it is crucial that staff meet our expectations of suitable clothing and footwear. Careful consideration has been given to freedom of thought, conscience and religion, and to race equality.

Members of staff, whilst being respectably dressed should not wear clothing that could have implications for the health and safety of themselves, or others in their care.

An important consideration is Health and Safety when teaching or in particular when assisting in PE lessons.

The clothing must not present a trip hazard or could catch on equipment or apparatus -for example a jilbab would not be considered suitable; a thobe (a shorter garment than a jilbab) would be more appropriate to wear for PE lessons.

**Staff have requested an example of an acceptable trainer-shoe and an unacceptable trainer-shoe:**

Example of acceptable trainer-shoe:	Example of unacceptable trainer-shoe:
	