

STAFF DRESS CODE

At Hollingworth Academy, we expect all pupils to follow the school uniform dress code to ensure a smart, professional environment. We believe that pupils are influenced by role models around them. All staff form an important part of that modelling process and as professionals, it is important that we provide the best example of appropriate clothing for the task in hand.

The Governing Body recognises that there may be a diversity of cultures and religions represented amongst the staff and will take a sensitive and respectful approach when this affects dress requirements. Priority will, however, be given to health and safety, the education and wellbeing of pupils and other similar considerations.

Our dress code is not gender specific and aims to advance equal opportunity between all staff. Our dress code will refer to staff in specific roles, which is for health and safety reasons.

The areas that underpin our dress code are:

- Safeguarding (to ensure our staff are protected and use the Safer Working Practice Guidelines).
- Health and Safety (to ensure we are all working in a safe environment, free from risks of accident and injury).
- Our appearance in a professional environment and being role models to our pupils.

The purpose of the dress code is to ensure that clear expectations and guidelines are set out for staff and volunteers in school.

ROLES AND RESPONSIBILITIES

- All members of staff and volunteers are expected to abide by this dress policy, as appropriate to their role in school.
- Final decisions about the appropriateness of dress in any individual case are ultimately at the discretion of the Headteacher.
- Any member of staff who has concerns about appropriate dress is expected to raise these initially with his/her line manager and vice versa.

GUIDELINES

- As part of safeguarding for staff and pupils, it is important that staff wear clothing that is:
 - Appropriate to their role and garments are suitable for the activity, e.g. 'moving and handling'.
 - Not likely to be viewed as offensive or revealing.
 - Absent from any sensitive or otherwise contentious slogans or symbols, which may distract, cause embarrassment or give rise to misunderstanding.
 - Not discriminatory.
- Suitable smart/professional clothing and footwear must be worn to work.
- All clothing must be appropriate for the task or role in school and not breach Health and Safety regulations.

During out of school visits, the dress code applies. However, if pupils are required to wear alternative clothing then the same will apply for staff.

Examples of suitable clothing are below:

- ✓ Smart trousers or suit.
- ✓ Smart skirt (nearer the knee than not).
- ✓ Smart dress (nearer the knee than not).
- ✓ Smart shirt with a tie.
- ✓ Thick leggings with a long tunic or dress.
- ✓ Jacket and/or smart sweater, top or cardigan.
- ✓ Smart shoes/boots.
- ✓ Shalwar/Churidar, Kameez/Kurta, Sari.

Please note the following items are not acceptable, in line with our Safer Working Practices:

- × Clothing should not be revealing/short.
- × See through garments.
- × Clothing with inappropriate lettering, pictures or slogans.
- × Denim items and jeans.
- × Excessively high heeled shoes or boots, Ugg style boots or open toed shoes/sandals/flip flops.

During extreme weather, consideration will be given to the staff dress code. For example, heatwaves during summer months.

TATTOOS, FACIAL PIERCING AND HAIR COLOURS

- Tattoos and body art have the potential to influence our pupils. We would ask staff and volunteers to be very mindful of this before coming to work with a tattoo/body art uncovered.
- Visible tattoos are unacceptable if they could reasonably be interpreted as discriminatory or offensive and/or indicate attitudes or views inconsistent with our ethos and values.
- Careful consideration will be given to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo. Keep this guidance in mind when deciding whether to have such a tattoo.
- Facial piercing also has the potential to influence pupils. Single stud facial piercings may be worn to work if the wearer deems them not to be at risk (for them and others) with their work practice. Facial piercings which are a health and safety risk (e.g. hoops or stretchers) are not acceptable and staff will be asked to remove them.
- Extreme and vivid hair colouring is not permitted. Do not dye it in conspicuously unnatural colours.
- Any member of staff that has a specific query about tattoos, body art, facial piercing or hair colours, must make an appointment to see the Headteacher.

JEWELLERY

Jewellery is worn at the individual's own risk. Care must be taken to ensure it does not cause a health and safety hazard and that jewellery cannot injure a pupil unintentionally. Ensure all jewellery is removed during PE sessions as per expectations of pupils.

NON-UNIFORM DAYS

Non-uniform days should follow the ethos of the dress code with a 'casual' twist. Therefore, denim, trainers, hoodies, t-shirts and fashion boots are acceptable.

SUITABLE CLOTHING FOR PRACTICAL SUBJECTS/ROLES

- Staff participating in practical activities (e.g. PE/Performing Arts) would wear clothing appropriate to the role.
- Staff working in practical subjects, such as Technology, are advised to wear suitable, protective clothing (in line with Health and Safety guidelines).

- Catering Staff should also ensure that they adhere to the standards set out in the Food Preparation and Personal Hygiene Policy.
- Hollingworth branded clothing for practical roles can be ordered via Heads of Department/Line Managers.

CULTURAL & RELIGIOUS DRESS

The Governing Body wish to 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, religion and 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 catch on equipment.

HEALTH RELATED REASONABLE ADJUSTMENTS

As a school, we are very accommodating with health related reasonable adjustments. If you have a medical condition that requires an adjustment to the dress code, please put the request in writing to the HR Manager. A meeting will be arranged to discuss your request and, where possible, adjustments made to ensure your health needs are met.

MONITORING

- We expect staff to take personal responsibility for dressing appropriately and, therefore, anticipate that intervention would rarely be required.
- Where clothing is very unsuitable (particularly if it is excessively revealing), the member of staff may be required to return home to change.
- Any concerns an employee may have about the dress code should be raised, initially, with their line manager.
- Exceptions may be granted in certain circumstances.
- Repeated infringements of the dress code, despite the provision of informal management advice, may be dealt with as a disciplinary matter in accordance with the school's disciplinary procedure.

POLICY INFORMATION

Created:	<p>The Hollingworth Academy Professional Appearance Policy was amended in January 2011 and updated in September 2017. The school recognised that the policy was outdated and sent a staff survey to collate feedback.</p> <p>The new staff dress code has been created in September 2019 and is a result of the staff feedback.</p> <p>The policy was sent out for consultation with the Governing Body, the unions and all staff in Autumn 2019.</p>
Created by:	Staffing Policy Committee
Implementation Date:	January 2020
Review Date:	January 2023
Review Body:	Professional Appearance Working Party (with representatives from both teaching and support staff). If you are interested in joining this working party, please contact HR.