

Christ the King Catholic Primary School



Making a difference by
Inspiring a love of life and learning
We build strong foundations within
God's loving hands

Staff Dress Code Policy

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Date approved by Full Governing Body	May 26	Chair of Governors	Angela Willian
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Review Date	May 27	Head teacher	Mary Mainwaring

Author/Person Responsible	Head Teacher – Mary Mainwaring
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Review Group	
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Chair of Committee Signature	Angela Willian

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices:	Staff Dress Code	DATE:	May 26
EIA CARRIED OUT BY	Mary Mainwaring	EIA APPROVED BY	Mary Mainwaring

Groups that may be affected:

Are there concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for a positive impact
Age (young people, the elderly; issues surrounding protection and welfare, recruitment, training, pay, promotion)		N/A
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		N/A
Gender reassignment (transsexual)		N/A
Marriage and civil partnership		N/A
Pregnancy and maternity		N/A
Racial groups (consider language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		N/A
Sex (male, female)		N/A

Introduction

This policy sets out the expectations of the school in relation to the dress code of staff.

We want to present a professional image to our children, parents and visitors at all times and expect staff to dress appropriately and smartly.

We should also have regard to health and safety considerations when determining our dress code.

Implementation of the Dress Code Policy

The policy is designed to guide all staff on the appropriate standards of dress and appearance.

The policy 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.

Staff

All staff are individually responsible for their general presentation, appearance and personal hygiene and have a responsibility to consider how their appearance may be perceived by others.

Staff are responsible for following the standards of uniform/dress and appearance laid down in this policy and should consider how this policy relates to their working environment, health and safety, particular role and duties and contact with others during the course of their employment.

The Governing Body recognises that there may be a diversity of cultures and religions represented amongst the staff of the school 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 well-being of pupils and other similar considerations.

Roles and Responsibilities

All members of staff are expected to abide by this dress code policy, as appropriate to the role that they perform.

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.

Compulsory

Identity badges must be worn and visible at all times when on duty or acting in official capacity representing the school.

What are the expectations for staff?

As part of safeguarding for staff and pupils it is important that staff wear clothing which is:

- appropriate to their role,
- is not likely to be viewed as offensive, revealing or sexually provocative,
- does not distract, cause embarrassment or give rise to misunderstanding,
- is absent from any political or otherwise contentious slogans,
- is not discriminatory

Suitable smart clothing and footwear must be worn to work.

Appropriate clothing should be worn for the occasion e.g.

- Wearing clothing such as track suits/sports leggings for staff who are taking PE lessons that day or changing into sports clothing before P.E. and back into 'professional' dress afterwards. (all shorts must be below the knee) At CTK, you are able to wear your PE kit all day if you wish except on School events with our school community in the evening.
- Suitable garments for the activity e.g. if you are sitting on the floor/crawling around outside etc decide whether trousers are more appropriate than a skirt.
- If you are attending an educational visit, ensure appropriate wet weather garments are taken
- Shoulders should be covered and women should refrain from wearing low cut tops or high hem lines.
- If skirts are worn then they need to be no shorter than just above the knee, unless tights or leggings are worn underneath.
- Shoes or boots should be smart and heel height should not exceed 3 inches for health and safety reasons.

Tattoos/Body Art - must be covered as much as possible. Any offensive tattoos should be covered

Jewellery - if jewellery is worn, please ensure it does not cause a health and safety hazard (i.e. being caught/grabbed etc.)

- Facial (except ear piercings) and other piercings are to be removed during the school day.
- Ensure all jewellery is removed during P.E. sessions if it can be a health and safety hazard

The following items of clothing are not acceptable:

- See through garments. Please be particularly aware during summer months when items are thinner.
- Low cut tops. Please be particularly aware if you are likely to be bending in front of pupils (during first aid, talking to pupils sitting on the floor) leaning across a table.
- Crop tops (i.e. any midriff showing). Please be particularly aware if you are sitting on stools when garments may become untucked, or you are leaning across a desk.
- Underwear being revealed. Please be particularly aware of items showing above trousers etc if low waisted trousers are worn
- Shorts (unless tailored to the knee). Shorts such as denim, spandex/lycra, cycling shorts are not acceptable.
- Blue denim jeans.(Denim jackets are allowed)
- Leggings with short tops.
- Skirts & dresses which are too short (the length should be below the knees unless wearing tights)
- Flip flops or slide on sandals (plastic beach style and crocs unless medically advised)

Health and Safety

- Clothing should be practical for the tasks undertaken. For instance, in PE lessons more flexibility will be needed within clothing, in order to demonstrate teaching points effectively. This will also be true when working with the younger children, as it is often necessary to kneel or sit on the floor. ·
- Stiletto high heels must not be worn, due to the danger of stepping on children's fingers.
- Jewellery should not present a risk to the wearer, e.g. strong chains or drop earrings that can be grabbed and pulled by children. Sharp items such as rings and brooches should be avoided as they may present a risk to children. ·
- Hair should be covered for cooking activities. ·
- Staff need to be able to respond rapidly in an emergency, and tight or restrictive clothing, which reduces this capability, is inappropriate. ·
- Flip-flops footwear is not acceptable.

- Staff members may wear smart open-toed sandals, although at their own risk to their toes.
- Clothing with large logos, political symbols or contentious slogans.
- Staff should wear clothing appropriate to their work area. If you are supplied with a uniform or overalls for your role within the school, then you must wear these whilst carrying out your duties. This will include work in the kitchens or on a school trip.

Education Visits and Residential

- Specific clothing may be appropriate for trips. For instance, on wet or muddy field trips, wellington boots may be the most suitable clothing. In these circumstances, it may also be more appropriate to wear more casual or older clothing than at other times.
- There are times when the Dress Code may be relaxed for specific school-based events or educational visits and staff will be notified accordingly.

Overall

Staff are in a position of responsibility and trust and therefore they must be attired to appropriately meet safeguarding procedures, both to protect the children and to protect themselves. The dress code rules can be relaxed to suit the occasion, when staff are going off-site. For example, blue jeans may be worn on day visits/training days/non-school uniform day/ World Book Day and suitable clothing for end of term events, if they are most appropriate. However, safeguarding considerations must still apply.

All staff are asked to respect and follow the Dress Code at all times and assist one another as appropriate. Line managers will raise concerns with staff members as and when necessary.

We appreciate that the Dress Code might not suit all tastes but feel that our school environment and the safety of our staff make having one a necessity.