

	POLICY TITLE:	Staff Dress Code
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Director of Finance & Operations Finance, Personnel, Strategy & Risk Audit sub-committee
Date Approved by Governing Body:		August 2022
Date of Last Review:		Term 6 2021/22
Next Review Due:		Term 6 2022/23

Staff Dress Code from September 2022

Kingsmead School wishes to promote a professional image to students, parents/carers, and members of the public. A person's dress and appearance are matters of personal choice and some individuals will wish to exercise their own cultural customs, however, it is important as staff we model the behaviour and standard of dress we wish students to follow.

This Policy is underpinned by a number of principles:

- All members of staff will take a sensible and safe approach to dress and appearance and personal hygiene;
- Every member of staff will be responsible for promoting a professional and positive image of Kingsmead School. Dress style and appearance, for example make up, hair and jewellery, should reflect our requirements of students;
- Clothing and appearance will not deliberately cause offence to people who come into contact with, or use, the school services. Clothing should be non-offensive and contain no provocative logos or remarks which are inappropriate or likely to give offence to others;
- Clothing should be worn appropriately for the tasks being undertaken and could vary if an employee is involved in alternative activities, such as an external visit, sport or school event;
- Staff exposed to extreme weather conditions during work based activities should adhere to the HSE guidance;
- Clothing for particular purposes should be worn in accordance with the relevant health and safety and hygiene requirements related to the activities they are involved in.

These are our expectations:

- Staff lanyards must be worn at all times when on site. Staff members using machine tools may substitute a lanyard for a visible ID card on a pulley attached to their belt.

- As a general guideline, staff should adopt a 'dress for the office' standard of dress. Clothing must be neat, in a good state of repair and appropriate to an individual's role. Inappropriate dress includes: denim; clothing with obvious slogans; clothing which exposes the midriff, underwear or cleavage; tops with spaghetti straps; t-shirts; "hoodies"; excessively short skirts, shorts and leggings.
- Although it may not be appropriate that all male staff wear shirts and ties, those in non-practical classroom situations should do so.
- Footwear should be smart, presentable and secure on the feet. Flip flops or strapless sandals are not acceptable for health and safety reasons.
- Jewellery must not compromise health and safety in relation to activities undertaken. Facial piercings are not permitted except for one very discreet nose stud.
- Tattoos wherever possible should be covered up whilst at work.

It is recognised that some activities require the wearing of tracksuits or shorts with trainers. However, it is expected that staff will revert to normal clothing once the activity is completed. It is acknowledged that there are some areas of work where, due to the continuous nature of the activity, appropriate sport attire is acceptable, e.g. PE staff.

All staff are individually responsible for their general presentation, appearance and personal hygiene, and have a responsibility to consider how others may perceive their appearance. Staff are responsible for following the standards of uniform/dress and appearance as laid down in this policy and should understand how the dress code relates to their working environment, health and safety, their specific role and duties and their contact with others during their employment.