



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

The dress code is necessary in order to:

- Convey a professional image of the federation and individual;
- Role-modelling to the young people
- Demonstrating the need to set, and adhere to, standards
- Have regard to health and safety considerations for staff;
- Have regard to safeguarding considerations

The federation considers the way staff dress and their appearance is of significant importance in portraying a professional image to all users of its services, whether students, parents, governors, visitors, colleagues, or other agencies. This policy applies wherever or whenever anyone is working as a federation representative.

The policy applies to all staff groups.

The dress code policy is designed to guide managers and staff on the school standards of dress and appearance. The appearance of all staff must be professional at all times both within the workplace and when representing the school at different venues.

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.

The federation recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. Risk assessments will take place as appropriate.

All staff will be supplied with a federation identity security badge that should be worn and visible at all times when outside the premises on school business and should only be removed for safety reasons. Staff working within the community must carry their school ID badges with them at all times. It is the responsibility of the member of staff to inform their manager if their ID badge is lost/stolen or if details on the badge need altering eg, for a name change.

Responsibilities

Employees

The governing body provide three polo shirts and either a fleece jacket or jumper for all staff. The governing body will replace these when they become worn or are damaged through work practices. Employees are able to purchase additional uniform should they wish from the federation supplier. Employees 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. This means that staff should 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 of any political or otherwise contentious slogans;

- Is not considered to be discriminatory and is culturally sensitive;
- Does not place themselves or others at risk.

Employees are responsible for following the standards of dress and appearance laid down in this policy and must understand how this policy relates to their working environment, health and safety, particular roles and duties and contact with others during the course of their employment.

Federation Leaders

Leaders are responsible for ensuring the policy and dress code is adhered to at all times in respect of the staff they manage. Leaders must also ensure that all new members of staff are aware of the required standards of this policy during the induction process. Failure to adhere to the federations standards of dress and appearance may constitute misconduct and result in formal disciplinary proceedings.

Dress Code

Acceptable Clothing

Examples of acceptable clothing in line with role and duties includes a combination of:-

- LWF polo shirts and fleece jackets/jumper
- Plain long or short sleeved t shirts worn under polo shirts.
- Appropriate length skirts (ie knee length);
- Smart/casual trousers, which can include, black or navy denim trousers

Non-acceptable Clothing

- Mini-skirts;
- Leisure shorts unless used for PE/games or other associated social activities;
- Combat/camouflage clothing;
- Pale blue denim jeans/faded/fashion jeans, including distressed, ripped, frayed, with studs and alike
- Tracksuits/sports wear except for PE and associated social activity;
- Clothing that is dirty or with tears, holes and rips;
- Finger nails that could present a hazard;
- Badges or emblems which may cause offence;
- Items of clothing bearing logos, slogans or graphics, which could cause offence or are deemed inappropriate to the setting;
- Indoor wearing of baseball caps/hats;
- High heeled stiletto shoes, beach flip flops (as a moving and handling risk);
- Items which restrict movement and which can easily snag on equipment during manual handling manoeuvres eg, loose pockets, large buttons etc;
- Jewellery that could present a hazard;
- Necklaces, scarves (including around head/neck) or metal chains if a dangerous situation occurs or is likely;
- Underwear should not be worn in a revealing manner.

Expectations

It is recognised that there may be specific occasions where the usual dress code may not be appropriate eg, residential/outdoor/adventure visits. In these instances, guidance will be provided so that both student and adult dress codes are in line.

In accordance with current practice, the dress code may be relaxed on training days when students are not present. This is at the discretion of the headteacher.

Compensation for damage to personal clothing etc

Staff are required to adopt a common sense approach with regard to the clothing, jewellery, glasses etc that they wear to work in terms of expense. Staff must ensure that articles are appropriate to the type of work that they carry out and also be mindful of any potential for damage to/loss of personal property which may arise as a result of carrying out their duties. The school discourages staff from coming to work in overly expensive or 'designer' items and where employees choose to do so and subsequently make a claim for damage to/loss of such items, the governors reserve the right to impose an upper limit of the amount of compensation it reimburses.

Footwear

Footwear must be safe, sensible, in good order, smart and clean and have regard to health and safety considerations. Employees need to be aware that in an emergency situation, they may be required to move swiftly. Therefore, by wearing open-toed or open-backed types of footwear, they may put themselves at risk of injury. In such event, the federation will take no responsibility for any injuries thus incurred.

Certain jobs may require staff to wear protective footwear. These staff must wear the correct footwear for undertaking their work and if staff are uncertain they must check with their line manager.

Tattoos

Where present, these must not be offensive to others. Where they are deemed to be offensive or inappropriate they must be appropriately covered.

Jewellery and piercing

Jewellery/piercings must be discreet and appropriate and must not be a health and safety hazard. Jewellery/piercings must be removed where they are a risk to health and safety or where their appearance may be inappropriate in school.

If, in the environment, any items of jewellery creates the potential for an act of violence or the possibility for entanglement (eg, large hoops in earlobes, large rings, necklaces, tongue piercing) must be removed whilst on duty. Rings which protrude from the finger should not be worn when in situations involving contact with a student or when assisting with an activity as part of a student's daily living (eg, assisting with personal hygiene), as they may cause harm to a student.

In PE, jewellery should be removed, covered or taped up.

This policy was agreed and adopted by the governors with effect from October 2014.

Monitoring and review

Lea Mason, Executive Headteacher, is responsible for monitoring and reviewing this policy. It is due for review in October 2015.

Approval

This policy was agreed by the Board of Governors on: 7 October 2014

Signed:

Chair of Governors

Date: