

Title

Adult Dress Code

Associated Policies

- Student Dress (TPO/STU/07)

REVIEWED: SEPTEMBER 2016

NEXT REVIEW: SEPTEMBER 2019

1. Policy Statement

- 1.1 All employees in the Academy, in carrying out their duties will have contact with students, parents, official visitors and/or members of the public. All employees are therefore required to be neat, clean, tidy and well-groomed whilst at work, whether working on the Academy's premises or elsewhere. Adult dress should, under no circumstances, detract from student learning, but should be used as an important means of creating positive role models.
- 1.2 This Policy does not form part of any employee's contract of employment and is entirely non-contractual. It may be amended, withdrawn, suspended or departed from at the discretion of the Trust.

2. Who does this policy apply to?

- 2.1 This policy applies to all Academy staff.

3. Who is responsible for carrying out this policy?

- 3.1 All managers are responsible for ensuring the Adult Dress Code is adhered to at all times by the staff that they line manage. It is expected that staff will adhere to the Code and, where appropriate, will wear specific clothing provided for their post.
- 3.2 The implementation of this policy will be monitored by the Senior Leadership Team and the governors of the Academy and will remain under constant review by Brooke Weston Trust.

4. What are the principles behind this policy?

- 4.1 The Academy considers the way employees dress and their appearance of significant importance in portraying a professional image to all users of its service, whether students, visitors, parents or colleagues. This is particularly important because the Academy considers all its employees to have an important contribution to make as role models to its students who are themselves required to adhere to a strict uniform policy. It is also important to ensure that employees are safe and dressed appropriately depending on the nature of their job.
- 4.2 The Academy recognises the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress and uniform requirements.
- 4.3 The Adult Dress Code is designed to guide managers and employees on the standards of dress and appearance. The Code is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff should use common sense in adhering to the principles underpinning the policy.
- 4.4 The Academy will not be discriminatory in respect of the protected characteristics in the Equality Act 2010 for age, disability, gender reassignment, religion or belief, sex, or sexual orientation.

5. Procedures (Standards)

- 5.1 When attending the Academy during term time; either during contracted hours or when visiting for other purposes, both male and female employees are required to dress in a professional manner.
- 5.2 Except on those occasions specifically stated by the Principal, female employees are required to wear tailored skirts, dresses, trousers or suits. Dresses and skirts must be of reasonable length and tops and blouses must be smart and not revealing.

- 5.3 Except on those occasions specifically stated by the Principal, male employees must wear a shirt and tie with tailored trousers or suits.
- 5.4 The Academy will not discriminate against employees who wear articles of clothing that manifest their religious faith. The Academy will liaise with employees on an individual basis to allow them to manifest their faith in a way that does not conflict with the standards of dress, or health and safety requirements.
- 5.5 In addition, where the Academy provides an item or items of uniform to enable the employee to more appropriately carry out his/her duties, this must be worn at all times whilst on duty.
- 5.6 Hair should be neat and tidy. Headgear worn for religious purposes is permitted.
- 5.7 Employees who wear facial coverings for religious reasons are expected to remove them whilst on duty in order to ensure that the member of staff is identifiable.
- 5.8 Any jewellery worn by staff should not be excessive or a health and safety hazard.
- 5.9 Earrings may be worn but no other jewellery worn through body piercing should be visible, with the exception of religious requirements.
- 5.10 Personal adornment of all descriptions should be kept to a minimum to reflect the professional, business-like ethos of the Academy.
- 5.11 Any tattoos should not be visible to others whilst on duty.
- 5.12 Certain items are not permitted at work under any circumstances, except on those occasions specifically stated by the Principal, examples of such are given below:
 - Jeans or scruffy/torn trousers
 - Combat trousers or chinos
 - Shorts or cropped trousers
 - Casual sports clothing (for example tracksuits and football shirts)
 - Sweatshirts or T-shirts bearing slogans or symbols
 - Trainers and flip-flops
 - Vest tops, camisoles or strapless tops
 - Overly tight or revealing clothes, including mini-skirts, excessively low-cut tops or garments revealing the midriff
- 5.13 Any employee whose job involves working with machinery, chemicals or working with food must adhere to the requirements of current health and safety and hygiene legislation.
- 5.14 In serious cases, where in the opinion of the Principal an employee's appearance is unacceptable, the employee may be required to return home to change. In these circumstances, the employee may not be paid for the duration of his/her absence from work.
- 5.15 Any employee who persistently disregards these rules will be subject to disciplinary action.

6. Policy Review

- 6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.