

# Dress Code

For Staff

## Shooters Hill Sixth Form College HR Review September 2016

Adopted and ratified by the Governing Body on:	<b>September 2016</b>
Review Date:	<b>September 2020</b>
Accountability:	<b>Governing Body</b>
Responsibility:	<b>Governing Body</b>

## Dress Code Policy

### Policy content

<i>Purpose</i> .....	4
<i>Appearance</i> .....	4
<i>Religious and cultural dress</i> .....	5
<i>Implementing and review</i> .....	5
<i>Appendix A: Glossary and Status of the Policy and Guidance</i> .....	6

## 1. Purpose

At Shooters Hills Sixth Form College, we encourage everyone to maintain an appropriate standard of dress and personal appearance at work and to conduct themselves in a professional manner. The purpose of our dress code is to establish basic guidelines on appropriate clothing and appearance at our workplace, so that we:

- promote a positive image and staff look professional;
- respect religious, racial and gender-specific clothing requirements and those of staff with disabilities where possible;
- take account of health and safety requirements; and
- help staff decide what clothing is appropriate to wear to work.

Different departments may have specific requirements that result in particular clothing demands, for example, because their work raises health and safety risks. We recognise that staff in the learning support department work across a range of disciplines with our most vulnerable students and need to dress according to the demands of the curriculum. It is important that all staff dress in a manner appropriate to their working environment and the type of work they do.

We expect staff to take a common sense approach to the dress code. Any enquiries regarding the operation of our dress code (including whether an article of clothing is suitable to wear to work) should be made to their line manager or the HR representative.

## 2. Appearance

- While working for us you represent us with students, parents and the public. Your appearance contributes to our reputation and the development of our business. It is important that you appear clean and smart at all times when at work.
- All members of staff are supplied with an identity badge that must be worn and visible at all times when you are at work.
- With the exception of PE teachers, staff should not wear casual or gym wear to work. This includes track suits, sweat-shirts, casual or sports t-shirts or shorts, combat trousers and jogging bottoms.
- Clothing should not be dirty, frayed or torn. Tops should not carry wording or pictures that might be offensive or cause damage to our reputation. It is inappropriate to wear clothing such as cut-off shorts, crop tops, see through material or clothes that expose areas of the body normally covered at work.
- Footwear must be safe and clean and take account of health and safety considerations. Heels higher than 3.5 inches and flip-flops are not acceptable.

- Where we provide safety clothing and equipment, including protective footwear, it should be worn or used as appropriate and directed.
- Staff should not wear excessive or unconventional clothing or jewellery that could present a health and safety risk.
- A professional appearance must be maintained at all times.

### **3. Religious and cultural dress**

- Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps, turbans and Hijabs) unless it breaches this policy or compromises the health and safety of the wearer, their colleagues or any other person.
- Where necessary the Director of HR or their HR representative can disseminate appropriate information explaining cultural dress and customs.
- Priority is at all times given to health and safety requirements. Where necessary, advice will be taken from our Health and Safety Officer

### **4. Implementing and review**

- Managers are responsible for ensuring that staff observe the standards set by this dress code.
- Failure to comply with the dress code may result in action under our Disciplinary Procedure.
- In serious cases where an employee's appearance is in the Principal's view unacceptable the employee may be required to return home to change. In these circumstances the employee will not be paid for the duration of his/her absence from work.
- Staff working during holiday periods may wear appropriate casual clothing.
- We will review the dress code periodically to ensure that it meets our demands, in particular with regard to health and safety of our staff and all those they deal with.

## APPENDIX A

### Glossary and Status of the Policy and Guidance

#### Glossary

Throughout this policy and guidance (where applicable), the terms shown below will have, or include, the following meanings:

- **Principal** includes Headteachers where these are in post;
- **Vice-Principal** includes Deputy Headteachers where these are in post;
- **Department** refers to the Department for Education and/or its predecessors and successors;
- **Line Manager** includes any members of teaching and support staff with management responsibility for other staff.

#### Status

This policy and/or guidance does not form part of any employee's contract of employment, unless otherwise stated, and it may be amended at any time.