

# Newington Community Primary School



## Staff Dress Code

2023-2025

<b>Amended:</b>	Term 1 2023
<b>Updated by:</b>	Hannah Tudor
<b>Approved by the Governing Body:</b>	
<b>Signed:</b>	(Chair of Governors)
<b>Review:</b>	Term 1 2025

## **1. General Principles**

The way staff dress and their appearance is of significant importance in portraying a professional image to all members of the school's community and being a positive role model to students.

This policy establishes the position of Newington Community Primary School regarding standards of dress and appearance for all staff including those with temporary contracts and agency workers. It is not meant to detail every eventuality and it is the responsibility of individuals to decide whether their appearance is appropriate as guided by the principles below.

### **Policy Principles**

This policy is underpinned by a number of principles:

- All members of staff will take a sensible and safe approach to dress, appearance and personal hygiene;
- Every member of staff will be responsible for promoting a professional and positive image of Newington Community Primary School.
- Clothing and appearance will not deliberately cause offence to people who come into contact with, or use, the school's services. Clothing should be non-offensive and contain no provocative logos or remarks which are inappropriate or likely to cause 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 guidance set out in the school's Health and Safety information.

### **Dress Code**

**School lanyards must be worn by all staff at all times.**

### **Acceptable Clothing**

Examples of acceptable clothing include a combination of;

Appropriate length skirts (i.e. knee length) or trousers

Blouses/shirts (long or short sleeve)

Smart plain T-shirts/polo shirts

Jumpers, jackets, dresses, business suits, ties

**Ambition, Achievement, Aspiration**

Knee length shorts

### **Non-acceptable Clothing**

Denim

Mini-skirts

Lycra cycling shorts unless for PE or sports

Leisure shorts unless for PE or sports

Tracksuits unless for PE or sports

Trainers unless for PE or sports

See through clothing (that exposes underwear)

Clothing with tears, holes and rips or that is not clean

Low cut T-Shirts or blouses

Crop tops

Offensive badges, emblems or logos on clothes

Indoor wearing of baseball caps

Underwear should not be visible at any time

This dress code will be relaxed for staff INSET days and school trips at the discretion of the Headteacher. When this dress code is relaxed, staff must continue to consider their own safety and avoid dressing in any way that could cause offence to others.

### **Footwear**

Footwear must be safe, sensible, in good repair, smart and clean. Staff should have regard to health and safety considerations as in an emergency situation, they may be required to move swiftly. School will accept no responsibility for injuries incurred as a result of staff wearing inappropriate footwear.

Certain roles may require staff to wear protective footwear. These staff must wear the appropriate footwear and if they are uncertain they should seek guidance from their Line Manager.

### **Tattoos**

Visible tattoos must not be offensive to others. Where they are deemed to be offensive or inappropriate they must be appropriately covered at all times.

### **Jewellery and Piercing**

Jewellery 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.

### **Religious Dress**

Religious dress is permitted subject to health and safety and communication considerations. The Hijaab if worn, must allow the wearers face to be visible in order to facilitate communication with the students and other staff and governors and to ensure that employees are identifiable.

### **Public Sector Equality Duty (PSED)**

The Equality Act 2010 aims to ensure that people have equality of opportunity in accessing and experiencing public services. School will have regard to the following: •

Eliminating discrimination; •

Advancing equality of opportunity and •

Fostering good relations across all characteristics.

School will not discriminate against staff on grounds of disability, gender, race, religion or belief, sex and sexual orientation, gender reassignment or pregnancy. This dress code has been developed with the PSED in mind and school will be mindful of members of staffs protected characteristics when applying and interpreting this dress code.

### **Review**

This dress code will be reviewed on a bi- annual basis and sooner if necessary due to changing legislation.