

Aspirations Academies Trust Staff Dress Code

Status: Recommended

Rationale

It is important that the image projected by all staff at Aspirations Academies reflects the high expectations of the organisation. We understand and value the public's perception of us as mentors and role models for pupils and colleagues.

We need to be mindful that although there is a difference in circumstances, pupils and colleagues will always compare what staff are wearing with what they are expected to wear. Consistent standards of professional attire help set a purposeful and business-like atmosphere.

Purpose

The purpose of this dress code is to:

- Present a professional and positive image of our organisation;
- Avoid unintentional injury to staff or pupils;
- Avoid giving offence to people of different cultures or beliefs;
- Present positive role models for pupils and colleagues;
- Ensure that staff dress is such that it inspires the confidence of parents, visitors and the wider community;
- Contribute to the highest standards of health and safety suitable for the environment in which we choose to work.

General Principles

All staff must abide by the dress code and dress appropriately for their particular role

Clothing must be clean and in a good state of repair.

The Principal/Managing Director has the final say on whether clothing and appearance is acceptable. If a staff member's clothing or appearance is not deemed as appropriate, the Principal/Managing Director or other member of leadership will have a discrete conversation with the person concerned to address the issue, in the first instance

On school trips or other visits to different sites, where normal professional dress would be inappropriate, staff should still remember they are representing the Trust and acting as role models and ambassadors for the organisation. On such occasions the dress code relaxes, but there are some expectations that continue to apply. For example, T-shirts with inappropriate slogans or images; clothing that is in any way revealing; excessive jewellery or make up would be inappropriate.

The formal dress code will be expected on all working days, including INSET days.

Expectations

Staff should dress smartly at all times during the working day; business clothing is the best guide; casual clothing must be avoided. Staff should wear their identity lanyards at all times if working in a general classroom situation or undertaking a 'normal' working day based in an academy or office. If staff are working in a situation where the

lanyard would constitute a risk to health and safety, it is for them to make a professional judgement as to the safest place to have their identity badge.

Clothing

A suit or smart trousers with a jacket and a collared shirt with tie. The tie should be worn correctly. In some situations, a tie may present a safety risk and so should be removed for such activities. Jackets may be removed when teaching as long as the same consideration is applied to pupils re their blazer.

A smart skirt/trousers/dress and blouse or other smart top as appropriate. A jacket should also be worn. Again the jacket may be removed when teaching in the same way as above. Skirts and dresses must be of an appropriate length and this is at the Principal's/Managing Director's discretion.

Footwear

Footwear that is appropriate and safe for walking around the school premises is vital. Shoes that are open or have excessively high heels may make some situations awkward or dangerous. All staff members are responsible for ensuring their footwear does not prevent them from carrying out their teaching duties or business activities in a safe and effective way. This might include, for example, dealing with an incident on the other side of the school field when on duty at break time.

Other items

Hair should be neat and tidy

Visible tattoos are discouraged and must be discreet.

Jewellery and make up should be discreet; no body piercings, other than earrings in each ear to be visible.

Hijabs covering head and shoulders may be worn and should be suitable for the work environment. The face should not be covered as this may interfere with the clear communication required by adults in a school environment.

Exceptions

The exception to the descriptions above is where a staff team have agreed a "uniform" for the role they undertake on site. Eg PE staff, catering staff, cleaners etc. These uniforms have been agreed to allow safe and effective working where the clothing described above may not be appropriate.

During holiday periods the staff dress code for those on full time contracts still applies as there may be visitors or pupils on site at any point and when we are on the school or other Trust site we are representing the Trust at all times.

Staff Dress Code**Supporting guidance on appropriate dress.****Restrictions**

The following may be helpful in clarifying what is and what is not appropriate. It is not acceptable to wear:

Denim or jean-styled trousers of any colour

Leather

Combat or cargo trousers

Leisure or sportswear (except for PE)

Trainers (except for PE)

Leggings or shorts (except for PE)

Clothing that is revealing, excessively tight or made of sheer fabric exposing underwear (this can be avoided by wearing appropriate clothing under the fabric)

Women's tops that are strappy (ie have spaghetti/shoestring type straps) or strapless

Clothes that are excessively worn or faded

Clothes with rips or tears

Hats (inside the building)

Casual T-shirts

Equality and Diversity

Aspirations Academies Trust recognises and values the diversity of cultures, religions and disabilities of its employees and will take a sensitive approach when this affects dress requirements.

Government guidance issued in May 2018 confirms that dress policies for men and women do not have to be identical, but standards imposed should be equivalent.*

* Source: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/709535/dress-code-guidance-may2018-2.pdf

Other useful articles

- <http://www.acas.org.uk/index.aspx?articleid+4953>