



Dress Code Guidelines

Version 1.2

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POLICY STATEMENT

The Trust's vision is seeking excellence through inspirational leadership, teamwork, innovation and challenge and we work to ensure that all of us achieve our best. Our values are:

- Working together for students
- Generating ideas and sharing outstanding practice
- Promoting independence and interdependence
- Encouraging questioning, feedback and challenge

The Trust has four guiding principles:

- Believe in the team
- Focus on learners to drive decisions
- Keep it simple, do it right
- See it, own it, make it happen

1. SCOPE

These guidelines apply to all staff employed by The Education Alliance and others working in the Trust.

2. ROLES AND RESPONSIBILITIES

The **Trust Board** is responsible for ensuring these guidelines are applied fairly and consistently across the Trust, monitoring the effectiveness of these guidelines.

The **CEO and Executive Principal** are responsible for ensuring that staff and others adhere to these guidelines.

The **Human Resources Department** is responsible for ensuring that all employees are aware of these guidelines. The team will also ensure that these guidelines are implemented fairly and consistently.

Leaders and managers must ensure they implement these guidelines fairly and equitably, seeking guidance, clarification and support as and when required.

All **employees and others working in the Trust** must adhere to these guidelines.

3. EQUALITY AND DIVERSITY

The Education Alliance is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

4. GENERAL PRINCIPLES

The Dress Code Guidelines are designed to provide clarity of expectations for managers and staff on the Trust standards of dress and appearance. Employees must ensure their appearance remains professional at all times both within the workplace and when representing the Trust at differing venues.

The guidelines are not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use make professional judgements to ensure they adhere to

the principles underpinning these guidelines, seeking advice from their line manager and/or HR where appropriate.

The Trust recognises and values the diversity of its staff and will take a sensitive approach when protected characteristics, such as disability, religion or belief affects dress requirements. Priority must be given to health and safety and security considerations and advice can be sought from line managers, Premises Managers and the HR Department. Risk Assessments will take place as appropriate.

All staff will be supplied with a school identity security badge that should be worn and visible at all times. Staff working within the community must carry their school I.D.badges with them at all times. It is the responsibility of the member of staff to inform their manager if their I.D. badge is lost or stolen and arrange for a replacement badge.

5. Dress

Staff are individually responsible for their general presentation, appearance and personal hygiene and they should consider how their appearance may be perceived by others. This guidance is written within the context of an educational establishment and staff are advised to wear clothing, which is appropriate to their role, and the school environment, which is not likely to be viewed as offensive or revealing and portrays a professional image.

6. STAFF REQUIRED TO WEAR A UNIFORM AND/OR PPE

Staff who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by their manager. Uniforms must always be clean and worn in a presentable fashion. The uniforms issued must not be altered in any way without express permission.

Where uniforms are issued by the school/Trust, they remain the property of the school/Trust. Staff must take responsibility to ensure that good care is taken of them, and return any uniforms issued when their employment with the organisation ceases.

Staff who occupy roles that require protective clothing (e.g. hard hats, masks and gloves) are required to wear this clothing while carrying out their duties whenever required by law or by the Trust policies and procedures.

In addition, any staff member whose job requires them to use personal protective equipment must adhere to those requirements for health, safety and hygiene purposes.

7. TATTOOS

Where visible tattoos are present, they must not be offensive to others or inappropriate to the school environment. Where they are deemed potentially offensive or inappropriate, they must be appropriately covered if possible.

8. JEWELLERY AND PIERCINGS

Jewellery and piercings must be discreet and must not present a Health and safety hazard. Jewellery and piercing must be removed before going on duty where they present a risk to health and safety or where their appearance may be inappropriate in school.

9. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE GUIDLINES

Effectiveness and compliance of this procedure will be monitored on an annual basis.

10. REVIEW

This Policy and Procedure will be reviewed every two years with recognised trade unions at local secretary level.