



Hanson Policy for School Staff

Professional Principles and Staff Dress Code

Hanson has adopted the PACT HR recommended model dress code

Approved by the governing body: March 2018

To be reviewed: March 2019

Signed on behalf of the governing body: _____

PROFESSIONAL PRINCIPLES POLICY

1. Introduction

1.1. We expect all members of staff and governors to conduct themselves at all times in a professional manner. All members of staff should be good role models for our students.

1.2. Matters relating to the school and students should be treated in an appropriately discreet and confidential way. Parents/carers and students will only respect us if we ourselves respect one another's personal and professional integrity.

1.3. This policy has been developed with due regard to the following statutory legislation

- Working Together to Safeguard Children (DfE 2015)
- Keeping Children Safe in Education (DfE 2016)
- Equalities Act 2010
- Teachers Standards 2012

2. Professional principles

2.1. All members of staff should observe the following:

- Treat students with dignity and respect. Insist also that students do likewise in their relationships with you and their fellow students.
- Observe official school times. Be punctual to school and meetings. Be prompt to lessons and never dismiss a class early. Being prompt ourselves will set good standards for students. Insist that they also keep good time.
- All members of staff have an equal obligation to ensure good standards of conduct are maintained throughout the School. Insist on the common courtesies and help to supervise movement around the School. No incidence of unacceptable behaviour should be overlooked. It is in everyone's interest that students know that civilised behaviour is not optional.
- Never allow a student to leave your lesson without recording the time at which they left the room and the reason for so doing in their Student Planner.

- The standards of dress agreed by the School are described on both the website and Student Planner, so both parents/carers and students know what we expect. It is the responsibility of all of us to insist on these standards, for if colleagues have different standards we shall undoubtedly make problems for ourselves.
- Similarly, it is important that members of staff dress professionally. Items of clothing which are overly casual (e.g. vest tops, flip flop sandals) are not appropriate when we insist on students having high standards of dress. See Staff dress code below.

2.2. If all colleagues take their equal responsibility for following the above procedures, students will find that the School operates within a consistent and fair framework, which should help its smooth-running. Students soon spot inconsistencies and can become resentful at what they see as different standards.

2.3. As has been agreed many times, in seeking to raise and maintain high standards we must always seek situations in which praise can be used, rather than just react to unacceptable conduct.

STAFF DRESS CODE POLICY

3. Introduction

3.1. The Teaching profession is a formal and professional vocation that encompasses both teaching and support staff. A staff dress code should reflect expected professional standards as it is important that all school staff project a professional image to students, parents and other stakeholders. This dress code reflects the high expectations of the school in terms of teaching and learning, behaviour and student uniform. The image of ourselves which we present to students, parents/carers, colleagues and anyone else we may meet in the course of our working day is very important as we represent not only ourselves but the image of the School and our profession. Please remember the broad cultural diversity of the School and the varied professional demands this makes upon us. This guidance sets out the expectations of the school in relation to dress code. The dress code is necessary in order to:-

- Convey a professional image of both the school and the individual;
- Have due regard to health and safety considerations for staff;
- Ensure staff and pupil dress codes are in-line with the school policy.

3.2. The school considers the way staff dress and their appearance is of significant importance in portraying a professional image to all users of its services, whether pupils, parents, governors, visitors, colleagues and other agencies.

4. Implementation of the Dress Code

4.1. This dress code is designed to guide managers and staff on the school standards of dress and appearance. School expectations are that appearance should be professional at all times both when in school and also when acting as a representative of the school at external venues.

4.2. This dress code is not exhaustive in defining acceptable and unacceptable standards of dress and appearance and staff must use common sense in adhering to the principles underpinning the dress code.

4.3. The school recognises the diversity of cultures, religions and disabilities of its staff and will take a sensitive approach when this affects dress requirements. However, priority will be given to health and safety and security considerations. Risk Assessments will take place as appropriate.

5. Maintain a Professional Image

5.1. In order to maintain a professional appearance which conveys and supports our School aims, all staff based on site, or visiting sites, are asked to adhere to the following:

- Wear the staff ID badge for the purpose of identification and security.
- Wear smart business dress. Jackets are optional for members of staff.
- Consider their own health and safety when wearing items that could put them at risk of injury (e.g. large earrings/high heels).
- Some colleagues work in specialist areas which require specific or protective clothing e.g. P.E., technicians, practical subjects etc. These colleagues should wear business dress when meeting parents/carers.
- Colleagues may wish to wear clothes that reflect their religious beliefs and/or cultural background. Hanson is sensitive to these issues and respects the rights of colleagues to do so, except where this prevents colleagues from fulfilling their duties (such as where it might conflict with Health and Safety considerations).

6. Scope

6.1. This dress code applies to all adults in school, for the purposes of this code the term staff includes those on secondment, supply agency staff, governors, contractors and volunteers.

7. Responsibilities

7.1. Staff

7.2. Staff are individually responsible for their general presentation, appearance and personal hygiene and should consider how this may be perceived by others. This means that all staff should wear clothing which:

- Is appropriate to their role;
- Is not likely to be viewed as offensive, revealing or sexually provocative;
- Is absent of any political or otherwise contentious slogans;
- Is not considered to be discriminatory and is culturally sensitive;
- Does not place themselves or others at risk and complies with any health and safety requirements.

7.3. Staff are responsible for following this dress code and should understand how it relates to their working environment and health and safety.

7.4. Staff who work all year round should rely on their own professional judgement as to what is suitable and safe to wear during holiday periods.

8. Managers

8.1. Managers are responsible for ensuring that the dress code is adhered to at all times in respect of the staff they manage. Managers should make new staff aware of the dress code and its requirements during the recruitment process and should re-iterate this as part of induction. SLT or your line manager may discuss staff dress code with you if there are concerns.

8.2. Line Managers responsibility: Please make sure your team keep within the spirit and intent of the policy and you should provide clarification for people as and when required. If, however a member of your team does not comply with the Dress Code then you must discuss this with the individual to avoid the situation occurring again. Those who regularly fail to comply with the Dress Code should be referred to a member of the SLT.

9. Dress Code

9.1. Acceptable Clothing

Examples of acceptable clothing include a combination of;

- Appropriate length skirts (i.e. a minimum of knee length) or trousers
- Blouses/shirts (long or short sleeve)
- Smart plain T-shirts/polo shirts
- Jumpers, jackets, dresses, business suits, ties

9.2. Non-acceptable Clothing

The following items do not portray a professional image and should not be worn/displayed at work:

- Mini-skirts
- Lycra cycling shorts, leggings, footless tights or cargo pants
- Leisure shorts unless for PE or sports
- Tracksuits unless for PE or sports
- Trainers unless for PE or sports
- See through clothing
- Clothing with tears, holes and rips or that is not clean
- Low cut T-Shirts or blouses
- Vest tops
- Crop tops or halter necks
- Offensive badges, emblems or logos on clothes
- Indoor wearing of baseball caps
- Open toe and heel sandals

- Underwear should not be visible
- Sportswear including football shirts and rugby tops.
- Denim of any colour or type.
- Extremes of fashion are not acceptable: as well as clothes this includes hairstyles and makeup.

9.3. Exceptions

9.4. It is recognised that there may be specific occasions where the usual dress code would not be appropriate e.g. outdoor/adventure visits and in these circumstances guidance will be provided.

9.5. Certain exceptions to the dress code may be role specific, for example caretakers may wear boiler suits and cleaners may wear overalls etc.

9.6. The dress code may be relaxed on training days at the discretion of the Headteacher.

9.7. Footwear

9.8. Footwear must be safe, sensible, in good repair and be 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.

9.9. 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.

10. Tattoos

10.1. Visible tattoos are to be discouraged and where present must not be offensive to others. Where they are deemed to be offensive or inappropriate they must be appropriately covered.

10.2. Careful consideration will be given by the organisation to any tattoo on the neck, face or hands in deciding if it is acceptable. This includes considering the size, nature and prominence of the tattoo. Keep this guidance in mind when deciding on whether to have such a tattoo.

11. Jewellery and Piercing

11.1. 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.

11.2. During PE lessons, jewellery should be removed, covered or taped up where necessary. Facial piercings are not permitted (with the exception of non-excessive ear piercing).

12. Hair

12.1. Hair and beards should not compromise health and safety. Long hair should be tied back when handling food or in practical lessons. Beards should be neatly trimmed, unless this reflects the individual's religion in which case it must be tidy.

13. Religious Dress

13.1. 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.

14. Public Sector Equality Duty (PSED)

14.1. 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.

14.2. School will not discriminate against staff on grounds of disability, gender, race, religion or belief, sex and sexual orientation, gender reassignment or pregnancy.

14.3. 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 an annual basis and sooner if necessary due to changing legislation.

Model School Dress Code

This agreement relates to the school dress code outlined above. All staff including those from supply agencies, consultants and contractors are required to familiarise themselves with the contents of this dress code and to sign the agreement below.

You should sign two copies of this agreement. Please keep one copy for your records with this dress code and return the second copy to school.

I confirm that I have been provided with a copy of the school's dress code and professional principles policy.

I have read understood and accept the school dress code and professional principles policy and will abide by it.

Name:

Position:

Signed: Date: