



Dress Code for Staff

The dress code embodies our conviction that the appearance of our staff should reflect the professional environment and their responsibility as role models. As such, we expect staff to present themselves in a manner appropriate for the world of business.

The policy outlines general dress requirements without specifying exactly how employees must dress or present themselves and is gender neutral. We need to balance the need to present a professional image without stifling individual expression.

This can be defined as:

- *All clothing and footwear must be smart and professional.*
 - *Skirts or dresses of an appropriate length.*
 - *A shirt or collared t-shirt.*
 - *Footwear must be appropriate for following pupils off site.*
 - *Tailored jackets and ties are encouraged.*
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Inappropriate clothing/attire

- *Tops or ties with slogans or pictures containing anything that may be deemed offensive.*
 - *Denim in any form, leggings, shorts, trainers, sport or gym attire including jogging bottoms.*
 - *Hats with the exception of any head covering required for religious or belief observance or as a result of medical issues.*
 - *An observable lack of underwear.*
 - *Clothing that is torn, dirty or unpressed.*
 - *Visible underwear.*
 - *Revealing attire ie low cut or string tops, clothes made of sheer and see through material and clothes that expose areas of the body usually covered in the workplace.*
 - *Facial piercings should be removed. Hair should not be worn in an extreme style or colour.*
 - *Tattoos should be covered where possible. Facial tattoos and tattoos of an offensive nature are not permitted.*
 - *Any articles of footwear, clothing or jewellery that may present a Health & Safety hazard.*
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Safety clothing and equipment

Dress codes are separate from policies on the use of protective clothing which form part of the Health & Safety guidelines. If safety clothing is issued by the CE Academy at any time it should be worn as appropriate.

Religious and cultural dress

As part of the policy the wearing of religious, belief and cultural dress is acceptable.

Employees with a disability

If an employee has a disability and has any queries or issues in relation to this policy they should see the Headteacher for guidance.

Breach of the policy

If a member of staff breaches the policy it would be dealt with informally by a member of SLT. More serious breaches could result in a member of staff being asked to leave the premises and return with more appropriate attire.

Employees who breach the dress code may be dealt with under the CE Academy disciplinary procedures and could be asked to leave the premises.

Policy review

The policy may be reviewed at any time.